



Local Advisory Board (LAB) Terms of Reference

Introduction

As a charity and company limited by guarantee, the Trust is governed by a board of trustees (the **Board**) who have overall responsibility and ultimate decision-making authority for all the work of the Trust, including the establishing and running of the academies maintained by the Trust.

In order to support the effective operation of the Trust and the Academies, the Board has established a number of committees to which it has delegated certain powers and functions. These terms of reference set out the constitution, membership and proceedings of the Trust's Local Advisory Boards (LABs).

In summary, the Board has established two different types of committee:

- Main Board committees which are established to deal with Trust-wide matters such as the Education, Performance and Standards Committee, The Finance, Risk and Audit Committee, the Pay and Performance Committee, the Chairs Committee; and
- Local Advisory Boards which are established by the Board to support the effective operation of the Academies at local level.

Local Advisory Boards are outlined under the articles pursuant to Articles 100, 101A and 104.

The Board will review these Terms of References together with the membership of the Local Advisory Boards at least once every twelve months.

These Terms of Reference may only be amended by the Board. The functions, duties and proceedings of LABs set out in these Terms of Reference shall also be subject to any regulations made by the Board from time to time.

1 Establishing the Committees

The Board has resolved to establish LABs for its Academies each as a separate committee of the Board. A LAB may act in respect of two or more Academies, if requested by the board.

2 Membership

- 2.1 All LAB members are formally appointed by the Trust, including in circumstances where they are elected by a stakeholder body or co-opted by the LAB.
- 2.2 The Trust may appoint such independent persons as it deems fit to be members – including the Chair.

- 2.3 Each LAB operating in respect of one Academy shall, unless the Board resolve otherwise, have a minimum of seven members and a maximum of thirteen members.
- 2.4 If a LAB is operating in respect of two or more Academies (a “LAB Cluster”) shall, unless the Board resolve otherwise, have a minimum of seven members and a maximum of fourteen members.
- 2.5 The membership of each LAB (each a LAB Member) shall be as follows (unless the Board resolve otherwise):
- Up to two parent members (elected by the parent body);
 - Up to one staff member;
 - The Academy Principal;
 - Up to four persons appointed by the Trust;
 - Up to five other persons co-opted by members of the LAB.
- 2.5.1 The membership of a LAB Cluster shall be as follows (unless the Board resolve otherwise):
- Up to 1 parent member per Academy (elected by the parent body);
 - Up to 1 staff member per Academy
 - Up to 1 Principal per Academy
 - Up to 1 centrally appointed member per Academy
 - Up to 1 co-opted member per Academy
 - Staff members (including Principals) cannot exceed 30% of the LAB membership.
- 2.6 The Trustees, in all circumstances, shall:
- 2.6.1 determine all matters relating to an election of parent LAB Members, including any question of whether a person is a parent of a registered pupil at an Academy. When a vacancy arises, the Clerk to the LAB and the Principal(s) will write to all parents at the Academies in question seeking parents to nominate themselves for the vacancy. Nominees will be asked to provide a personal statement identifying their skills and suitability for the role. This will be assessed against the current DfE Competency Framework prior to a decision on suitability. In the event that the number of suitably experienced nominees equals or is less than the number of vacancies on the LAB, the LAB can choose to appoint all (or any) of those nominated. If there are more nominees than places available, the Clerk to the LAB and Principal(s) will write to all parents at the Academies in question asking them to vote for their preferred candidate.
- 2.7 The LAB Members may co-opt 3 members and 2 staff members whose skills match areas of the current DfE Competency Framework.
- 2.8 The term of office for any LAB Member shall be four years, save that this time limit shall not apply to a Principal. Subject to remaining eligible, any member may put themselves forward for re-appointment or re-election (as the case may be).

3 Chairs

- 3.1 The term Chair refers to the person appointed under this paragraph as chair of the relevant LAB.
- 3.2 the LAB Members shall at the first meeting of each academic year appoint a LAB Member to act as Chair of the LAB;
- 3.3 The Chair cannot be re-elected to the position for any longer than three years.

3.4 the LAB Members will elect a temporary replacement from among the members present at the meeting in the absence of the Chair.

3.5 No member of Academy Staff may be appointed to the role of Chair.

4. Vice Chairs

4.1 The term Vice-Chair refers to the person appointed under this paragraph as Vice-Chair of the relevant LAB.

4.2 the LAB Members shall at the first meeting of each academic year appoint a LAB Member to act as Vice-Chair of the LAB.

4.3 No member of Academy Staff may be appointed to the role of Vice-Chair.

4 Authority, remit and responsibilities of the Local Advisory Board

4.1 Each Local Advisory Board shall be responsible for the matters as set out in the Scheme of Delegation and below in Appendix A.

4.2 Each Local Advisory Board is authorised by the Board to:

4.3 Carry on any activity authorised by these Terms of Reference; and

4.4 Seek any appropriate information that it properly requires to carry out its role from any senior employee of the Trust and all senior employees shall be directed to cooperate with any request made.

4.5 The establishment of any new sub-committees other than ad hoc working groups required to deal with specific issues, must be agreed in advance with the Trust CEO and have an appropriate ToR. The Trust does not envisage the need for LABs to have sub committees.

5 Proceedings at Local Advisory Board meetings

5.1 The LAB will meet as often as is necessary to fulfil its responsibilities, but as a minimum of six times a year, and to review the frequency of meetings as necessary or on the advice of the Trust.

