



Local Advisory Committee Constitution and Terms of Reference

1 The Local Advisory Committee's Role

The Local Advisory Committees (LACs) play an important role in the governance of the schools within the Trust, which is focused at the local level and closest to the impact of decision-making. Each LAC provides scrutiny against its Academy's key performance indicators, as set in the School Improvement Plan, and acts as a critical friend to the Headteacher(s) and the Academy Leadership Team, providing challenge where appropriate and triangulating knowledge obtained from data and reports during meetings with evidence within the Academy during Governor Visits.

The LACs carry out their functions in relation to their respective Academy on behalf of the Trust Board (the Board) and in accordance with policies determined by the Board. The LACs will promptly implement any advice or recommendations made by the Board or the Executive Team in respect of standards and performance, particularly where areas of weakness have been identified (either internally within the Trust or by external bodies such as Ofsted).

The LACs work closely with the Headteachers to provide overview and scrutiny of the management of the Academy. The LACs must, however, be careful to remain strategic and not to become involved in the day-to-day running of the Academy, which is the responsibility of the Headteachers.

Delegation is to the LAC as a collective body and no Local Governor may act alone without specific delegation (e.g. as a LAC Champion).

2 Constitution of LACs

Each LAC comprises a maximum of twelve members (which we refer to as Local **Governors**), including:

- up to six members appointed by the Board;
- at least two elected parents or carers of a pupil at the Academy (**Parent Governors**);
- up to one elected member of staff (**Staff Governor**);
- one Headteacher; and
- one Director/Trustee.

Each LAC shall elect a Chair and a Vice-Chair annually in accordance with the Procedures for the Election of Chairs and Vice Chairs to the Board and Local Advisory Committees.

The length of service of all Local Governors shall be four years, with the exception of the Headteacher category, which is *ex-officio*. Subject to remaining eligible to be a Local Governor, any Local Governor may be reappointed or re-elected at the end of his or her term for a maximum of three terms (i.e. twelve years of service in total), unless the Board approves longer service where this is deemed in the best interests of the Trust and the Academy.

Every person wishing to become a Local Governor will be required to sign a declaration of acceptance and of willingness to act as a Local Governor and shall make disclosures for the purposes of a criminal records check by the Disclosure and Barring Service every three years. New Governors must also sign the Trust's Code of Conduct.

Associate Members

Each LAC may also appoint Associate Members to provide required skills and local knowledge either on a fixed term basis or, in line with succession planning, with a view to their being appointed by the Board as Local Governors when a vacancy arises. While Associate Members may participate in discussions and share their expertise with the LAC, they will not count as part of the quorum for meetings and will not have voting rights.

Associate Members may attend Governor Visit Days and shadow monitoring tasks to familiarise themselves with the Academy; they may not be appointed as Champions.

3 Commitment of Local Governors

Local Governors are asked to:

- prepare for and make an active contribution at meetings of the LAC;
- ensure that the LAC meetings cover the items set out in the LAC Annual Planner, which is set by the Board, and any other pertinent issues that arise during the academic year;
- champion the Academy in the local community;
- familiarise themselves with relevant statutory guidance, the Trust and Academy policies and the Governance Toolkit;
- visit the Academy during school hours (by prior arrangement with the Headteacher) and as part of scheduled Governor Visit Days to conduct monitoring tasks and to triangulate information obtained through data and meeting reports with evidence within the Academy;
- complete feedback forms on Governor Visit Days and report on visits to the Academy at the next LAC meeting;
- attend Academy events and celebrations to get to know the Academy and to be visible to the Academy community; and
- attend training sessions for Local Governors, where possible and complete relevant e-learning modules for example via Learning Link. This shall include safeguarding modules and those relating to the PREVENT duty and to Female Genital Mutilation (FGM).

4 Stakeholder Engagement

LACs are expected to have regard to the voices of their various stakeholders (especially pupils, parents and staff) and to put in place arrangements to receive feedback and to respond appropriately. This includes engaging stakeholders through defined governance arrangements (including elected parent and staff governors on the LACs) and more broadly (for example: talking to parents at events and in the playground on Governor Visit days). The LAC will ensure that parent and pupil surveys are conducted at least annually and will consider the results of those surveys at LAC meetings, reporting compliments and material issues/concerns to the Board. The Governors should make themselves known to stakeholders, particularly staff, parents and pupils.

