

DELEGATED RESPONSIBILITIES OF THE LOCAL ACADEMY COMMITTEE

Multi Academy Trusts may use their powers to delegate functions and decisions to committees or individual governors. It is the overall Multi Academy Trust Board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions. (Governance Handbook)

SUMMARY

The Governors shall exercise the powers, responsibilities and duties delegated by the Trust Board as set out in the Terms of Reference and Scheme of Delegation, and in particular;

- to carry forward and actively promote the Trust's vision in ways that are appropriate to the school's status, pupils, staff and community,
- to implement policies, plans and actions to comply with statutory regulations, the Trust's policies and procedures and the decisions of the Trustees,
- to agree and recommend their school's Targets and Performance Review to the Trust Board and monitor progress towards the approved targets
- to report to the trust board on the overall performance of the school
- to approve and monitor the School Development Plan to achieve the approved School Performance Targets.

1. SCHOOL IMPROVEMENT & STANDARDS

- 1.1. To hold the leadership to account for academic performance, quality of care and quality of provision.
- 1.2 To monitor the educational outcomes in the school.
- 1.3. To develop and recommend the School Targets and Performance Review to the Trust Board and monitor progress towards the targets approved by the Trust Board.
- 1.4. To approve and monitor the School Development Plan to achieve the approved Performance Targets.
- 1.5. To review and evaluate the success and impact of the School Development Plan in conjunction with the Head, senior leadership team and/or subject leaders, in accordance with the agreed formal monitoring arrangements. To identify areas for additional support/intervention and recommend allocation of resources.
- 1.6. To consider and evaluate standards and performance of the School and against KPIs set by the Trust Board.
- 1.7 To monitor all aspects of safeguarding, SEN, equality and pupil's welfare.
- 1.8. To review and interrogate the external data available for the school and report/explain key messages, including benchmarking information. Ensure that governors involved with data analysis have current valid training to support their role. Ensure there is a link to the DfE school performance table website on the school website.

LAC responsibilities

1.9 To support the Head in the creation, implementation and monitoring of the self-evaluation form (SEF) and any post-Ofsted action plan.

1.10. To monitor the overall effectiveness and efficiency of leadership and management at the School.

1.11. To receive reports on the quality of teaching and learning.

1.12. To review any reports from the DSI (Director of School Improvement) or other external bodies in relation to the standards and achievement of the School.

1.13 to monitor and manage all aspects of risk in relation to the school, in collaboration with the HT.

2. SEND & INCLUSION

2.1. To ensure the needs of all pupils are met by ensuring the relevant policies, practices and procedures are in place and being implemented effectively for all vulnerable groups.

2.2. To designate a governor to be responsible for monitoring SEND, Looked After children and Pupil Premium, ensure that the SEND governor has current valid training to support their role.

2.3. To ensure that the requirements of children with Special Education Needs and Disabilities are being met by monitoring the implementation and effectiveness of the SEND Policy, including provision for more able children. Highlight any resourcing/finance/staffing issues, report to the trust board.

2.4. To ensure relevant information relating to SEND is published on the school website.

2.5. To ensure the governing body meets their statutory duty relating to young people with SEND.

2.6. To consider and evaluate the effective use of the Pupil Premium funding by the school. Monitor and evaluate the impact of Pupil Premium and Sports Grant funding and report to trust board. Ensure information is published on the school website to show how the money has been spent and outcomes achieved.

2.7. To ensure that the school meets the statutory requirements relating to equality legislation including providing information on the school website to comply with the Public Sector Equality Duty.

2.8. Review equality objectives, including data analysis.

2.9. Approve and monitor the Attendance Policy. Ensure an attendance register is taken daily at school. Monitor pupil attendance and set targets as necessary. Review and evaluate progress towards these targets.

