

## Local Academy Committee (LAC) Terms of Reference

*The LAC exists as a committee of the Trust Board*

### 1. POWERS OF THE TRUST BOARD OF TRUSTEES

- 1.1 The Trustees of the Trust Board shall establish the Local Academy Committee (LAC) as a committee of the Trust as set out in the Trust's Articles of Association (Article 100).
- 1.2 As a charity and company limited by guarantee, Inspire Multi Academy Trust (the "Trust") is governed by a Board of Trustees (the "Trustees") who have overall responsibility and ultimate decision making authority for all the work of the Trust, including the establishing and running of the academies run by the Trust.
- 1.3 The Trustees shall determine and approve the Local Academy Committee Terms of Reference and shall review the Terms at the start of each academic year (Article 104).
- 1.4 The Trustees shall determine and approve the delegation of powers, responsibilities and duties to the Local Academy Committee and shall review this Scheme of Delegation at the start of each academic year (Article 105).
- 1.5 The Trustees shall have the right to intervene in the governance of an academy where it has serious cause for concern, including;
  - 1.5.1 Standards of performance of pupils at the academy are unacceptably low.
  - 1.5.2 Serious breakdown in the way the academy is governed or managed.
  - 1.5.3 Safety of pupils or staff is threatened.
  - 1.5.4 Financial concerns/deficits which put the academy and Trust at risk.

### 2. CONSTITUTION OF THE LOCAL ACADEMY COMMITTEE

#### CONSTITUTION AND APPOINTMENT

- 2.1 The composition of the Local academy Committee shall be as follows;
  - 2.1.1 The number of people sitting on the LAC must not be less than five.
  - 2.1.2 Normally up to 10 members, known as 'Governors'.
  - 2.1.3 The Headteacher on an ex-officio basis.
  - 2.1.4 At least two (2) but no more than three (3) Parent Governors elected by the parents or carers of registered pupils at the academy.
  - 2.1.5 At least one (1) but no more than two (2) Staff Governors elected by the staff of the academy.

- 2.1.6 The LAC may also have co-opted governors or associate members, appointed by the Trust Board,

## **TERM OF OFFICE AND RESPONSIBILITIES OF GOVERNORS**

- 2.2 The Committee shall be responsible for the matters set out in Schedule 1.
- 2.3 The Term of Office for Governors is 4 years, save the Headteacher who shall remain a Governor until he or she ceases to work at the academy.
- 2.4 Subject to remaining eligible as a member of the LAC, any person may be re-appointed or re-elected to the LAC.
- 2.5 In the event of a member of the LAC having served two consecutive terms, if they wish to serve a third term the Board's approval will need to be obtained in advance of the appointment.
- 2.6 All persons appointed or elected to the LAC shall give a written undertaking to the Trustees to uphold the Governor Code of Conduct.
- 2.7 On appointment, Governors are each required to familiarise themselves and to agree to comply with;
- 2.7.1 Trust Articles of Association.
  - 2.7.2 The Scheme of Delegation 2020.
  - 2.7.3 These Terms of Reference.
  - 2.7.4 Current relevant legislation and guidance for Governors, including the 'Governance Handbook', 'Governor Competency Framework' and 'Keeping Children Safe In Education.'
  - 2.7.5 The Code of Conduct

## **RESIGNATION AND REMOVAL**

- 2.8 A person serving on the LAC shall cease to hold office if:
- 2.8.1 He or she resigns his or her office by giving notice in writing to the clerk.
  - 2.8.2 The Headteacher or a staff Governor ceases to work at the academy.
  - 2.8.3 The Trustees terminate the appointment of a Governor whose presence or conduct is deemed by the Trustees, at their sole discretion, not to be in the best interests of the Trust or the academy.
  - 2.8.4 For the avoidance of doubt, a parent governor shall not automatically cease to hold office solely by reason of their child ceasing to be a pupil at the academy.
  - 2.8.5 A governor who, without the consent of the governing body, has failed to attend meetings for a continuous period of six months beginning with the date of the first

such meeting the governor fails to attend, is, on the expiry of that period, disqualified from continuing to hold office as a governor of that academy.