Accessing and responding to pupils' collective concerns is an important part of the operations and governance of all our Academies. All schools have active Pupil Councils with representatives from each year group. Each LAC is expected to give due regard to issues that are raised through the Pupil Council and through pupil surveys and the management of actions taken in response to the issues.

5 LAC Appointments and Champions

a) Chair

The Chair is elected by the Local Governors annually at the first meeting of the academic year (usually in Term 1). The Chair is eligible for re-election.

The Trust Board is entitled to remove the Chair from office at any time, although this would not necessarily affect the individual's position as a Local Governor.

The responsibilities of the Chair include the following:

- to set the agenda for LAC meetings with the Headteacher(s), Vice-Chair and Clerk;
- to chair meetings of the LAC and facilitate discussions, ensuring that everyone is heard;
- ensure that LAC meetings are run in accordance with this Constitution and Terms of Reference, taking advice from the Clerk as appropriate;
- review draft minutes of LAC meetings, with the Headteacher(s) and Governance & Data Manager, and ensure that they represent a true record of the meeting prior to their submission for formal approval at the next LAC meeting;
- to make reports to the Board, as required; and

to ensure that the Clerk provides copies of approved minutes of the LAC meetings to the Governance and Data Manager after each meeting, for onward transmission to the Board. In the event of a need to make genuinely

urgent decisions between meetings on matters falling within the remit of the LAC, the Chair of the LAC (or the Vice-Chair of the LAC in his or her absence) in consultation with the Chair of the Board, shall take appropriate action on behalf of the LAC. The decisions taken and the reasons for urgency shall be explained fully at the next meetings of the Board and of the LAC.

b) Vice-Chair

The Vice-Chair is elected by the Local Governors annually at the first meeting of the academic year (usually in Term 1). The Vice Chair is eligible for re-election.

The Board is entitled to remove the Vice-Chair from office at any time, although this would not necessarily affect the individual's position as a Local Governor.

The responsibilities of the Vice-Chair include the following:

- to deputise for the Chair in his or her absence. This involves undertaking any or all the responsibilities of the Chair, as listed above;
- to set the agenda for meetings of the LAC with the Chair, Headteacher(s) and Clerk; and
- the Vice-Chair will chair at least one LAC meeting per academic year in accordance with the Trust's Development and Succession Planning Policy.

In the absence of both the Chair and the Vice-Chair at a meeting, the LAC will elect a temporary chair from among their number to chair LAC meetings.

c) Elected Parent Governors

There must be at least two Parent Local Governors on each LAC. Parent Governors shall be elected as follows:

- When a vacancy arises, the LAC will write to all parents and carers of pupils at the Academy seeking nominees for the vacancy. Nominees will be asked to provide a short statement explaining why they are interested in being a Parent Governor and what knowledge, experience and skills they believe they can bring to the LAC.
- If the number of nominees equals or is less than the number of vacancies on the LAC, the LAC can choose to appoint all (or any) of those nominated.
- If there are more nominees than places available, the LAC may either:
 - Considering vacancies and skills required on the LAC, appoint two Parent Governors and recommend other candidates to the Board for appointment to the LAC
 - write to all parents and carers of pupils at the Academy asking them to vote for their preferred candidate. In the event of a tied election, the LAC will appoint one of the two tied candidates with reference to the skills and/or experience required on the LAC for the time being.

A Parent Governor should be a parent or carer of a registered pupil at the relevant Academy at the commencement of their term of office or, where this is not reasonably practical, a person who is the parent or carer of a child of compulsory school age (preference may be given to parents of children at another Trust academy).