2.10. To monitor exclusion procedures and exclusion data, including pupils on a part time curriculum.

2.11. To review and agree, with the Headteacher, the Behaviour Policy and Behaviour Principles. Ensure the Policy and relevant information is published on the school website and there is continuity of application throughout the school. Monitor implementation of the Behaviour Policy.

2.12. Establish an Accessibility Plan and review it every 3 years.

LAC responsibilities

3. CURRICULUM

- 3.1. To ensure that the curriculum is rich, balanced and broadly based and to review other curriculum issues such as spiritual, moral, social and cultural learning and extra-curricular activities.
- 3.2. To evaluate information from the head, subject leaders and staff about how the curriculum is taught, evaluated and resourced, provision for more able children. Highlight any resourcing/finance/staffing issues, report to the trust board.
- 3.3. To review and monitor the policies for sex & relationships and collective worship.
- 3.4. To agree the arrangements for educational visits and ensure that they are in line with current Plumsun.
- 3.5. To develop and review a monitoring procedure and cycle for governors focussing on specific areas of the curriculum, linked to the School Development Plan. Link to an agreed programme of termly governor visits.
- 3.6. To review the policy and protocol for governor visits to the school. Ensure all governors are aware of and following the agreed structure by monitoring its implementation.
- 3.7. To monitor and evaluate the provisions of the curriculum to account for the needs of children with SEND.
- 3.8. To ensure that effective arrangements are in place for pupil support and representation, for monitoring pupil attendance and for pupil discipline.
- 3.9. To ensure statutory information relating to the curriculum is published on the school website.

4. SAFEGUARDING

It is the responsibility of the Local Academy Committee to ensure that the school's safeguarding, recruitment and managing allegations procedures take into account the procedures and practice of national guidance and Plumsun.

- 4.1. To designate a governor to be responsible for safeguarding.
- 4.2. To ensure the Safeguarding Governor(s) undertakes appropriate governor training in order to fully understand their role.
- 4.3. For the designated governor to keep the Local Academy Committee up to date with work undertaken through regular (termly) written data reports supplied to the clerk to disseminate to the LAC.
- 4.4. To monitor and evaluate the school's application of the Safeguarding Policy and procedures agreed by the Trust Board, including the staff behaviour policy/code of conduct.

5. PARENTS & COMMUNITY

- 5.1. To promote partnership working between parents/carers and the school to promote high standards of attendance, behaviour and learning by pupils.

LAC responsibilities

5.2. To assist the head of school in promoting good relationships and communication with parents and the wider community.

5.3. Ensure that the needs of stakeholders are monitored and responded to effectively.

5.4. To undertake consultation with pupils, parents / carers and other stakeholders as part of a programme of regular self-evaluation by the school to assess its performance against its stated aims and objectives.

5.5. To ensure that such feedback is used to support the development of best practice and to promote the quality of the overall pupil experience.

5.6. To ensure a Complaints Procedure is in place, monitored and followed. Review complaints and look for any common themes. Investigate any changes in practice required and recommend to the Trust Board.

7. STAFFING/HEAD TEACHER APPOINTMENTS

7.1. School staffing structure, review and agree.

7.2. To monitor the performance management of teaching staff and pay progression, to comply with statutory regulation and the Trust's HR regulations, policies and procedures.

7.3. To approve teaching staff appointments, recommended by the Headteacher.

7.4. The Local Academy Committee Chair will be involved in the process to appoint a Headteacher, the Chief Executive will lead this process, supported by the DSI and a Trustee.

8. PREMISES & HEALTH AND SAFETY

8.1. To assist the headteacher and discharge the responsibilities of the Local Academy Committee on matters relating to the school premises and grounds, security and environment.

8.2. To agree a lettings policy.

8.3. To agree, evaluate and review the schools Accessibility Plan.

8.4. Monitor implementation of H&S Policy.

8.6. Notify the Trust of any changes to fixed assets used by the School.

8.7. To ensure the school has an educational visits policy and suitably trained educational visits co-ordinators.