### **APPOINTMENT OF THE LOCAL ACADEMY COMMITTEE CHAIR AND VICE CHAIR**

- 2.9 The Local Academy Committee shall elect the Chair and Vice Chair.
- 2.9 The Trust Board shall have the right to remove the Chair and/or Vice Chair.
- 2.10 The term of office for Chair and Vice-Chair will be 1 year and they shall be elected at the first meeting of each academic year, and, in particular;
  - 2.10.1 The Chair and Vice Chair will be elected by a secret ballot, conducted by the Clerk to the Local Governing Body.
  - 2.10.2 Governors will be able to submit written nominations prior to the meeting and verbal nominations at the meeting. A Governor can nominate him/herself for office and does not need to be present.
  - 2.10.3 Nominee(s) will be asked to leave the room whilst the election takes place. If there is more than one nominee, the remaining Governors will take a vote by secret ballot and the Clerk will tally the vote.
  - 2.10.4 If there are more than three nominees per office, the nominee polling the least votes shall be eliminated and a further vote taken. If there is a tie the Governors shall discuss the strengths of nominees and a further vote taken. This process will continue until a nominee polls a majority of votes.

### **3. PROCEEDINGS OF THE LOCAL ACADEMY COMMITTEE MEETINGS**

The LAC shall meet twice a term (6 times per year) and in particular:

- 3.1 The Local Academy Committee shall meet at the appropriate times set out in the Trust Business Calendar and follow agendas as set by the Trust.
- 3.2 The Governors will receive notice of each meeting 7 clear days before the date of the meeting.
- 3.3 Where there are matters demanding urgent consideration, the Chair or, in his or her absence, the Vice Chair, may waive the need for seven days' notice of the meeting and substitute such notice as he/she thinks fit.
- 3.4 Any governor shall be able to participate in meetings of the LAC by telephone or video conference provided that he/she has given reasonable notice to the clerk of the LAC and that the LAC have access to the appropriate equipment.

### **QUORUM**

- 3.5 Quorum for a meeting of the Local Academy Committee will be one half (1/2) of the number of governors entitled to vote.

### **VOTING**

- 3.6 Each question to be decided at a meeting of the Local Academy Committee shall be determined by a majority of votes of Governors present and eligible to vote on the question. In the event that there are equal votes on the question then the Chair shall have an additional casting vote.
- 3.7 Any Governor who is also an employee of the Trust shall withdraw from that part of any meeting of the LAC at which his or her remuneration, conditions of service, promotion, conduct, suspension, dismissal or retirement are to be considered.

### **CONFLICTS OF INTEREST**

- 3.8 Any Governor who has or may have any direct or indirect duty or personal interest (including but not limited to any Personal Financial Interest as defined below) which conflicts or may conflict with his or her duties as a Governor of the LAC shall disclose that fact to the LAC as soon as he or she becomes aware of it. A person must absent himself from any discussions of the LAC in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the academy and any duty or personal interest (including but not limited to any Personal Financial Interest).
- 3.9 A Governor has a Personal Financial Interest if he or she, or any child, stepchild, parent, grandchild, grandparent, brother, sister or spouse of the Governor or any person living with the Governor as his or her partner, is in the employment of the Trust or is in receipt of remuneration or the provision of any other benefit directly from the Trust or in some other way is linked to the Trust or the academy.
- 3.10 The CEO, Headteacher and staff governors shall be deemed to have declared their personal interest as employees of the Trust.
- 3.10.1 Members, Trustees and members of the InMAT Executive Team cannot be a governor on a LAC but may sit as members of an AIB (Academy Improvement/Interim Board) until the transition is made to a LAC.

### **MINUTES OF MEETINGS**

- 3.11 Minutes will be signed by the Local Academy Committee Chair at the next meeting to verify that the minutes are a true record.
- 3.12 The clerk to the LAC shall ensure that a copy of the agenda, the draft minutes of every such meeting (if they have been approved by the Chair of that meeting), the signed minutes of every such meeting and any report, document or other paper considered at any such meeting are, as soon as is reasonably practicable, made available to the Governance Lead of the Trust.

