



**THE GENERATIONS TRUST
LOCAL ACADEMY BOARD
TERMS OF REFERENCE**

MEMBERSHIP

- The Local Academy Board (LAB) shall have up to two elected parent/carers, plus 3 external members, who are expected to serve a term of two years. If vacancies arise, elections will take place at the start of the academic year. However, if during the year the number of elected members falls below three, an election should take place within 20 school days. A member may be re-elected
- To be eligible for election to the LAB as a parent/carer, a parent/carer must at the time of application, have at least one child attending the Academy. It is the responsibility of the Principal to inform all parents/carers of a forthcoming application round and to invite any parents/carers who wish to apply to make themselves known to the Academy Principal
- Potential LAB members will be interviewed by the Board of Trustees of the Generations Multi Academy Trust, and will need to demonstrate that they meet the requirements of the person specification, and are committed to the terms of the job description
- Members shall sign a declaration agreeing that they are not permitted to walk around the school unsupervised unless accompanied by the Principal or another designated member of staff
- Members of the LAB may be removed by the Board of Trustees where, in the opinion of the Board, (1) they have failed to attend three consecutive meetings of the Local Academy Board, (2) they have engaged in conduct tending to bring the Academy or Trust into disrepute, (3) they have engaged, or are engaging in, conduct which prevents the Local Academy Board from functioning or is disruptive to the Academy or (4) they have been disqualified from acting as a company director or charity trustee

ACADEMY ADVISORY BOARD CHAIR

- The Chair will be a member of the Board of Trustees in order to ensure close links to the Board for each Academy
- The Chair will be designated by the Board on an annual basis
- Only the Academy Principal can represent the Chair in their absence. If neither can attend, the meeting will be postponed/cancelled
- The Chair is responsible for overseeing the compilation of the agenda for each meeting, in partnership with the Principal and Clerk. The Principal should ensure that the agenda is circulated to all members, and to all parents/carers (for example, by posting on the Academy's website)

- The Chair may invite parents/carers attending the meeting for their views on matters, including matters not on the agenda
- The Chair is responsible for ensuring that minutes are taken of the meeting by the Clerk. Minutes should be agreed with the Principal and, once agreed, should be circulated to the LAB and made available to all parents/carers
- The Chair is responsible for ensuring that meetings are well-run and that those attending are respectful of other attendees at all times

FREQUENCY OF MEETINGS

- The Local Academy Board will meet at least termly at such time and place as may be determined by the Chair
- The Chair is authorised to take appropriate action as necessary in accordance with these terms of reference

ATTENDANCE

- The Principal or other designated senior members of staff shall attend each meeting of the Local Academy Board
- The Executive Principal may attend periodically, and always if asked to do so
- Other Members or Trustees are welcome to attend the Local Academy Board meetings as long as notice is given to the Chair

RESPONSIBILITIES

The Local Academy Board is intended to facilitate communication between the Board, the Principal and parents/carers, and may:

- ask questions of the Principal about the operation of the Academy and its performance
- raise issues of concern with the Principal about the operation of the Academy
- discuss issues including:
 - progress against annual SDP priorities
 - progress against Ofsted priorities
 - progress against budget/financial targets
 - uniform
 - nutrition
 - BfL
 - Staffing
 - Marking and home learning
 - Term dates



- Mental health/pastoral provision
- Health and safety
- Feedback on external audits of the Academy
- provide papers to Trust committees
- The Principal shall provide a brief update, which does not have to be written to the Academy Advisory Board, covering key issues or updates since the previous meeting and/or considering key future issues
- In addition, the Principal shall report on the meetings of the Local Academy Board to the Executive Principal

The Board of Trustees shall, as far as is practicable, consult the Local Academy Board regarding:

- the appointment of a Principal for the Academy
- any proposed changes to the duration or timing of the school day
- a tendering process which will have a direct impact on students/their families (e.g. changes to school meals provision, changes to playgrounds or other outdoor play/learning areas)
- any proposed changes to the behaviour policy for the Academy

In addition, the Board of Trustees shall, from time to time, seek input from the Local Academy Board on matters pertaining to the Academy or to the Trust more generally.