



**THE GENERATIONS TRUST
LOCAL ACADEMY BOARDS TERMS OF REFERENCE
2021\2022 ACADEMIC YEAR**

Membership

- The Local Academy Board (LAB) shall have at least five members. These could be both parents/carers or external members. It is the responsibility of the Principal to inform all parents/carers of a forthcoming application round and to invite any parents/carers who wish to apply to make themselves known to the Academy Principal
- The term of service is two years
- Potential LAB members will be interviewed by members of the Board of Trustees of the Generations Multi Academy Trust, the role will be discussed in more detail and the Trustee will share further details regarding responsibilities and commitment.
- Approved Members shall sign a declaration agreeing that they are not permitted to walk around the school unsupervised unless accompanied by the Principal or another designated member of staff
- Members of the LAB may be removed by the Board of Trustees where, in the opinion of the Board, (1) they have failed to maintain their strategic role, distinct from that of a parent, (2) they have failed to attend three consecutive meetings of the Local Academy Board, (3) they have engaged in conduct tending to bring the Academy or Trust into disrepute, (4) they have engaged, or are engaging in, conduct which prevents the Local Academy Board from functioning or is disruptive to the Academy, (5) they have failed to undertake the annual required training required for a LAB member or (6) they have been disqualified from acting as a Company Director or Charity Trustee

Qualities and Skills

- a strong commitment to the role, this includes dedicating your time regularly during the school term
- a desire to ensure the best possible outcomes for all students
- to be naturally inquisitive and have the ability to question and analyse, and a willingness to learn
- good inter-personal skills
- appropriate levels of literacy in English and sufficient numeracy skills to understand basic data
- to carry out the role to the highest standards and, as the holder of a public office, to adhere to the [seven principles of public life](#), which are selflessness, integrity, objectivity, accountability, openness, honesty, and leadership

Expectations

- That members will attend all meetings, emergencies aside, and ensure full and active participation in the work of the LAB
- LAB members are expected to LINK with subject leads within their school; the LAB Chair will be able to guide or mentor on best practice
- LAB members are expected to meet on the school site with their link subject, a minimum of four times a year
- A KPI will be developed in conjunction with the S&A Committee to monitor how the academies are performing against expectations

Training

- LAB members need to be aware of the mandatory training required, when it is due, and where that resource is obtained, eg Herts for Learning, Generations MAT, or HR

Academy Board Chair

- The Chair will be a member of the Board of Trustees in order to ensure close links to the Board for each Academy
- The Chair will be designated by the Board on an annual basis
- Only the Academy Principal or the Vice Chair can represent the Chair in their absence. If neither can attend, the meeting will be postponed/cancelled
- The Chair is responsible for overseeing the compilation of the agenda for each meeting, in partnership with the Principal and EA The Principal should ensure that the agenda is circulated to all members.
- The Chair is responsible for ensuring that Minutes are taken of the meeting by the EA. Minutes should be agreed with the Principal and, once agreed, should be circulated to the LAB
- The Chair is responsible for ensuring that meetings are well-run and that those attending are respectful of other attendees at all times

Frequency of Meetings

- The Local Academy Board will meet at least every half term at such time and place as may be determined by the Chair
- The Chair is authorised to take appropriate action as necessary in accordance with these Terms of Reference

Attendance

- The Principal and/or other designated senior members of staff shall attend each meeting of the Local Academy Board



- The Executive Principal may attend periodically, and always if asked to do so
- Other Members or Trustees are welcome to attend the Local Academy Board meetings as long as notice is given to the Chair

Meetings can only proceed when quorate; that is, when the Chair\ Principal and one other member of the LAB are present. Otherwise, the meeting must be rescheduled.

Purpose

The Local Academy Board is intended to facilitate communication between the Board, the Principal and parents/carers, and will:

- lead on the Academy's pastoral delivery [full details are detailed below] plus scrutinise performance data;
- ask questions of the Principal about the operation of the Academy and its performance;
- raise any issues of concern with the Principal about the operation of the Academy; and
- provide a written report to the Board based on the current performance data and pastoral provision.

The Principal shall provide a written update to the Local Academy Board, covering key issues or updates since the previous meeting, and/or considering key future issues.

In addition, the Principal shall report on the meetings of the Local Academy Board to the Executive Principal

The Board of Trustees shall, as far as is practicable, consult the Local Academy Board regarding:

- the appointment of a Principal for the Academy
- any proposed changes to the duration or timing of the school day
- a tendering process which will have a direct impact on students/their families (e.g. changes to school meals provision, changes to playgrounds or other outdoor play/learning areas)

In addition, the Board of Trustees shall, from time to time, seek input from the Local Academy Board on matters pertaining to the Academy or to the Trust more generally.

