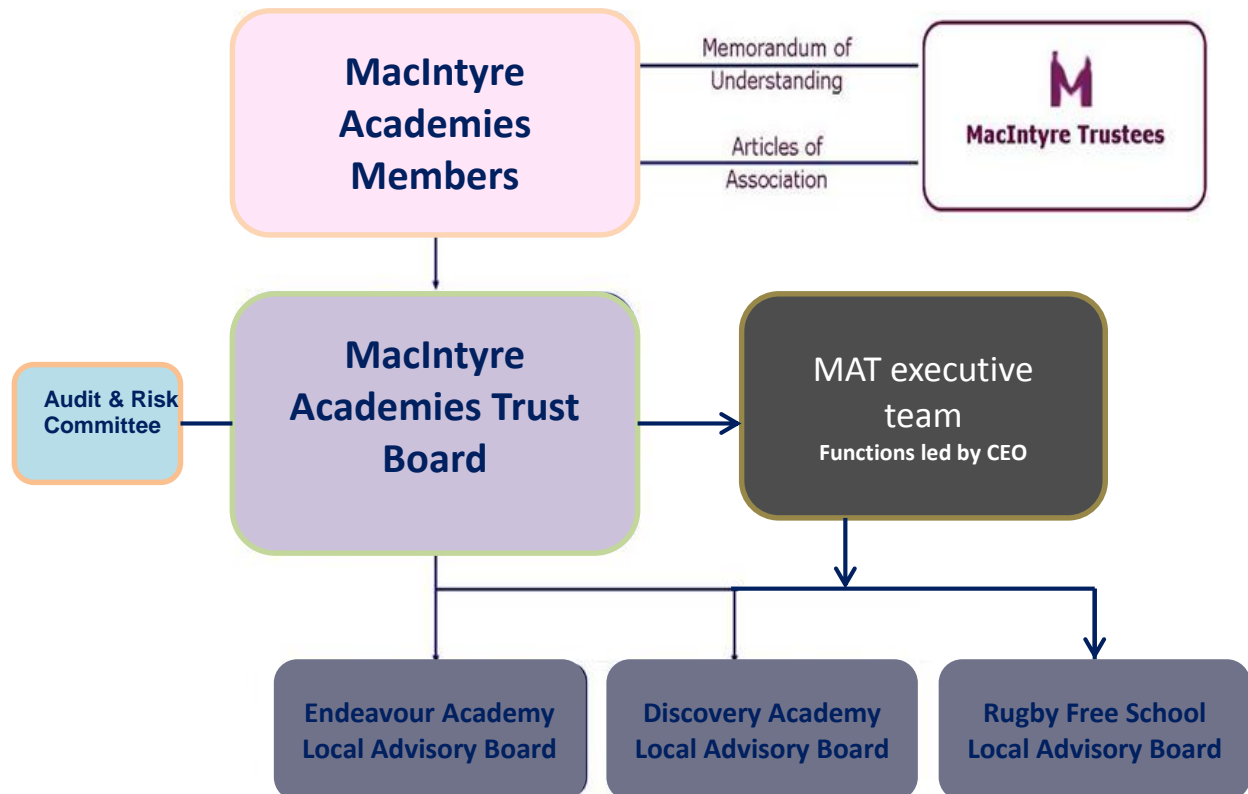**MacIntyre Academies Local Advisory Board**

**Terms of Reference**

**Overview**

MacIntyre Academies Trust (MAT) is the legal entity that is ultimately accountable for all activities within the Trust's schools.

MacIntyre Academy Trust governance structure is illustrated below:



**The Role of Local Advisory Board**

The MacIntyre Academies Trust Board has overall responsibility and ultimate decision making authority for all the work of the Trust. They are accountable to external government agencies and are required to have systems in place through which they can assure themselves of quality, safety and good practice.