The responsibilities of the Parent Governors are the same as for all other Local Governors. Like all Local Governors, they must put the interests of the Trust, its academies and pupils above any personal interest or loyalty, including those of their own children or their children's classes in the Academy.

d) Elected Staff Governors

LACs may have one Staff Governor elected by the Academy's staff; Headteachers may not stand for election. Staff Governors shall be elected as follows:

- When a vacancy arises, the LAC will notify staff at the Academy seeking nominees for the vacancy. Nominees will be asked to provide a short statement explaining why they are interested in being a Staff Governor and what knowledge, experience and skills they believe they can bring to the LAC.
- If only one nominee comes forward, the LAC can choose to appoint them.
- If there are more nominees than places available, the LAC will write to all staff at the Academy asking them to vote for their preferred candidate. In the event of a tied election, the LAC will appoint one of the two tied candidates with reference to the skills and/or experience required on the LAC for the time being.

A Staff Governor's term of office will be four years and will cease immediately if they cease to be a member of staff at the relevant Academy. Staff Governors may stand for re-election once their term of office expires. The responsibilities of the Staff Governor are the same as for all other Local Governors. Like all Local Governors, they must put the interests of the Trust, its academies and pupils above any personal interest or loyalty, including their own employment or the interests of their colleagues.

In accordance with the Conflicts of Interest Policy, Staff Governors may be asked to leave LAC meetings where an item in which their employment is discussed and/or identified members of staff or where other sensitive items are to be discussed.

e) LAC Champions

Each LAC shall appoint from among its members individuals with specific responsibilities, which shall include visiting the Academy to ensure that relevant policies, processes and practices are in place and being implemented effectively:

- a Special Educational Needs (SEN), Inclusion and Enrichment Champion;
- a Safeguarding and Health & Safety Champion (this role may be split into two roles: H&S Champion and Safeguarding Champion, if the LAC agrees that this is appropriate and it has sufficient Governors);
- a Statutory Grants Champion (including Pupil Premium and Sports Premium);
- an Assessment Champion;
- a Stakeholder Engagement Champion; and
- an Early Years Champion (where relevant).

All LAC Champions MUST submit reports of their monitoring visits to the Clerk and MUST report back to the LAC periodically.

f) Headteacher

Each LAC will include one Headteacher Governor. Where an Academy has a Co-Headship in place, the LAC will appoint each Headteacher to the Headteacher Governor position on a rotating basis. The LAC will agree how long each rotation will last, but it shall not be for less than a term. For the avoidance of doubt, where a Co-Headship is in place, though only one Headteacher will be appointed as a Governor at any one time, both Headteachers MUST attend meetings and report to the LAC on the performance of the Academy.

g) Clerk to the LAC

The Trust shall appoint a professional Clerk to the LAC. This will usually be the Hub Clerk local to the Academy. They will not be a Local Governor or a Headteacher. In the absence of the Clerk, the LAC shall elect a replacement for the meeting (who may be a Local Governor) to take minutes.

The responsibilities / functions of the Clerk to the LAC are set out in the Governance Toolkit and reflect the DfE's Clerking Competency Framework.

6 Ceasing to be a Local Governor

A Local Governor's term of office will be terminated if:

- any event or circumstance occurs that would disqualify him or her from the office of Trustee under the Articles were he or she to hold such office;
- he or she has, without the consent of the LAC, failed to attend LAC meetings for a continuous period of six months and the Board agrees that the term of office should be terminated;
- he or she resigns from office by notice to the Chair and/or Clerk;
- in the case of a staff governor, he or she ceases to be employed by the Trust;
- he or she is removed from office by the Trust Board.

7 Convening meetings of the LAC

The Clerk is responsible for convening meetings of the LAC.

The LACs will meet at least six times in each academic year, i.e. once each new term. The schedule of meetings will be agreed in term 6 in accordance with the Annual Planner and the Clerk shall inform the Governance and Data Manager of the agreed dates, times and locations of the meetings for inclusion in the

Trust Meeting and Training Schedule; which shall be circulated to all Members, Directors, Local Governors, Clerks and senior staff.