## **4. LAC COMMITTEES AND WORKING GROUPS**

- 4.1 The Local Academy Committee shall establish a Teaching Learning and Outcomes Committee and any Working Groups as it sees fit to fulfil its powers, responsibilities and duties.
- 4.2 The Local Academy Committee will be able to invite up to two non-Governors to serve in working groups or subcommittees, subject to the approval of the Trust Board and provided that such individuals are in a minority.

- 4.3 Subject to the prior agreement of the Trustees, the LAC may delegate to a subcommittee or any person serving on the LAC, working group, the Headteacher or any other holder of an executive office, such of their powers or functions as they consider desirable. Any such delegation may be made subject to any conditions either the Trustees, or the LAC, may impose and may be revoked or altered. The person or subcommittee shall report to the LAC in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the LAC immediately following the taking of the action or the making of the decision.
- 4.4 The Trust will set out subcommittee Terms of Reference and membership to be agreed and reviewed at the first meeting of the Local Academy Committee each academic year.

## **5. REPORTING PROCEDURES**

- 5.1 The LAC will submit minutes of their meetings to the Trust Board via the Clerk to the Board.
- 5.2 The LAC shall conduct an annual self- evaluation and review of its work and produce an action plan and share this with the Trust Board through the Trust Governance Lead. A Trust external review of Governance will be organised by the Trust as required.
- 5.3 Governors should complete the annual skills audit to arrange appropriate governor training and to enable governor recruitment to fill vacancies with volunteers who have the required skills.

## **6. GOVERNORS' EXPENSES**

- 6.1 The Trust Board shall set out a policy for payment of exceptional expenses incurred by Governors, subject to prior application and approval by the Chair of the Local Academy Committee.

## SCHEDULE I

### 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, 2017)

#### 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 academy'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 academy'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 academy
- to approve and monitor the School Development Plan to achieve the approved School Performance Targets.

#### I. SCHOOL IMPROVEMENT & STANDARDS

- Trust
- I.1. To hold the leadership to account for academic performance, quality of care and quality of provision.
  - I.2. To monitor the educational outcomes in the academy.
  - I.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.
  - I.4. To approve and monitor the School Development Plan to achieve the approved Performance Targets.
  - I.5. To review and evaluate the success and impact of the School Development Plan in conjunction with the Headteacher, 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.
  - I.6. To consider and evaluate standards and performance of the academy and against KPIs set by the Board.
  - I.7. To monitor all aspects of safeguarding, SEND, equality and pupils' welfare.
  - I.8. To review and interrogate the external data available for the academy 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.

- 1.9 To support the Headteacher 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 academy.
- 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 academy.
- 1.13 To monitor and manage all aspects of risk in relation to the school, in collaboration with the Headteacher.

## **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 academy 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 academy. Monitor and evaluate the impact of Pupil Premium and Sports Grant funding and report to trust board. Ensure information is published on the academy website to show how the money has been spent and outcomes achieved.
- 2.7. To ensure that the academy meets the statutory requirements relating to equality legislation including providing information on the academy 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 academy website and there is continuity of application throughout the academy. Monitor implementation of the Behaviour Policy.

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

### **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 Headteacher, 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 advice and policies.
- 3.5. To develop and review a monitoring procedure and cycle for governors focusing 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 academy. 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 academy 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 academy'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.
- 5.2. To assist the Headteacher teacher 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.

## **6. STAFFING/HEADTEACHER TEACHER APPOINTMENTS**

- 6.1. Academy staffing structure, review and agree.
- 6.2. 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.
- 6.3. To approve teaching staff appointments, recommended by the Headteacher.
- 6.4. 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.

## **7. PREMISES & HEALTH AND SAFETY**

- 7.1. To assist the Headteacher and discharge the responsibilities of the Local Academy Committee on matters relating to the academy premises and grounds, security and environment.
- 7.2. To agree a lettings policy.
- 7.3. To agree, evaluate and review the academy's Accessibility Plan.
- 7.4. Monitor implementation of the H&S Policy.
- 7.5. Notify the Trust of any changes to fixed assets used by the academy.
- 7.6. To ensure the academy has an educational visits policy and suitably trained educational visits co-ordinators.