MacIntyre Academies Trust is in an early developmental stage, as such we believe that it is essential to govern a group of schools through a single board which also creates the conditions for realising the benefits of school-to-school collaboration. Therefore MAT board provides centralised governance to all schools, but has been supported by the development of sub-committees at school level known as Local Advisory Boards (LAB). The LAB only has the only powers and responsibilities that are delegated to them by the Board, which are formalised in the Scheme of Delegation.

All governance and leadership meetings are planned to facilitate the flow of information between the Trust Leadership Group, through the LABs and onto the MAT Board.

**LAB Structure**

Each Academy has a 'Local Advisory Board'. LAB membership includes a Trust Board appointed Chair, parent representatives (at least 2), staff representatives and community representatives. The Principal (or their representative) will be an ex officio member of their LAB, which means they will be a member of the LAB for so long as they remain in post.

The Chair of the LAB is appointed by the Trust Board who may also appoint additional members to meet specific skills requirements. Trustee's have the right to attend a LAB meeting at any time.

LAB Members

The MAT Board requires all appointed LAB members to have:

- Commitment to a particular academy and a willingness to support the aims of MAT as a whole.
- The skills required to contribute to effective governance and the success of the Academy
- A strong commitment to the values of the Trust in line with those of its sponsor
- the inquisitiveness to question and analyse
- A willingness to learn
- A willingness to devote the necessary time and effort to the Academy's business including reading papers, attending meetings and attending training sessions and other relevant events
- An understanding and acceptance of the duties and responsibilities set out in the Scheme of Delegation
- Effective communication skills and a willingness to ensure effective communication between the LAB and the Board
- An ability to hold others to account for their professional practice
- Good independent judgement
- Experience of schools (as a former Governor, a parent, a member of staff for example)

Members of a LAB need to take a full and active role in fulfilling the role assigned to them by the Board. This will include regular visits to the Academy.

**Responsibilities of the Local Advisory Board**

Members of a LAB play a key role in supporting the Trust Board to fulfil their regulatory duties. The LAB exercise the powers and responsibilities delegated to them by the Trust Board. Details of these powers and responsibilities are set out in the Scheme of Delegation.

The 'At a glance" document (attached) provides a simple breakdown of the relative responsibilities of the Trust Board and Local Advisory Boards. Local Advisory Boards are vitally important in ensuring the good governance of each Academy, and are constituted to provide local scrutiny and challenge for Principals within individual schools.

Members of the LABs will have the following duties:

- Ensuring good governance of the Academy, complying with the agreed level of delegation and reporting accordingly
- Representing the school vision and aims in accordance with the MacIntyre Academies vision and principles whilst ensuring schools aims and objectives are relevant to local needs
- Supporting the Principal and senior leadership of the Academy whilst being a critical friend
- Monitoring the achievement, quality of teaching and behaviour and safety within the Academy
- Monitoring the Academy's finances
- Engagement with the Academy's key stakeholders e.g. parents/carers, pupils and staff
- Establishing and reviewing academy level policies and procedures for approval by CEO, reflecting MacIntyre Academies expectations
- Providing feedback to MAT Board on the effectiveness of MacIntyre Academies policies
- Working within the expectations of the Memorandum of Understanding between MacIntyre Academies & LABs*

This means that they will monitor:
- Educational offering (in line with MacIntyre Academies model)
- Care offering (where appropriate)
- School improvement plan implementation
- Attainment and progress reports, including pupil premium
- Local community activities and relationships and relationships with all local stakeholders
- Other locally co-ordinated activities and forums

Particular focus, scrutiny and challenge will be given to:
- Implementation of MacIntyre Academies' Safeguarding Policy incorporating local LA procedures
- Implementation of the School Improvement Plan and school curriculum
- Annual review of staffing structure for efficiency and affordability
- Annual preparation of budgetary recommendations to Trust Board
- Monthly budget expenditure
- Recruitment, induction, on-going training and well-being of staff team in accordance with MacIntyre Academies policies
- Local staff matters adhering to MacIntyre Academies HR policies
- Local academy marketing and PR (jointly with MacIntyre Academies as required)

*The memorandum of understanding between the Trust Sponsor and the Academy Members outlines the commitment made by the Sponsor to the Trust. The foundation for the relationship between MacIntyre and the Trust and their work is based on a shared vision and shared values. Key to this is the primary purpose of the Academy Trust and Sponsor is to

make a difference to the lives of people with disabilities and their families. MacIntyre fully supports the independence and integrity of the Trust and the uniqueness of each of the Academies. MacIntyre acknowledges that the Trust and the Academies are accountable to the Secretary of State for Education and to the communities that they serve.

