

**Create Learning Trust
Local Academy Boards
Terms of Reference
2022-2023**



The Membership of each Local Academy Board (LAB) will be approved by the Board of Trustees.

The Chair of each LAB will be elected by its Board. The membership may vary according to individual Academy needs, but will include the following:

1. No more than 11 Academy Representatives with a quorum of more than 50%, including Headteacher, 1 staff, 2 parents and up to 7 co-opted. No other person paid to work at the school may be a member of the LAB.

The LAB will have the power to invite others, without voting rights, to give advice to the Board e.g. a Trustee of the Trust Board.

AIMS

1. To monitor provision and challenge the performance of the Academy.
2. To ensure the best possible educational experience for pupils of all abilities, in accordance with the vision of Create Learning Trust.
3. To maintain the academy's individual identity and status.

TERMS OF REFERENCE

1. To ensure the correct composition of the Local Academy Board.
2. To hold staff and parent elections.
3. To elect the Chair and Vice-Chair (and keep details of their appointment) and propose a clerk to the Board of Trustees.
4. Appoint a Pay Committee Representative.
5. Appoint Academy Representatives to the following roles: Quality of Education & Inclusion, Safeguarding, Health and Safety, Finance, Pay / HTPM
6. Make general provisions relating to the conduct of proceedings and the declaration and management of conflicts.
7. To operate within the agreed Scheme of Delegation.
8. To monitor educational standards, safeguarding, Health & Safety, policy implementation, school website, annual budget and staff welfare.
9. In conjunction with Headteacher, recommend staff pay awards to the Board of Trustees.
10. Produce an annual LAB plan (using Shaping Governance®), monitor its progress against objectives and complete a final impact review at the end of the academic year.
11. Be visible at key school events.
12. Regular contact with stakeholders: staff, parents, School Council & local community.
13. Meet at least termly and report termly to the Board of Trustees.
14. Each Academy Representative must achieve at least 75% attendance across a combination of meetings which they are a member of.

SUMMER 2021 ACTIONS

1. Appoint representatives and set annual calendar of meetings
2. Submit 1/2 termly report to the Board of Directors within the agreed schedule
3. Develop an annual monitoring plan and assign responsibilities
4. Attend Shaping Governance® induction training – Summer 2021
5. Agree rota for attendance at key school events
6. External Governance review – late Autumn 2021