The Clerk to the LAC shall give written notice of each meeting and circulate an agenda at least seven days in advance of each meeting. The notice and agenda shall be circulated to all Local Governors, the Trust CEO, the Headteacher(s) and any other staff members invited to attend the meeting. To allow Local Governors time to read and consider them ahead of the meeting, any reports or other papers should be provided in good time to the Clerk so that they may circulate them with the agenda. However, where the Chair determines there are matters demanding urgent consideration, it shall be sufficient if the written notice of the meeting states that fact and the notice, copy of the agenda and other papers are given within such shorter period as the Chair directs.

Any two Local Governors may call a meeting by giving written notice to the Clerk, which includes a summary of the business they wish to carry out. The Board may also call a meeting of the LAC. It shall be the duty of the Clerk to convene a meeting as soon as reasonably practicable.

The Local Governors may invite persons who are not Local Governors (such as a member of a committee, any employee, any pupil, any professional adviser and any experts of any kind) to attend the whole or part of any meeting for purposes connected with the meeting. Such attendees should leave the meeting if confidential and/or sensitive matters are to be discussed.

The convening of a meeting and the proceedings conducted at meetings shall not be invalidated by reason of any individual not having received written notice of the meeting or a copy of the agenda.

8 Quorum and voting at meetings of the LAC

The quorum for meetings of the LAC and for any vote on a matter at such meetings is three Local Governors or, where greater, one third of the total number of Local Governors in office at that time (rounded up to the nearest whole number). LAC Governors must not be counted towards the quorum for an item that they have a conflict of interest or loyalty with (see 10).

A meeting shall be terminated if the number of Local Governors present ceases to constitute a quorum. Where a meeting is not held or is terminated before all the matters specified as items of business on the agenda for the meeting have been disposed of, a further meeting shall be convened by the Clerk as soon as is reasonably practicable, but in any event within seven days of the date on which the meeting was originally to be held or was so terminated. If a quorum is not present at the adjourned meeting, the Governors present shall constitute a quorum.

Any Local Governor shall be able to participate in, and be counted as present at for the purposes of the quorum, meetings by telephone or video conference provided that:

- he has given notice of his intention to do so detailing the telephone number on which he can be reached and/or appropriate details of the video conference suite from which he shall be taking part at the time of the meeting at least 48 hours before the meeting; and
- the LAC has access to the appropriate equipment; and
- provided that, if after all reasonable efforts it does not prove possible for that Local Governor to participate by telephone or video conference, the meeting may still proceed with its business provided it is otherwise quorate.

Every matter to be decided upon at a LAC meeting shall be determined by a majority of the votes of Local Governors present and voting on the question. Votes tendered by proxy shall not be counted.

Where there is an equal division of votes, the Chair has a casting vote.

The Local Governors may act notwithstanding any vacancies, but, if the number of Local Governors is less than the number fixed as the quorum, the continuing Local Governors may act only to fill vacancies.

The LAC may invite members of Trust or Academy staff or external individuals to attend meetings for the purpose of sharing information and/or expertise or with a view to collaboration in the interests of the Academy and its pupils. This may include Academy staff who are invited regularly to meetings to report on a particular aspect of Academy improvement, safeguarding and wellbeing and/or pupil performance and outcomes. They will not count as part of the quorum or have a vote.

9 Disclosure and Barring Service (DBS Checks)

All Local Governors must undergo a DBS check on appointment (unless completed as an Associate Member) in accordance with Keeping Children Safe in Education statutory guidance in place for the time being. In line with

the Trust's policy, checks must be renewed every three years. All Associate Members must also undergo a DBS check. All checks must be undertaken via the Academy; checks undertaken via other schools (unless it is a Trust Academy) or agencies cannot be accepted.

10 Disclosure of interests and related party transactions

Local Governors shall disclose all business and other interests, including those of close relatives, on appointment and shall review and update their disclosure at least annually (usually in Term 1). An interest may be financial or may be a conflict of loyalty, where the individual concerned may find it difficult to remain objective and put the interests of the Trust, its academies and its pupils first or where there could be a perception of a conflict by third parties.

A Register of Interests and Related Party Transactions will be maintained by the Clerk and made available at LAC meetings. A summary of interests and related party transactions will be published on the Academy website by the Clerk in accordance with DfE and other statutory requirements.