## MacIntyre Academies Local Advisory Board Meetings

The table below outlines the frequency and purpose of governance meetings in MAT:

| | Frequency of meeting | Role of body | Personnel |
|---|---|---|---|
| MAT Trust Board | 5 to 6 times per year | Legal accountability | Sponsor directors<br>Independent Directors<br>CEO<br>Trust Leadership Group attendance |
| Local Advisory Boards | 4 times per year | Local scrutiny and challenge | Principal (ex-officio)<br>2 parents<br>2 staff<br>Community representatives<br>Trust Directors can attend any meeting |
| Audit & Risk | 3 times per year (can be incorporated into board meetings) | Assurance and monitoring | Trust Directors<br>LABs report via MAT risk review schedule on a termly basis |
| Trust Leadership Group & Educational Leadership Group | 6 times per year | Implementation of policy, systems, benchmarking, MIS, peer support | CEO<br>Principals and Deputies (ELG)<br>Head of Academy Support and Development<br>Family and Engagement Lead<br>Finance Officer |

## Ways of working

Meetings are held 4 times a year. They are called by at least fourteen clear days' notice. Attendees are given notice of the time, place and nature of the meeting and reminded of their right to nominate a proxy to attend in their absence.

The Clerk will circulate papers to members and keep minutes of each meeting.

The LAB agenda will include these standing items:

- Apologies for Absence
- Declaration of Interests
- Matters to be Raised Under Any Other Business
- Minutes of Meeting
- Matters Arising
- Principal's Report
- Policies for approval
- Risk Self evaluation
- i The employment of those involved in the enterprise.
- ii. The financial integrity of individual academies
- Health & Safety Update
- Safeguarding Update
- Finance Report – (to follow)
- Any Other Business

Local Advisory Board chairs prepare papers for the Trust Board in a timely manner following their meetings. Could have template as appendix

The chair of the LAB will report to the MAT Board on:

- Statutory compliance and risk management (health and safety, equality etc) at local level
- Pupil admissions, transitions in and transitions out
- Safeguarding alerts (immediately) and outcomes of procedures
- Pupil discipline and exclusion in accordance with any relevant MacIntyre Academies policy
- Relationships with parent body
- Priorities for pupil premium targeted spending
- Pupil Premium provision and attainment
- Any other matter requested by the Board

The chair of the LAB attends an annual strategic meeting with the full Trust Board and the full Trust leadership Team. The chair of the Board has an annual review meeting with the Chair of the Trust Board.

The Trust Board will agree their annual schedule of work at the end of the preceding year. This will inform future meeting agendas.

**Review**

The Board will carry out regular audits of all its governors' skills at Trust Board and LAB level in line with the needs of the Trust, and seek to address any gaps identified. The Board is committed to challenging themselves to ensure that the organisation is designed and structured to enable the achievement of its core purpose; to improve the outcomes for children and young people.

All Local Advisory Board members will have a performance review with the chair after they have been in post for one year, and have therefore attended 3 meetings, unless they have reason to question their competency earlier.  This review will benchmark and evaluate performance. Evidence from LAB meeting minutes will be used as part of this evaluation. Thereafter all members will have an annual review with the Chair of the Local Advisory Board.

