

East Midlands Academy Trust

Local Advisory Board

Terms of Reference 2023/2024

'Every child deserves to be the best they can be'

Scope: East Midlands Academy Trust	
Version: V4	Filename: EMAT Local Advisory Board Terms of Reference
Approval: September 2023	Next Review: July 2024 These ToRs will be reviewed by the Trust Board annually
Owner: East Midlands Academy Trust Board of Trustees	Union Status: Not Applicable

Revision Date	Revisor	Description of Revision
Sept 2023 – V4	A Rigler	Reflecting update of COO to Deputy CEO.
July 2022 – V3	M Juan	Update to include the new refined LAB remit around Standards, Safeguarding and Stakeholders. Removal of S&P sub-committee. Update to include the choice to conduct virtual meeting to ensure quorum
July 2021 – V2	M Juan	LAB Terms of reference review – No Changes
May 2020 – v1	M Juan	New EMAT LAB Terms of Reference issued to all schools

EMAT Local Advisory Board ToR

1. Constitution

- 1.1. The East Midlands Academy Trust (EMAT) Board of Directors has resolved to establish a Local Advisory Board Committee (LAB) to advise the Board on matters relating to local school's quality and standards, safeguarding and stakeholder engagement.
- 1.2. The Local Advisory Board is responsible to the Trust Board.
- 1.3. The LAB's Terms of Reference are adopted by the LAB in each school and may only be amended with the approval of the Trust Board (TB).
- 1.4 The LAB reports to the Trust Standards & Performance committee through minutes, reports and recommendations coordinated by the Governance Team.

2. Membership

- 2.1 The LAB membership shall have, unless otherwise determined by the TB, two elected parent local governors, one elected staff local governor, up to five co-opted governors appointed by the LAB and up to three co-opted EMAT staff members appointed by the TB who are not themselves staff in the school they govern.
- 2.2 The LAB shall appoint a Chair and Vice- Chair at the beginning of each year. In the absence of the Chair or vice-chair, the clerk to the board will chair the meeting.
- 2.3 All members have equal voting rights. In the event of an equal division of votes, the Chair shall have a second or casting vote. However, no vote on any matter shall be taken at a LAB meeting unless the majority of members present are governors.
- 2.4 The Committee may invite attendance at meetings from persons who are not Directors or Committee members to assist or advise on a particular matter or range of issues. Such persons may speak with the permission of the Chair but shall not be entitled to vote.
- 2.5 The CEO and members of the School Improvement Team will attend meetings of the Local Advisory Board to offer support and guidance but will not have voting rights.
- 2.6 The members of the LAB shall hold office from the date of their appointment until the resignation or their omission from membership of the Committee on subsequent consideration by the Governance Team (whichever shall first happen).
- 2.7 Administrative support will be provided by the Clerk to the Local Advisory Board
- 2.8 The Local Advisory Board will meet at least six times per year. The Chair or any two members may call a meeting.

3. Quorum

- 3.1. The quorum for a meeting of the LAB shall be a majority of the active membership to the board present during the meeting.
- 3.2. If necessary, meetings might be conducted virtually to ensure quorum.

4. Main Duties and Responsibilities

All matters delegated by the Trust Board and detailed in the Scheme of delegation, including the scope of standards within individual Academies and policies and strategies that relate to it.

Delegated responsibilities:

- Supporting good governance of the school
- Monitoring all aspects of safeguarding, SEN, equality and student welfare
- Reporting to the Trust Board on the overall performance of the school
- Working in collaboration with the Headteacher to improve pupil achievement and wellbeing
- Maintaining a detailed understanding of the strengths and areas for development of the school
- Accountability for any targeted funding delegated by the Trust to be managed by the school
- Monitoring and managing all aspects of risk in relation to the school in collaboration with the HT and Deputy CEO
- Dealing with any regulatory requirements of admissions and exclusions through designated committees of the LAB
- Liaising with the Trust Board, CEO and Deputy CEO, through the Head of Governance, on all aspects of policy setting as they may respectively require
- Arranging election of elected members of the LAB in accordance with the Articles of Association
- Engaging regularly with the stakeholders and reporting back to the TB
- Monitoring all aspects of the curriculum and curriculum delivery
- Dealing with formal complaints to the extent provided for in the Trust complaints policy
- Monitoring systems for assessing the quality of teaching
- Monitoring student issues including behaviour and exclusions
- Monitoring all aspects of SEN
- Monitoring all aspects of safeguarding including British Values and the operation of the Prevent strategy
- Monitoring educational outcomes including ASP
- Monitoring all equality aspects including the Public Sector Equality Duty
- Detailed consideration of those policies within its remit

Admissions Sub-Committee of the LAB

Composition: All LAB members and such others as may be appointed by the Trust Board

Quorum: 2 for decisions on individual admission applications, 3 for all other meetings

Meetings: As required on seven days' notice other than meetings to determine individual admission applications which may be convened without notice

Outline of responsibilities:

- To advise the Trust Board on any aspects of admissions and the admission arrangements for the school that may be relevant including reporting on admission patterns and matters of concern
- To respond when required by the Trust Board to any proposal to amend the admission arrangements
- To manage any local consultation required in relation to any proposed amendment to the admission arrangements or otherwise to secure compliance with the Admissions Code
- To consider and decide upon each application for a place at the school in question including reviewing and confirming the ranking of applications as advised by the local authority at the points of normal entry to the school, i.e. (depending on the school) at Year R, Year 3, Year 7 and Year 12

Pupil Exclusions Sub-Committee of the LAB

Composition: All LAB members other than employees of the Trust and such others as may be appointed by the Trust Board

Quorum: 3 members

Meetings: In accordance with statutory requirements

Outline of responsibilities:

- To consider all parental representations in relation to any pupil exclusion
- To meet to review all fixed period exclusions individually or in aggregate in excess of five days and all permanent exclusions whether or not parents make representations or exercise the right to attend.