Local Governors must be familiar with the Trust's Conflicts of Interest Policy, which is appended to the Trust's Financial Procedures Manual.

Any Local Governor who has any duty or personal interest that conflicts or may conflict with his or her duties as a Local Governor shall:

- disclose that fact to the LAC as soon as he or she becomes aware of it. A Local Governor must absent himself or herself 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 such duty or personal interest;
- withdraw from any meeting for that item unless expressly invited to remain to provide information;
- not be counted in the quorum for the item(s) on the agenda with which they are conflicted; and
- withdraw during the vote and have no vote on the matter.

11 Minutes

Attendance at each LAC meeting, issues discussed, agreed actions and recommendations for decisions shall be recorded and the minutes approved by the LAC as a true record and signed by the Chair at the next meeting of the LAC. The Clerk will file the approved minutes in the Minute File, which will be kept at the Academy. A copy of the approved minutes shall be forwarded by the Clerk to the Governance and Data Manager for onward transmission to the Board, as soon as is reasonably practicable.

12 Delegation to the LAC

The LAC shall have the roles set out in this section and any other role that the Board agrees shall be carried out by the LAC and that is communicated in writing to the Chair of the LAC.

a) General

The governance of the Academy is delegated to the LAC, which may exercise the powers of the Trust in so far as they relate to the Academy, subject to:

- any restrictions in the Companies Act, which require a decision of the Members or the Trust Board;
- the Articles;
- Policies and Procedures set by the Trust Board;
- a specific decision of the Trust Board;
- paragraphs b) to d) below; and
- the reserved matters as set out in Appendix 1.

In exercising the duties delegated to it, the LAC must:

- have due regard to any directions, guidelines and policies issued by the Board; and
- consider any advice given by the CEO, Executive Leadership Team and/or the Headteacher(s).

The Board and the LACs acknowledge that they each play a crucial role in the governance of the Academy and commit to working together in the best interests of the Trust, its academies and pupils. They also

acknowledge that the duties and responsibilities in relation to the operation of the Trust sit with the Board and as such the Board is entitled to:

- overrule a decision of a LAC; and/or
- remove delegated powers from a LAC

if (in its reasonable opinion) it considers it to be in the best interests of the Academy and its pupils or the wider Trust.

b) Decision Making

The relationship between the Board and the LAC is underpinned by the principle that there should be no duplication of governance and governance should be as close to the point of impact of decision-making as possible.

The Scheme of Delegation, which provides further clarity as to who the decision makers are for different levels of decisions, should be read alongside the Trust Governance Toolkit, the Financial Procedures Manual and this Constitution and Terms of Reference.

c) Financial matters

The Trust funds its academies centrally and wherever possible contracts for the supply of goods and services are Trust-wide so that all our Academies can benefit from economies of scale. Most financial monitoring and governance is, therefore, undertaken by the Board or its Audit.

Where the Academy has its own income stream (for example from the rental of school fields or buildings) the Academy will retain this income and the Academy Leadership Team will, in consultation with the LAC as appropriate, use these funds for Academy development and improvement. The LAC may, therefore, from time to time need to provide oversight to ensure that these additional funds are applied in the best interests of the Academy and its pupils and that proposed projects or expenditure are best value for money.

The Academy will also be able to bid for surplus funds held by the Trust in accordance with the Central Funding and Appeals Policy. The LAC should note where bids have been approved and monitor the impact of projects/expenditure in terms of pupil outcomes, reporting back to the Board as applicable.

13 Key functions of the LAC

The LAC is asked to carry out the following functions:

