

## Community Schools Trust

### Local School Board

#### TERMS OF REFERENCE

The Local School Board is a committee of the Board. The composition is determined by the Board of Trustees, subject to the Articles of Association.

#### 1. Membership

##### 1.1. *Composition of Local School Board –*

The number of places shall be 9, as follows:

Number	Position	Method of Appointment
1	Head of School or senior leader delegated by the CEO	Ex-officio
1	Staff Representative	Election
2	Parent Representatives	Election
2	Co-opted Representatives	Appointed by the LSB
2	Co-opted Representatives	Appointed by Trustees
1	Trustee	Appointed by Trustees

Note 1: The CEO will be invited to attend all Local School Board meetings

Note 2: The number of parent members shall be made up by persons appointed by the local school board if the number of parents standing for election is less than the number of vacancies. Any person appointed shall be a parent of a registered pupil or a parent of a child of or under compulsory school age attending the academy (or academies) overseen by the local school board. No parent governor shall be an employee of the Academy Trust at the time of their election or appointment, unless they are employed for less than 500 hours per year.

Note 3: When complete each local school board will have 9 members, but it may continue to act notwithstanding a temporary vacancy in its composition provided that there are at all times a minimum of three members, which should include at least 1 parent and 1 co-opted representative. The aim will be to ensure that LSB representatives offer a range of skills and reflect the composition of the local community in terms of ethnicity, age and gender.

1.2. ***Term of Office*** – the Term of Office for all members of the LSB shall be 2 years. The number of terms of office any member of the LSB shall serve shall be no more than 4. The Head of School is a member by virtue of their office and continues to serve until s/he cease to be Head of School

**Vice-Chair** – The Chair of the LSB is appointed by the Board. At its first meeting and then every 12 months thereafter, the local school board shall elect a vice-chair from among the members who are not employees of the Academy Trust. The vice chair can stand for re-election while they continue to be eligible members of the local school board. If the chair or vice-chair become employees of the Academy Trust they must immediately resign as chair or vice-chair.

In the absence of the chair, the vice-chair assumes the duties of the chair. In the absence of both the chair and the vice-chair, the local school board shall appoint a chair for the meeting from among the members who are not employees of the Academy Trust.

The chair and the vice-chair can be removed from office as chair and vice-chair by the local school board or the Trust Board.

**1.3. Removal and Review** – LSB members may be removed by the LSB for non-attendance at two consecutive meetings. With the exception of elected staff and elected parents, members may be removed for reasons other than non-attendance by the person or persons who appointed them. Staff members automatically cease to be LSB members when they cease employment at the academy. Parent members do not cease to be members when their child/ren cease to be pupils of the academy.

## **2. Meetings and proceedings**

The local school board shall meet at least three times a year and in line with the meetings cycle agreed by the Board. All meetings shall be convened and clerked by the clerking service appointed by the Trust Board.

All members shall receive a copy of the agenda at least seven-calendar days in advance of the meeting. A special meeting shall be called by the clerk whenever requested by the chair or at the request in writing by any three members. For reasons of urgency, the chair or, in his/her absence, the vice-chair may waive the need for seven days' notice of the meeting and substitute such notice as s/he thinks fit.

The convening of a meeting and the proceedings conducted shall not be invalidated by reason of any individual not having received written notice of the meeting or a copy of the agenda.

Meetings of the local school board shall be quorate if 50% of members in office at the time of the meeting are present, subject to a minimum of three. If the number of members present at the meeting does not constitute a quorum, the meeting shall not be held. If in the course of a meeting the number of members present ceases to constitute a quorum, the meeting shall be adjourned. If a meeting cannot proceed or continue for the lack of a quorum, the chair shall determine the time and date at which a further meeting shall be held and shall direct the clerk to convene the meeting accordingly.

Every question to be decided at a meeting shall be determined by a majority of the votes of the members present and voting on the question. Every member shall have one vote. Where there is an equal division of votes the chair of the meeting shall have a second or casting vote. No resolution may be rescinded or varied at a subsequent meeting unless consideration of the rescission or variation is a specific item of business on the agenda for that meeting.

Any member who is also an employee of the Trust shall withdraw from that part of any meeting at which their or other members of staff remuneration, conditions of service, promotion, conduct, suspension, dismissal or retirement are to be considered.

A resolution in writing, signed by all the members, shall be valid and effective as if it had been passed at a meeting of the members. Such a resolution may consist of several documents in the same form, each signed by one or more of the governors.

Any member shall be able to participate in meetings of the local school board by telephone or video conference provided that s/he has given reasonable notice to the clerk and that the members have access to the appropriate equipment.

When requested by the Trust Board, the chair of the local school board will attend Trust Board meetings.

### **3. Persons ineligible to be a member**

No person shall be qualified to serve on the local school board unless s/he is aged 18 or over at the date of their election or appointment.

A person serving on the local school board shall cease to hold office if they become incapable by reason of illness or injury of managing or administering their own affairs.

A person serving on the local school board shall cease to hold office if they are absent without the permission of the local school board from all the meetings of the held within a period of six months and the local school board resolves that their office be vacated.

