

# **SAND Academies Trust**



## **Terms of Reference: Local Advisory Board (LAB)**

### **Mission Statement**

Supporting Achievement, Nurturing Development

### **Ethos / Vision**

As a partnership we will achieve more together and therefore:

- Improve outcomes, opportunities and life chances for children and young people
- Offer more / wider support for their families
- Share and develop staff expertise

We will create a Trust which is child-centred, giving children and young people, families and carers a voice.

Through collaboration we will challenge and maximise potential for our schools and individuals.

We will ensure the individual identity of each school.

We develop a climate which is open to change and development.

We will shape the future by influencing services and provisions.

Individuals will be empowered to make decisions using research-based evidence to ensure the quality of education has sound intent, clear implementation and accountable impact.

Community engagement will be embedded in learning experiences, both the local community of the provision and the children and young people.

Opportunities and activities will be guided to support transitions for future learning and employment.

Skills and knowledge of all employees will be utilised to improve educational outcomes for children and young people regardless of the accommodation where they are placed.

### **Other related documentation**

Local Advisory Boards must read these Terms of Reference in conjunction with other SAND Academies Trust documentation:

- Articles of Association (AoA)
- Scheme of Delegation (SoD)

## Terms of Reference

### 1. Membership

- 1.1. The number of people who shall sit on the Local Advisory Board for *[insert academy name]* shall not be less than four but, unless otherwise determined by the Trustees, shall not be subject to any reasonable maximum.
- 1.2. The LAB should have the following members:
  - The Chair – appointed by the Trustees of SAND Academies Trust
  - A staff member – elected/appointed in accordance with clause 4.2 of the SoD
  - 2 parent members – in accordance with clause 4.2 of the SoD
  - At least 1 community member - in accordance with clause 4.2 of the SoD
  - The Headteacher of the school is to be treated as an ex-officio member of the LAB
- 1.3. With the exception of the Headteacher of the school, all members of the LAB will have an initial term of office of 4 years.
- 1.4. Subject to LAB members remaining eligible to serve, they may be re-appointed or re-elected to the LAB for a second term of office of 2 years (6 years in total). Trustees reserve the right to extend the length of the second term of office in exceptional circumstances.
- 1.5. Each member of the LAB will have an equal vote. Voting is by a majority and the Chair of the LAB will have a casting vote in the event of a tie.
- 1.6. The Chair of the LAB is also a member of SAND Chairs committee who meet 6 times per year to discuss local matters and strategies.

### 2. Meeting Administration

- 2.1. The LAB will meet as often as is necessary to fulfil its responsibilities but will, as a minimum, meet at least 3 times per academic year.
- 2.2. Meetings of the LAB will be quorate if one half of the members currently in post (rounded to the nearest whole number) are in attendance.
- 2.3. All meetings of the LAB should be professionally clerked. In the absence of the clerk at any meeting, the LAB will agree a replacement for that meeting.
- 2.4. The clerk to the LAB will ensure that an agenda and relevant paperwork are circulated at least 7 days before any meeting of the LAB.
- 2.5. It will be assumed that all members of the LAB have read any papers for the meeting as long as they have been circulated in accordance with 2.4 above.
- 2.6. Any Trustee of SAND Academies Trust may attend a meeting of the LAB.

- 2.7. Minutes of any meeting of the LAB will be recorded accurately and in writing. Minutes of meetings will be officially approved and signed at the following meeting of the LAB.
- 2.8. All minutes will be forwarded to the SAND Academies Trust Governance Professional within 3 weeks of the meeting highlighting any issues/items which need to be brought to the attention of Trustees.
- 2.9. The SAND Academies Trust Board may request the Chair of the LAB to attend any Board meeting and present a summary of the issues discussed and recommendations made at any previous LAB meeting.
- 2.10. All decisions reserved for the LAB shall be determined by the Board of Trustees and will be reviewed at least annually.

### **3. Responsibilities of the LAB**

- 3.1. Establish working groups of the LAB where appropriate and in consultation with the Headteacher of the school.
- 3.2. Appoint (and remove) the Vice-Chair of the LAB.
- 3.3. Appoint (and remove) the Clerk to the LAB.
- 3.4. Promoting and upholding the SAND Academies Trust Mission and Vision.
- 3.5. Ensuring Trust policies are implemented across the school.
- 3.6. Ensure that all policies / procedures specific to the school and in accordance with the Scheme of Delegation are implemented and monitored for effectiveness.
- 3.7. Work with the Headteacher in setting the curriculum, standards of conduct and values to be adopted at the school.
- 3.8. Ensure compliance with all LAB obligations as set out in the Scheme of Delegation.
- 3.9. Establish and maintain a system of election / appointment of members to the LAB.
- 3.10. Help the school to be responsive to the needs of the parents and the local community.
- 3.11. Uphold admissions criteria to the school and handle appeals that may arise to ensure fair entry.
- 3.12. Monitor pupil progress and attainment and the achievement of the Academies Trust objectives and ensure that plans for improvement are acted upon.
- 3.13. Hold the Headteacher and Senior Leadership of the academy to account for all their actions to deliver the best pupil outcomes.
- 3.14. Recommend/Consult on the need for review panels as part of the Complaints procedure.

- 3.15. Recommend/Consult on the need for review panels of pupil Exclusions ensuring that this is in accordance with statutory guidelines.
- 3.16. Recommend/Consult on all staff disciplinary matters in accordance with the Trust's Disciplinary policy.
- 3.17. Work with the Headteacher to recommend an annual budget for the academy to the Board of Trustees
- 3.18. Monitor the spend and impact of any specific funds for the school ie: Sport Premium, Pupil Premium funding.
- 3.19. Report any identified risks to the Trust Board.
- 3.20. Recommend/Consult and monitor the school's compliance with Safeguarding obligations.
- 3.21. Ensure there is a nominated LAB member for Safeguarding.
- 3.22. Recommend/Consult and monitor the school's compliance with Health and Safety obligations.
- 3.23. Undertake an annual LAB self-evaluation and effectiveness review including individual skills audits and ensure this informs any future training and development for the LAB.

<b>Approved by SAND Academies Trust board on:</b>	25 <sup>th</sup> May 2023
<b>Next Review date:</b>	October 2023