Delegated Authority

The Local Academy Board has been granted the following delegated authority:

- **Pastoral oversight:** to support the students, staff and whole Trust community in removing "*Barriers to Learning*," with the primary focus that all young people in the Trust are able to learn and develop to their full potential in a safe and secure learning environment, and to make appropriate comments and recommendations on such matters to the Board of Trustees on a regular basis
- **Initial analysis and interpretation of school performance data,** holding the Principal and staff to account for performance across all groups of students, and reporting into the S&A Committee

In addition, the Local Academy Board has delegated authority for all associated policies. Please see the Schedule of Delegation for details of these.

Pastoral Responsibilities

By their nature, pastoral matters cover a wide range of areas. The intention therefore is to keep these Terms of Reference sufficiently broad so as to not restrict the LAB's reach. This will allow the LAB the flexibility to address "Barriers to Learning" beyond the specific items reserved for the LAB, whilst working to a framework that ensures core issues are dealt with as appropriate.

- 1. Fixed Term Exclusions:**
 - a. To hear and review complaints from parents regarding fixed term exclusions and consider whether any excluded student should be reinstated immediately; by a specific date; or not reinstated, and to direct the Principals; accordingly, and in any case where it decides not to reinstate a student, it will inform the parents of their right to appeal where the fixed term exclusion was over 5 days. The LAB will ensure this disciplinary procedure is conducted with as much speed as possible and in compliance with any applicable legal requirements.
 - b. Consider any student disciplinary cases which may be referred to the LAB by the Principals
 - c. To review Permanent and Fixed Term exclusion figures every term

- 2. Attendance:**
 - a. To ensure adherence to the Attendance & Punctuality Policies
 - b. To review attendance data every term.
 - c. Review proposed amendments to the Attendance & Punctuality Policies on an annual basis

- 3. Anti-Bullying:**
 - a. To ensure adherence to the Anti Bullying Policies
 - b. To review Anti Bullying data every term
 - c. Review proposed amendments to the Anti Bullying Policies on an annual basis

- 4. Behaviour for Learning & Reward:** To ensure adherence to the Behaviour for Learning & Reward Policies; and review proposed amendments to the policies on an annual basis

- 5. Child Protection:** To ensure adherence to the Child Protection and Safeguarding Policies and review proposed amendments to the Child Protection and Safeguarding Policies

- 6. Vulnerable Students:** To monitor the progress of vulnerable students and receive reports from the SSENCo and other key SEN staff on a termly basis, and more frequently as situations may require.

- 7. Pupil Premium:** To monitor the progress of Pupil Premium students and receive reports from senior SLT on a termly basis and more frequently as situations may require

- 8. Careers:** To receive termly updates from the Careers Officer and review proposed amendments to the Careers Education, Information, Advice & Guidance Policies

9. **Goffs: Place2Be/Place2Talk and MCR:** to receive termly updates as a standard agenda item
Goffs-Churchgate: School Counsellor and MCR: to receive termly updates as a standard agenda item
10. **Bullying and Racist Comments Log:** To receive termly reports from relevant staff on the actions taken in respect of the Bullying and Racist Comments Log
11. **Children Looked After (CLA):**
 - a. To receive termly reports from relevant staff in line with the CLA policy
 - b. Receive and review the annual CLA report prior to issuance to the Board of Trustees
 - c. Review proposed amendment to the CLA policy on an annual basis
12. **Other Policy matters:** To oversee and review proposed amendments, prior to formal ratification by the Board of Trustees on the Trust policies as outlined in the Trust's scheme of Delegation
13. **Medical and Health Matters:** Where appropriate receive updates on serious medical and health matters in order to consider the potential impacts (and mitigants) any such circumstances may have in connection with the LAB's "purpose"
14. **Catering:** To receive (and reasonably act upon) feedback, including but not limited to quality, pricing and service, from the Student Parliaments (and other feedback where there is an emergent theme) on the quality and accessibility of the catering facilities within the Trust
16. **Student Wellbeing** – promote wellbeing across both academies.
17. **Admissions:**
 - a. Review the admissions numbers on a termly basis compared to the Pupil Admittance Number (PAN)
 - b. On an annual basis, review recommendations from the relevant member of SLT concerning the arrangements for the admission of students to each school in the Trust
 - c. Review proposed amendments to the Trust's Admissions Policies on an annual basis
18. **Bursary (Goffs only):** To receive an annual report in respect of the Bursary usage and review proposed amendments to the policy
19. To ensure that the LAB is fully versed in the Pastoral work and performance of each Academy, and is able to cogently discuss this with external bodies, e.g. Ofsted, SIP

Standards Responsibilities

To monitor the performance and progress of each Academy against annual performance targets, by receiving reports and robustly challenging data and assertions from the Principals/others, and make recommendations to the S&A Committee, on:

- achievement of students with a strong focus on the progress of the disadvantaged and most able
- quality of teaching



Other Memberships

The Chair of the LAB shall:

- oversee arrangements for individual LAB members to take a leading role in specific areas of provision, e.g. Special Educational Needs and Disabilities (SEND), Behaviour, Attendance and Sex and Relationships Education (SRE)
- receive regular reports from them and update the LAB

The Chair of the LAB will also review the annual Rule 2 applications for Social and Medical Need with the Principal, as part of each academy's admissions cycle