

Terms of Reference for the joint Local Academy Board of Glenleigh Park Primary Academy and King Offa Primary Academy (the Schools)

Purpose of the Joint Local Academy Board:

The Local Academy Board (LAB) is a sub-committee of the Aurora Academies Trust board with delegated responsibility for continual improvement of the Schools' educational outcomes.

The role of the LAB is to act as the Schools' "Critical Friend". The LAB has local oversight of educational outcomes, asset management, health and safety, Trust policy implementation and safeguarding. Budget setting and monitoring will remain the responsibility of the Aurora Academies Trust (Aurora). LAB members are expected to develop a good knowledge of both Schools enabling them to compare and contrast data on each School.

For the purposes of Ofsted, the LAB is the body that provides local governance of the Schools. The LAB reports to the Regional Standards Council (RSC) for East Sussex.

As a joint LAB, members are expected to act in the best interests of both Schools regardless of their connection to a particular school.

Members of the LAB:

- The Chair (appointed by Aurora)
- The Headteachers (ex-officio)
- Two parent members from each School (elected)
- One staff member from each School (elected)
- A minimum of two co-opted members (appointed by the LAB members)

Other members of staff may be invited to attend LAB meetings but they shall not have a vote or count in the quorum.

LAB procedure

- A LAB Meeting shall be held each term (a minimum of four meetings per academic year) prior to the Regional Standards Council (RSC) meeting. A LAB may decide to hold additional meetings.
- Meetings are quorate when four members are present.
- LAB Sub-Committees and Working Parties may be formed but written terms of reference must be put in place
- The LAB shall appoint one member to lead on Safeguarding and another to lead on Pupil Premium.
- The LAB may appoint a Vice Chair
- Pupil or Staff Disciplinary Committees are to be formed as and when necessary and shall consist of three members, with a further committee of 3 different members being formed in the case of any appeal. In the case of any conflicts of interest for any LAB members Aurora reserves the right to appoint LAB members from other schools within the trust.
- Each LAB shall appoint a clerk, who must be approved by Aurora.

- Minutes of each LAB meeting shall be prepared and be available for inspection at both Schools or online.

Remit of the LAB

- To monitor the academic performance of the Schools and thereby hold senior leaders to account
- To agree a School Improvement Plans (SIP) for each School and to monitor their implementation
- To ensure that the Schools' self-evaluation processes are robust and accurate
- To ensure that specific grants funds, including Pupil Premium and Sports Grants, are used for the purposes intended and that they provide good value for money
- In conjunction with the Aurora Safeguarding Lead, to ensure that safeguarding procedures meet all legal requirements and are consistent with current legislation and DfE guidance
- To receive Health & Safety and Premises updates and report to the RSC as appropriate
- In conjunction with the Aurora Safeguarding Lead, to ensure that safer recruitment procedures are in place for all appointments including ensuring that the Schools comply with "Keeping Children Safe in Education" (as amended) and maintains an accurate Single Central Record.

Appointment of the members of each LAB

- The CEO and the Regional Director of Education shall recommend a Chair of the LAB following an interview process. Aurora shall appoint the Chair of the LAB.
- Parent and staff members shall be appointed following an open and transparent election process in each School amongst the appropriate constituents (e.g. parents vote for their own representatives etc.). It is best practice to elect one parent member from each Key Stage in each School.
- The LAB shall co-opt at least two community LAB members.
- All LAB members (except for the Headteachers who serve ex officio) will serve a term of office of four years. These members may then stand for re-election or re-appointment.

Removal of a LAB member

The LAB may remove a LAB member for one of two reasons:

- The member's apologies not being accepted for two consecutive LAB meetings
- The member's ineffectiveness, following a formal review of performance by the LAB chair

Aurora reserves the right to remove any LAB member.

Reporting Structure:

- The Chair of each LAB shall provide a written report containing dashboard information to the termly Regional Standards Council meetings.
- The Chair of the LAB and the Headteachers of the Schools will serve as ex officio members of the Regional Standards Council.