- a) Values and ethos**
 - To champion the Trust's values and ethos in the Academy.
 - To determine the educational values and ethos of the Academy ensuring that they are consistent with those of the Trust.
 - Hold the Headteacher(s) and the Academy Leadership Team to account for securing the values and ethos of the academy.
- b) Developing vision and strategy**
 - Provide support and challenge to the Headteacher(s) and Academy Leadership Team in developing a vision and strategy for the Academy, including the School Improvement Plan and any improvement strategies required by the Trust or by external bodies including the DfE, Regional Schools Commissioner (RSC) and Ofsted.
- c) Overview and scrutiny**
 - To take an overview and scrutinise the effectiveness of the Headteacher(s) and Academy Leadership Team in securing:
 - high educational outcomes for all pupils;
 - sustainable, prudent and efficient use of public resources compliant with regulatory requirements;
 - the welfare and safety of pupils, staff and all visitors to the academy.
- d) Performance Management**
 - Contribute to the performance management of the Headteacher(s) by the Chief Executive Officer in accordance with the Trust's Performance Management Policy.
- e) Policies**
 - Hold the Headteacher(s) and Academy Leadership Team to account for the implementation of Trustwide policies.

- Set academy level policies as delegated by the Trust (in accordance with the Trust Policy and Key Document Approval and Review Plan).
- Hold Headteacher(s) and Academy Leadership Team to account for the implementation of academy policies, practices and procedures. To include those for which the Headteacher(s) and Academy Leadership Team have delegated authority to review and approve, as appropriate.

f) Stakeholder Engagement

- To appoint a Stakeholder Engagement Champion.
- To review attendance and pupil absences.
- To adopt the Trust Compliments and Complaints policy and to ensure that it is implemented fully whenever a complaint is received.
- To ensure that a record is kept of all complaints and compliments received by the Trust (Stakeholder Engagement Champion to conduct Academy visits to check files are in place and up-to-date).
- The LAC should consider complaints at meetings in accordance with the Compliments and Complaints Policy and consider whether:
 - Any further action needs to be taken to address issues raised and stop them from recurring;
 - The matter represents a significant risk to the Academy or to the Trust and if so to report to the Board via the Chair.
- To consider compliments and whether any action is required to ensure that positive practices are expanded across the Academy or to improve policies and procedures.
- To ensure effective arrangements are in place for pupil support and representation at the Academy.
- To ensure that the Academy has a means whereby stakeholder feedback, including from staff, pupils and parents, can be recorded and responded to. This should include annual surveys of staff, pupils and parents by the Academy plus review of Ofsted's Parent View website from time to time.
- To establish and maintain a relationship with the members of the local community and with the governing bodies of local schools, as appropriate.
- To collaborate with other schools and relevant groups/organisations locally, including the schools that feed into the Academy and those that the Academy feeds into.

g) Special Educational Needs, Inclusion and Enrichment

- To appoint a SEN, Inclusion and Enrichment Champion.
- To review and maintain the Trust's SEN policy and ensure that SEN policies and information, or links to Trust documents, are published on the Academy's website by Academy staff in accordance with the Policy and Key Document Review Schedule.
- To ensure that the Academy has an Accessibility Plan and that this is published on the Academy website by Academy staff in accordance with the Policy and Key Document Review Schedule.
- To provide oversight of the implementation of these policies within the Academy and compliance with the Disability Discrimination Act requirements.
- To monitor the impact of the pupil premium in the Academy and ensure that information and reports are produced by the Headteacher(s) and published on the Academy website by Academy staff in accordance with DfE and other statutory requirements and in accordance with the Policy and Key Document Review Schedule.
- To appoint a Statutory Grants Champion to monitor the impact of Pupil Premium and other ring-fenced grants such as the Sports Premium in the Academy and ensure that information and reports are produced by the Headteacher(s) and published on the Academy website by Academy staff in accordance with DfE and other statutory requirements and in accordance with the Policy and Key Document Review Schedule.

h) Curriculum and standards

- To approve the curriculum proposed by the Headteacher(s) (to the extent that it is consistent with the Trust-wide policy).
- To review the impact of the Academy's strategies on pupil outcomes.
- To ensure effective processes are in place to scrutinise the quality of teaching and learning, the curriculum, inclusion and the sharing of good practice across the Academy and more widely within and outside of the Trust.
- To monitor the KPI figures reported from the Headteacher(s) relating to standards.
- To support and challenge the Headteacher(s) in the drafting and implementation of the School Improvement Plan and any other development strategies required by the Trust or external bodies including the DfE, RSC and Ofsted.

