



TERMS OF REFERENCE LOCAL ADVISORY BOARDS (LABs)

PURPOSE

Each Academy is accountable to and must serve its community. All children deserve and should expect to receive a high standard of education and to have the best experience of school life possible.

The LAB has an important community facing role, ensuring the Academy meets the needs of its community and the students attending the Academy. The LAB represents the community and is responsible for all engagement with parents and the wider community.

Each LAB will assist in the development of policy, advising on standards and target setting as well as daily life within the Academy.

ROLES AND RESPONSIBILITIES

The LAB shall meet at least 4 times a year. Members of the LAB will;

- Serve as ambassadors of the Academy and the Trust
- Be custodians of the values, ethos and reputation of the Trust
- Work strategically
- Support and challenge Senior Leaders to provide the highest standards of education as compared to national benchmarks
- Provide feedback to the Directors/Trustees.
- Demonstrate a commitment to fulfilling the Trust's mission and objectives for the Academy.
- Work within the Trust's Scheme of Delegation and policies at all times

SKILLS AND ATTRIBUTIONS

Those serving on the LAB must act in the best interest of the Academy and the Trust, whilst recognising that the Academy is part of a family of schools run by the Trust. Members of the LAB are expected to use their skills and experience in supporting the Academy and having made a commitment must fulfil that responsibility to serve to the best of their abilities. LAB members are expected to:

- Work as a team
- Fulfil their role as a LAB Champion. Actively engaging with their Senior Leader contact, accurately reporting back to the LAB and becoming an expert in their field
- Prepare for and attend meetings, being ready to contribute to discussions and commit to agreed actions
- Be respectful of the views of others and to be open to new ideas and thoughts;
- Treat all confidential information confidentially
- Understand the most up to date policies and procedures of the Trust and how these are flowed down to the Academy
- Keep up to date with educational changes
- Commit to training and skills development
- Be ready to ask questions
- Be focussed on problem solving and be ready to learn from past experiences.

COMPOSITION

Specific skills may be needed if a member of the LAB is to take responsibility for and lead on a specific area as part of a working party or when invited to serve on any of the Trustee committees looking at finances, audit and risk management, premises, resources, standards and continuous school improvement across the Trust. A regular skills audit will be undertaken and those serving on the LAB should expect to be able to articulate their contribution to the success of the Academy.

It is intended that the members of the LAB will be drawn from the community and will represent those employed within the Academy, parents of students attending the Academy, organisations who provide support or work in partnership with the Academy and the wider community. Whilst there is no limit on the size of the LAB with the number being determined by the Board itself, the expectation is that it will comprise of 8-10 persons with at least 2 members being elected from amongst the parents of students attending the Academy and 1 member being elected from the staff body. The Headteacher of the Academy will serve on the LAB in an ex officio capacity. The chair of each LAB will be elected by the Board of Trustees.

The LAB will comply with any guidance issued from time to time by the Trust Board as to the composition of the Board, the carrying out of elections and any other matter affecting the functioning of the LAB, including the removal of members of the LAB.

Minutes of LAB meetings will be circulated to all members of the Academy LAB and the Trust Board and members. Approved minutes will be available to the general public.

LAB CHAMPION ROLE

Each member of the LAB is allocated a LAB Champion role and will have a key area linked to the School Improvement Plan that they will monitor with a Senior Leader ahead of each meeting.

LAB CHAMPION MEETINGS AND REPORT SUBMISSION

The LAB Champion is responsible for arranging regular meetings with their Senior Leader contact and will be required to submit a report using the approved report template to the Clerk at least one week before each LAB meeting. Reports will be shared with the LAB and will form the basis of discussion during the LAB meeting. Champions should come prepared to elaborate on their report and answer questions relating to their findings.

SCHEME OF DELEGATION

The Trust reserves the right to review the delegated authority of each academy where it considers that the academy is not performing as expected, or where the Trust perceives there is a higher risk in maintaining these levels of delegation.

A new Academy joining the Trust may also have lower levels of delegated authority if the Trust considers this is necessary to mitigate a risk. Levels of delegated authority for each Academy will be reviewed annually.

In line with the Scheme of Delegation, the LAB is **Accountable and Responsible** for the following activities:

1.14	Establishment of LAB Champions	R
1.15	Appointment of LAB Champions	A/R
1.19	Agree annual cycle of business for LAB/LTB/IEB	R
1.33	Preparation of committee reports for the Trust Board	R
2.22	Determine school level guidance documents, policies, annex of Trust policies showing local arrangements; approved by LAB, written and recommended by Headteacher & Senior Leadership Team	A
3.5	Approval of School Pupil Premium and Sports Grant Plans and Impact Evaluations	A
3.7	Approval of school curriculum intent statements and implementation plans (eg: schemes of work and assessment).	A
3.13	Approval of Permanent Exclusion	A

3.14	Allocation of places against Admissions Policy	A
4.1	Propose Academy Annual Budget	A
4.5	Propose Academy 3-year Strategic Budget	A
5.2	Non-Staffing Expenditure or Contracts up to £50,000	A
5.6	Capital Expenditure within Devolved Capital Budget	A
5.8	Disposals or write off of stock, assets or debts up to £5,000	A
5.11	Non-Contractual recurring payments to staff up to £2,000	A
7.29	Suspension of Teaching Staff	A
7.30	Suspension of Support Staff	A
8.27	School Equality Objectives	A
8.28	Home School Agreement	A
8.29	School guidance documents and local policies	A
9.2	Admissions Appeals	R
9.3	Exclusion Appeals	R