5.2 Meetings attended by five or more full members of the LAB shall be deemed as quorate providing that the majority of those attending are not employees.

5.3 The Chair of the LAB shall ensure that a clerk is provided to take minutes at meetings of the committee.

5.4 Any resolution at a meeting of a LAB must be determined by a majority of the votes of the members present and voting on the matter.

5.5 Each committee member present in person shall be entitled to one vote.

5.6 Where there is an equal division of votes the Chair shall have a casting vote.

5.7 A register of attendance shall be kept for each committee meeting and published annually on the relevant Academy's website.

5.8 Local committees may invite attendance at meetings from persons who are not members to assist or advise on a particular matter or range of issues. Any member of the Trust Board or the executive team may also attend and speak at local committee meetings.

5.9 References to the "Chair" shall in the absence of the Chair be deemed to be references to the Chair of the relevant committee meeting.

6 Remit and Responsibilities of the Local Advisory Board

- 6.1 To demonstrate appropriate support and challenge by holding academy leadership to account for academic performance, quality of care and provision.
- 6.2 To monitor and support the Academy in terms of learning, standards, safety and wellbeing. This includes identifying LAB members that take on an Area of Focused Responsibility for supporting and informing the LAB in the following areas: Safeguarding and CLA, SEND, H&S and Curriculum.
- 6.3 To consider the performance of spending against budget as aligned to the educational performance.

Note: The LAB is not responsible for the performance of the Academy Budget but for supporting and challenging the Principal to target budgeted spend aligned to the educational outcomes of the school

- 6.4 To support the Academy's senior management staff to deal with parental complaints pursuant to the Trust policy on parental complaints and support Principal(s) in recruitment and selection, exclusions, grievance and disciplinary processes where appropriate.
- 6.5 To review the decisions of Principals of other Academies within the Trust in exclusion cases where appropriate and, if requested, recruitment panels.
- 6.6 To record visits to the Academy/Academies both during school hours (with prior arrangement with the Principal) and for evening events.
- 6.7 To draw any significant recommendations and matters of concern to the attention of the Trust Board via the Clerk or the Chairs Committee
- 6.8 To nominate a member to sit on the Admissions committee

7 Conduct of Committee members

- 7.1 All committee members shall observe at all times the provisions of the Code of Conduct.

8 Members' Interests

- 8.1 Local committee members are required to declare any business or other interests in any item being discussed at a meeting.
- 8.2 Each committee member, if present at a meeting, disclose their interest, withdraw from the meeting and not vote on a matter if:
 - 8.3 there may be a conflict between their interests and the interests of any of the Academies or the Trust;
 - 8.4 there is reasonable doubt about their ability to act impartially in relation to a matter where a fair hearing is required; or
 - 8.5 they have a personal interest (this is where they and/or a close relative will be directly affected by the decision of the committee in relation to that matter) in a matter.

9 Disqualification & Removal of Committee Members

- 9.1 A person shall be ineligible for appointment to a local committee and, if already appointed, shall immediately cease to be a member if the relevant individual:
 - is or becomes disqualified from holding office under the Trust's Articles of Association;
 - is or becomes disqualified from holding office as a governor of a school or academy;

- is included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people;
- is barred from any regulated activity relating to children;
- is or becomes bankrupt or makes any arrangement or composition with his/her creditors generally; or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced;
- is convicted of any criminal offence (other than minor offences under the Road Traffic Acts or the Road Safety Acts for which a fine or non-custodial penalty is imposed or any conviction which is a spent conviction for the purposes of the Rehabilitation of Offenders Act 1974);
- has been fined for causing a nuisance or disturbance on school/academy premises during the 5 years prior to or since appointment or election as a Committee member;
- refuses to an application being made to the Disclosure and Barring Services (DBS) for a criminal records check;
- commits a serious breach of the Trust's Code of Conduct or any standing order or protocol implemented by the Board, as determined by the Trust;
- is absent without the permission of the committee from all their meetings held within a period of six months;
- resigns his/her office by notice in writing to the relevant Chair;
- in the case of a Principal, they cease to be the Principal;
- their term of office expires and they are not re-appointed.

9.2 The Trustees shall have the right at their sole discretion to remove or suspend (on such terms as they see fit) any committee member by written notice to the member and the relevant Chair.

9.3 The suspension from employment duties of any committee member who is an employee of the Trust shall have the effect of suspending their membership of the committee.

9.4 Any committee member who is subject to a banning order issued by the Principal shall be deemed to be suspended from the committee for the duration of the ban.

9.5 The Chair of the Trust Board may suspend a LAB Member for up to 20 school days where it is necessary to undertake an investigation into any alleged breach of the Code of Conduct.

10 Reporting Procedures

10.1 Within 7 days of each meeting each local committee will produce and the LAB Chair agree draft minutes of its meetings;

10.2 The Chair of the LAB shall meet, or arrange for the Vice-Chair to meet, the Chair of the Trust board or their representative on a regular basis to the Chairs Committee and will report on the committee's work.

10.3 Each committee shall conduct an annual review of its work and shall communicate its finding to the Trust via the Chairs Committee.

This document is to be read in conjunction with:

The Scheme of Delegation
The Code of Conduct
Role Descriptions for Areas of Focused Responsibility
The Articles of Association