- To review third party data, including that produced by the Fischer Family Trust and the DfE, alongside that produced by the Academy when reviewing educational performance and outcomes.
- To appoint an Assessment Champion to monitor the Academy's assessment policy and system, ensuring that it is implemented consistently and that pupils are assessed throughout the school year. They should also ensure that information is made accessible to staff and Governors to track progress and ensure that SATs data is published on the Academy website by Academy staff once it is formally released.
- To appoint an Early Years Foundation Stage Champion (where relevant) to monitor the EYFS provision in the Academy and to ensure that it is run in accordance with the Statutory Framework for EYFS. Ensure that EYFS issues remain on the Academy's agenda and that phonics data is made available to Governors and that it is published on the Academy website by Academy staff once it is formally released.

i) Safeguarding

- To appoint a Safeguarding and Health & Safety Champion.
- To review and maintain a safeguarding and child protection policy for the Academy (consistent with Keeping Children Safe in Education (KCSIE) statutory guidance in place for the time being and the Trust-wide policy).
- To ensure the completion of the single central record by Academy staff (Champion to conduct monitoring visits).
- To ensure that all LAC Governors complete a DBS Check on appointment and every three years thereafter. (The Clerk to issue directions to new Governors and reminders to existing Governors.)
- Ensure that all LAC Governors are familiar with KCSIE statutory guidance in place for the time being, complete annual safeguarding training and complete e-learning modules on the PREVENT Duty and relating to Female Genital Mutilation.

j) Health and safety

- To adopt the Trust Health and Safety Policy.
- To be familiar with the Trust Risk Register and ensure that the Academy implements all relevant actions.
- To review the implementation of the above policy and ensure that appropriate risk assessments are being carried out by Academy staff. (The Safeguarding and Health & Safety Champion should visit the Academy to check.)
- To provide overview and scrutiny of the frequency of site inspections carried out by the Caretaker and of the findings and actions being taken by the management of the Academy or the Trust.
- To take account of the professional findings from site inspections carried out by external bodies and ensure that any material issues and/or risks are escalated to the Board.

k) Behaviour for Learning

- To review and maintain a behaviour for learning policy for the Academy and ensure that it is published on the Academy's website by Academy staff. The policy must reflect the Trust's Behaviour for Learning Policy.
- To convene a committee, as required and in accordance with statutory and best practice guidance and the Academy's Exclusions Policy, to review any exclusion of a pupil by the Headteacher(s).

l) Finance

- To provide support and challenge to the Headteacher(s) and Academy Leadership Team regarding income generation by the Academy and the expenditure of any income received.
- To ensure proper financial controls are in place at the Academy.
- To maintain a register of LAC members' business and other interests, including related party transactions.
- To ensure provision of free school meals to those pupils meeting the criteria.
- To enter into contracts up to the limits of delegation set in the Financial Procedures Manual and within an agreed budget.
- To support the Board and the Audit Committee in their monitoring and evaluation of the delivery of any central services or function provided or procured by the Trust.

m) Admissions

- To undertake consultation, publish admissions and determine arrangements as required in

accordance with the School Admissions and Appeals Codes, ensuring that any changes are approved by the Board in accordance with statutory guidance and the Scheme of Delegation.

- To make arrangements for determining admissions and hearing admission appeals, establishing panels if required.
- To ensure effective arrangements are in place for pupil recruitment.
- To contribute to the development of the Academy prospectus.

n) Staffing

- To participate in the process to appoint the Headteacher(s) as requested by the Chief Executive Officer (who acts with the delegated authority of the Board in this regard).
- To support the Headteacher(s) in the development and review (from time to time) of an appropriate staffing structure for the Academy and for the appointment of Academy staff to ensure that the Academy is fully staffed in accordance with that structure.
- To ensure that the Trust's policies, practices and procedures on all HR matters are implemented by the Academy, including for appointment, induction, performance management, pay review process and procedures for dealing with disciplinary matters, grievances and dismissal.
- To ensure that safer recruitment practices are in place and that at least one LAC Governor has up-to-date safer recruitment training.

o) Information and data

- To ensure the effective implementation of the data protection policies and procedures in the Academy and by Governors.
- To ensure that all LAC Governors have read and signed the Acceptable Use Policy and, where relevant, the Mobile Device Policy. (Signed documents to be sent to the Clerk, who will ensure that they are counter signed by the Headteacher.)
- To ensure that Trust email addresses are used for communication with LAC Governors and that encryption tools are used where personal data is sent by email.