A person shall be disqualified from serving on the local school board if:

- their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or
- they are the subject of a bankruptcy restrictions order or an interim order.
- at any time when they are subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).
- they would cease to be a director by virtue of any provision in the Companies Act 2006 or is disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).
- they have been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which they were responsible or to which they were privy, or which they by their conduct contributed to or facilitated.

A person shall be disqualified from serving on the local school board at any time when they are:

- included in the list kept by the Secretary of State under section 1 of the Protection of Children Act 1999; or

- disqualified from working with children in accordance with Section 35 of the Criminal Justice and Court Services Act 2000; or
- barred from regulated activity relating to children (within the meaning of section 3(2) of the Safeguarding Vulnerable Groups Act 2006).

A person shall be disqualified from serving on the local school board where they have, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

A person shall be disqualified from serving on the local school board where they fail to comply to apply for a DBS enhanced disclosure within 21 days of their appointment.

Where a person becomes disqualified from serving on the local governing body, they shall upon becoming so disqualified give written notice of that fact to the chair of the local governing body who shall inform the Trustees.

#### **4. Minutes**

At every meeting of the local school body the minutes of the last meeting shall be an agenda item, and, if agreed to be accurate, shall be signed as a true record.

#### **5. Delegation of functions**

The local school board may establish committees to consider decisions to exclude pupils and to hear parental complaints. The local school board may also establish committees or appoint individual members to fulfil requirements as stipulated in various Trust Board policies. Committees may also be established to carry out other functions where this is a requirement of Trust Board.

#### **6. Purpose**

The local school board is responsible for implementing the Trust's vision, values, aims, objectives and policies. The extent of its key powers, duties and responsibilities are set out below.

#### **7. Key Powers, Duties and Responsibilities**

The local school board is accountable for the powers, duties and responsibilities delegated to them by the Trust Board, details of which set out within the Scheme of Delegation. In order to hold the academy leadership to account all LOCAL SCHOOL BOARD members are expected to ensure that they are familiar with the academy through visits, training and reading.

The local school board is responsible for the following:

##### **a) Governance**

- To carry out an annual self review and skills and diversity audit, acting upon any findings.
- To ensure that the local school board functions effectively and that vacancies are filled in a timely fashion.
- To ensure the implementation of the Trust Board's plan and decisions



**b) Strategy and Planning**

- To respond to consultation on the Trust's vision, mission & values, strategic direction, strategic & annual operation plan and budget
- To carry forward the Trust's vision and develop the ethos of the trust as appropriate to each academy.
- To participate in the academy development planning process, including review and recommendation of the school development plan or post-Ofsted action plan to the Student, Standards and Community (SS&C) Committee and to implement and monitor the agreed plans.
- To ensure that the academy and Trust's reputation is maintained.
- Oversight of implementation of the strategic plan.
- To oversee academy marketing and branding.

**c) Education Policy and Information Systems**

- To hold the academy leadership to account for educational standards and quality of provision and promote high standards of educational achievement.
- To ensure that the views of pupils and other stakeholders are gathered and taken into account.
- Maintaining standards of behaviour and conduct, including participation in pupil disciplinary committees.
- Scrutiny of educational management information in support of pupil and school performance, providing advice and information to the Trust Board.
- Monitoring of the school website to ensure compliance.
- To review and recommend targets for adoption by the Trust Board and to monitor progress against these targets, reporting any significant variations.
- To monitor quality of teaching.
- To receive reports on curriculum areas and development.

**d) Performance Management**

- To monitor and scrutinise implementation of the Trust's strategic plan, school development plan or post-Ofsted action plan and make decisions on actions required.
- Oversight of complaints about the school in line with the Complaints Policy.

**e) Finance, Investments and Asset Management**

- To respond to the Trust Board consultation on financial, premises and asset management planning.
- To submit the annual budget, drawn up within the Trust Board allocation, for approval by the Trust Board.
- To monitor income and expenditure against budget, reporting any significant variations.
- To monitor expenditure of pupil premium and sports premium grants.
- Oversight of school fundraising initiatives
- To consider and comment on Trust asset management plans and proposals for the school.
- Approval of school community use of premises policy and procedures in line with Trust principles.

**f) Internal Control and Risk Management**

- Review of school Health & Safety reports and decision on action required.

- To escalate to the Trust Board any issues or concerns which might reasonably be expected to expose the Trust to significant reputational, business, financial, legal or other risk.

**g) Human Resources**

- To respond to the Trust Board consultation on staffing policies and structures.
- To support the CEO with the appointment process for the academy Headteacher and Deputy Headteacher.
- To oversee staff deployment and management.
- To support the CEO to carry out Headteacher performance management and make recommendations regarding remuneration to the pay committee.

**h) Policies**

- To respond to the Trust Board consultation and oversee implementation of policies relating to:
  - safeguarding and promotion of pupils' health and welfare arrangements
  - curriculum
  - admissions
  - uniform
  - sex education
  - RE & collective worship
  - behaviour & discipline
  - health & safety
  - reward and remuneration
  - terms & conditions of employment
  - annual pay award
  - complaints
- Ensure implementation of the agreed policies

**7. Reporting**

The local school board shall report directly to the Trust Board and committees (set out the reporting mechanism e.g. via minutes, via Director representation on the local school board).

The local school board is responsible for reviewing these terms of reference

The Trust Board is responsible for approving these terms of reference