**Appendix 1**

**The Local Advisory Board**

| | |
|---|---|
| Chair of LAB | Natalie MacPherson |
| Principal/Head Teacher (ex-officio) | Matthew Pike |
| LAB Member (parent representative) | Sarah Geddes |
| LAB Member (parent representative) | Kirsty Firth |
| LAB Member (staff representative) | Stacey Cleaver |
| LAB Member (staff representative) | Machaela Soropova |
| LAB Member (community representative) | Abu Malek |
| | |
| | |

**At a Glance - Governance responsibilities within MacIntyre Academies**

**Governance**
— Development of core MacIntyre Academies vision and principles
— Monitoring of the Memorandum of Understanding between MacIntyre Academies & LABs
— Determining level of delegation to each LAB

**Strategic Management**
— Recruitment of principal (with involvement of LAB chair)
— Involvement in recruitment of other SLT roles including business manager
— Performance management of principal (with involvement of LAB chair and /or School Improvement partner)
— School Improvement Plan sign off and target-setting
— Approval of individual academies' plans for meeting Pupil Premium expectations
— Approval of MacIntyre Academies Safeguarding Policy and regular audit of local interpretation and effectiveness of local procedures
— Approval of MacIntyre Academies HR, employment contracts and policies and audit of safer recruiting practices including single central record checks
— Assurance of staff well-being, personal development opportunities, equality and diversity
— Investment in/ development of MAT wide talent management & leadership training
— Monitoring of and contribution to induction of all new staff
— Evaluate local performance management systems and approve any performance related pay recommendations
— Approval of Individual Academy budget (2 years and 1 year in advance)
— Approval of MacIntyre Academies finance, procurement, planning, budgeting, reporting and administrative policies
— Statutory compliance and risk management reporting
— Development and evolvement of the MacIntyre Academies IT network strategy
— Development of MacIntyre Academies Marketing and Customer Engagement Plan

**Education (and Care) Plan Oversight**
— Development and approval of MacIntyre Academies vision and educational model
— Development and approval of MacIntyre Academies vision (and care) model
— Support for implementation of school improvement plan directly and through provision of school improvement partners and other specialists
— Approval of high level curriculum and assessment procedures through SIP
— Monitoring of academy through QA policy and implementation
— Co-ordination of peer support and cross working between academies

**Local Advisory Board (LAB) responsibilities**

**Governance adherence:**
— Adhere to the core MacIntyre Academies vision and principles
— Representing the school vision and aims in accordance with the MacIntyre Academies vision and principles whilst ensuring schools aims and objectives are relevant to local needs
— Agree to work within the expectations of the MoU between MacIntyre Academies & LABs
— Comply with the agreed level of delegation and report accordingly

**Local scrutiny and challenge of:**
— Implementation of the core MacIntyre Academies' vision and principles
— Implementation of MacIntyre Academies' Safeguarding Policy incorporating local LA procedures
— Implementation of the School Improvement Plan and school curriculum
— Annual review of staffing structure for efficiency and affordability
— Annual preparation of budgetary recommendations to Trust Board
— Monthly budget expenditure
— Recruitment, induction, on-going training and well-being of staff team in accordance with MacIntyre Academies policies
— Local staff matters adhering to MacIntyre Academies HR policies
— Local academy marketing and PR (jointly with MacIntyre Academies as required)

**Report to Academy Trust on:**
— Statutory compliance and risk management (health and safety, equality etc) at local level
— Pupil admissions, transitions in and transitions out
— Safeguarding alerts (immediately) and outcomes of procedures
— Pupil discipline and exclusion in accordance with any relevant MacIntyre Academies policy
— Relationships with parent body
— Priorities for pupil premium targeted spending
— Pupil Premium provision and attainment

**Establishment and review of school level policies:**
— Establish and review academy level policies and procedures for approval by CEO, reflecting MacIntyre Academies expectations
— Provide feedback to MacIntyre Academies on the effectiveness of MacIntyre Academies policies

**Monitoring of:**
— Educational offering (in line with MacIntyre Academies model)
— Care offering (where appropriate)
— School improvement plan implementation
— Attainment and progress reports, including pupil premium
— Local community activities and relationships and relationships with all local stakeholders
— Other locally co-ordinated activities and forums