14 Intervention

The Board reserves the right to review or remove any power or responsibility conferred on the LAC under this Constitution and Terms of Reference, in particular, in circumstances where serious concerns in the running of the Academy are identified, including where:

- standards and performance are low and likely to remain so without intervention;
- there has been a serious breakdown in management or governance which is prejudicial to standards of performance or breaches the Company's policies and procedures;
- there is evidence of financial mismanagement;
- the safety of pupils and staff is threatened; or
- safeguarding procedures are inadequate

Where necessary, the Board will put in place an intervention panel whose responsibility it will be to address the areas of weakness.

15 Alterations

This Constitution and Terms of Reference may be altered by the Board.

16 Circulation list

This Constitution and Terms of Reference shall be circulated to:

- Board
- Executive Leadership Team
- Local Governors
- Headteachers
- Academy Leadership Team
- Clerks

Appendix 1

Reserved matters

The Reserved Matters are things that are not delegated to Local Advisory Committees. The LACs may, however, be required to assist the Board to discharge their responsibilities in relation to the Reserved Matters.

Members

(subject to such other consents/ requirements as might be required by law or the Funding Agreement)

- 1 to change the name of the Academy Trust
- 2 to change the Objects (which would require Charity Commission and Secretary of State consent)
- 3 to change the structure of the Trust Board
- 4 to amend the Articles of Association
- 5 to pass a resolution to wind up the Academy Trust
- 6 to appoint the auditors (save to the extent that the Trustees may make a casual appointment)

Trustees

(subject to such other consents/ requirements as might be required by law or the Funding Agreement)

- 7 to change the name of the Academies
- 8 to determine the educational character, mission or ethos of the Academies
- 9 to adopt or alter the constitution and terms of reference of any committee of the Board
- 10 to terminate a supplemental funding agreement for an Academy
- 11 to establish a trading company
- 12 to sell, purchase, mortgage or charge any land in which the Academy Trust has an interest
- 13 to approve the annual estimates of income and expenditure (budgets) and major projects
- 14 to appoint investment advisors
- 15 to ensure compliance with the Company's duties under Company Law and Charity Law
- 16 to ensure the solvency of the Company, safeguarding its assets and delivering its charitable outcomes
- 17 to ensure the continued charitable status of the Company
- 18 to determine the establishment, constitution, membership, proceedings and delegated powers and functions of the Local Advisory Committees and their review and revision
- 19 to receive such reports as requested by the Directors from time to time (including but not limited to reports on employment, admissions and appeals, standards and finance) from the Local Advisory Committee and making recommendations to the

Local Advisory Committee

- 20 to enter into any arrangement in the nature of borrowing (including debts factoring, invoice discounting, hire purchase, equipment leasing, conditional or credit sales or any off-balance sheet borrowings)
- 21 To acquire assets valued above the limits set in the Financial Procedures Manual
- 22 To enter into contracts or arrangements that are of a value higher than the limits set in the Financial Procedures Manual
- 23 To enter into any lending agreement
- 24 To commence or settle any litigation or arbitration proceedings
- 25 To terminate or vary any contract which has a value in excess of the limit set in the Financial Procedures Manual
- 26 Setting the terms and conditions of engagement of members of staff in recognition that all staff at the Academy are employed by the Trust
- 27 Varying the terms and conditions of that engagement so that the terms and conditions of that engagement are no longer comparable to the equivalent engagement in one or more of the academies within the Trust
- 28 To establish or amend any pension scheme or grant any pension rights to any director, officer, employee, former director, officer or employee, or any member of such person's family
- 29 To ensure that all land and buildings pertaining to the academies are properly insured in line with any guidance provided by the Secretary of State or the Academies Financial Handbook
- 30 to write the Annual Report and sign off the Financial Statements

