



LOCAL ADVISORY BOARDS TERMS OF REFERENCE 2026\2027 ACADEMIC YEAR

Purpose

Local Advisory Boards (LABs) provide local governance, support and challenge for individual schools within the Trust. They act as a vital link between the Trust, the school and its community, helping to ensure that the school's performance, culture and stakeholder engagement remain strong.

LABs operate within the Trust's Scheme of Delegation and provide assurance to the Board of Trustees regarding the effectiveness of individual schools.

Responsibilities

School Performance

- Monitor educational performance within the school
- Review attendance, behaviour and safeguarding information
- Understand the strengths and areas for development of the school
- Monitor progress against the School Development Plan

Stakeholder Engagement

- Act as ambassadors for the school and Trust
- Strengthen relationships with parents, carers and the wider community
- Promote understanding of the Trust's vision and values
- Gather stakeholder views and provide feedback to school and Trust leaders

Safeguarding and Inclusion

- Monitor safeguarding arrangements within the school
- Review attendance, inclusion and pupil welfare information
- Provide assurance that statutory responsibilities are being met

Support and Challenge

- Provide constructive support and challenge to school leaders
- Receive reports from the Principal and senior leaders
- Celebrate success and monitor areas requiring improvement
- Ensure that all statutory and non-statutory policies linked to their delegated authority are monitored and reviewed in line with review dates
- Hear and review permanent exclusion cases, parental complaints at relevant stages, student disciplinary cases and behaviour panels as needed

Delegated Authority

Generations Multi Academy Trust have agreed that the majority of their day-to-day responsibilities for each of its schools should be managed through Local Advisory Boards. Local Advisory Boards are, in effect, sub committees of the Board of Trustees. Governors play a key role within their school. The Local Advisory Board has been granted full delegated authority for the running of their school, although has no legal governance responsibility separate from the Trust Board.

Membership

- The Local Advisory Board (LAB) shall have at least five members (known as Governors) and not more than 11. Details of membership can be found in the Trust's Scheme of Delegation



- The term of service is four years. Each year the Trust 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
- No meetings will be held with any member of school staff without the direct prior involvement of the Principal. If a concern is such that it is not felt appropriate to involve the Principal, this concern must immediately be taken to the CEO
- 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 Advisory Board, (3) they have engaged in conduct tending to bring the school or Trust into disrepute, (4) they have engaged, or are engaging in, conduct which prevents the Local Advisory Board from functioning or is disruptive to the school, (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

Meetings

- The Principal and/or other designated senior members of staff shall attend each meeting of the Local Advisory Board
- In the absence of the Chair, a meeting will be Chaired by the Vice Chair, or the Principal can represent the Chair. If neither can attend, the meeting will be postponed/cancelled
- The CEO may attend periodically, but can also be invited to attend
- Other Members or Trustees are welcome to attend the Local Advisory Board meetings as long as notice is given to the Chair

Quorum

The quorum for meetings of the Committee will be three members of the LAB (this may include the Principal).

Expectations

- LAB members will attend all meetings, emergencies aside, and ensure full and active participation in the work of the LAB
- LAB members are expected to check their Generations email account regularly
- LAB members are expected to link with subject leads/leads for priority areas within their school; the LAB Chair will be able to guide or mentor on best practice
- All LAB members are expected to complete and return standard MAT visit proformas and return them to the Principal within 5 working days of each visit
- LAB members need to complete mandatory training annually or as required
- LAB members are expected to undertake and record termly/annual in-house training as requested by the Trust

Reporting

Local Advisory Boards will provide regular reports to the Board of Trustees through the Full Trust Board.

Review

These Terms of Reference will be reviewed annually by the Board of Trustees.



APPENDIX 1

TRUSTEE/LAB MEMBER SCHOOL VISIT RECORD FORM

For visits taking place as part of the scheduled LAB meeting calendar, verbal feedback in the LAB meeting will suffice and no visit record required.

Date of Visit:	
Purpose of Visit:	
Time of Arrival:	
Time of Departure:	
Name of LAB/Trustee Member:	
Purpose of the visit <i>As agreed by the Board/LAB/Principal</i>	
Links with the School Improvement Plan <i>How does the visit relate to the SI? Alternatively, if not SIP related, what purpose does the visit serve?</i>	
Observations & comments by Trustee/LAB Member <i>What you observed, learned, what value you created for the school/Board/LAB</i> WWW: EBI:	
Were there any key issues arising for the school/Board/LAB to address?	On committee agenda for date



Actions to be taken and by when	By whom	Date Completed

This completed form must be handed or emailed to the Principal's PA/Office Manager within 5 days of the visit:

Flamstead End - Sue Spicer - sue.spicer@flamsteadend.herts.sch.uk

Goffs-Churchgate - Jane Andrews - j.andrews@goffschurchgate.herts.sch.uk

Goffs - Nina Ward - nwr@goffs.herts.sch.uk

Oakview - Sue Spicer - sue.spicer@flamsteadend.herts.sch.uk