



**THE GENERATIONS TRUST
LOCAL ACADEMY BOARDS TERMS OF REFERENCE
2024\2025 ACADEMIC YEAR**

Membership

- The Local Academy Board (LAB) shall have at least six members (known as Governors) and other than in exceptional circumstances, eg a school in challenging circumstances and/or with specific additional needs, not more than 12. Details of membership can be found in the Trust's Scheme of Delegation
- The term of service is four years. Chairs and Vice Chairs will be elected for a term of 3 years. Each year the MAT Board reviews who is undertaking which roles within the Trust, and this may on occasion involve moving people between posts. However, the Board would not normally move a LAB Chair during their 3 year tenure
- Elections should take place every 3 years for the role of Chair and Vice Chair, and at the end of the 4-year term of office for parent and staff governors

Potential LAB members will be interviewed by members of the Board of Trustees of the Generations Multi Academy Trust, in partnership with the LAB Chair

- Approved LAB Members shall sign a declaration agreeing that they are not permitted to walk around the school unsupervised unless accompanied by the Principal/Headteacher or another designated member of staff
- No meetings will be held with any member of school staff without the direct prior involvement of the Principal/Headteacher. If a concern is such that it is not felt appropriate to involve the Principal/Headteacher, this concern must immediately be taken to the VCEO or to the CEO if the VCEO is unavailable
- 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 and numeracy
- 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 in person with their link subject, a minimum of three times a year, always giving prior notice to the Principal/Headteacher. These visits to always include student voice
- All LAB members are expected to complete and return standard MAT visit proformas and return them to the Principal/Headteacher within 5 working days of each visit

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
- All LAB members are expected to undertake and record termly training as requested by the MAT, as part of remaining up to date on the sector. As a minimum such compulsory training will include all requested safeguarding and H&S courses, plus how to deliver effective governance

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
- In the absence of the Chair, a meeting will be Chaired by the Vice Chair
- The LAB Chair will meet with the VCEO at least once per half-term as part of ensuring close communication and dialogue

- Only the Academy Principal/Headteacher or the Vice Chair(s) 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/Headteacher and Clerk. The Principal/Headteacher 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 Clerk. Minutes should be agreed with the Principal/Headteacher 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 and Trust Scheme of Delegation

Attendance

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

Quorum: Meetings of the Local Academy Board shall be quorate if at least half the governors are present and the majority of these are not employees of the academy.

Expectations of Local Academy Boards

Generations Academy Trust have agreed that the majority of their day-to-day responsibilities for each of its academies should be managed through Local Academy Boards. Local Academy Boards are, in effect, sub committees of the Board of Trustees. Governors play a key role within their academy. The Local Academy Board has been granted full delegated authority for the running of their school as outlined below. As part of their role, they should:

- Ensure good governance of their academy, including ensuring that all statutory and non-statutory policies linked to their delegated authority are monitored and reviewed in line with review dates
- Safeguard and promote the values of their academy and the Trust
- Support the Principal/Headteacher of their academy and act as a critical friend to them
- Ensure adherence to all Safeguarding policies, and review proposed amendments to Safeguarding policies
- Monitor and own the quality of education, behaviour, personal development and welfare of students within their academy. As part of this delegated authority, the Local Academy Board will:
 - Monitor the performance and progress of each Academy against annual performance targets, by receiving reports and robustly challenging data and assertions from the Principal/Headteachers/others, ensuring a strong focus on the progress of the disadvantaged and most able, and the quality of education
 - 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 Principal/Headteachers; 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.
 - Consider any student disciplinary cases which may be referred to the LAB by the Principal/Headteachers
 - To review Permanent and Fixed Term exclusion figures every term

Admissions:

- Review the admissions numbers on a termly basis compared to the Pupil Admittance Number (PAN)
- 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
- Review proposed amendments to the Trust's Admissions Policies on an annual basis
- Monitor and review the academy's strategic and operational ICT delivery
- Engage with key stakeholders (for example, parents and carers, students, and staff)
- Advise the Trustees of local issues affecting their academy which need consideration as soon as possible
- Advise the Trustees of any action taken, or decision made with respect to the above functions at the meeting of the Trustees immediately following the taking of the action or the making of the decision

The Principal/Headteacher 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/Headteacher shall report on the meetings of the Local Academy Board to the Vice Chief Executive Officer.

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

- the appointment of a Principal/Headteacher for the Academy, where the LAB Chair will play a central role, and the wider LAB involved as much as is practical
- 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)

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/Headteacher, as part of each academy's admissions cycle