



# MacIntyre Academies

## Local Advisory Board Terms of Reference

### Summary of changes:

Version:	Changes	Responsibility / date
V6	Chart updated to include new academy Addition of detail around Link LAB member role Clarification of the focus of the LAB Ways of working – updated to reflect new governance cycle Feedback from LAB Chair to Board – updated to reflect current reporting protocol Frequency of meetings – update to reflect current practice (6 meetings/year) LAB member performance review – updated to be after 1 year in post and going forwards every 2 years. CEO role replaced with Group Director of Education and Children’s Services	CEO / Feb 2021

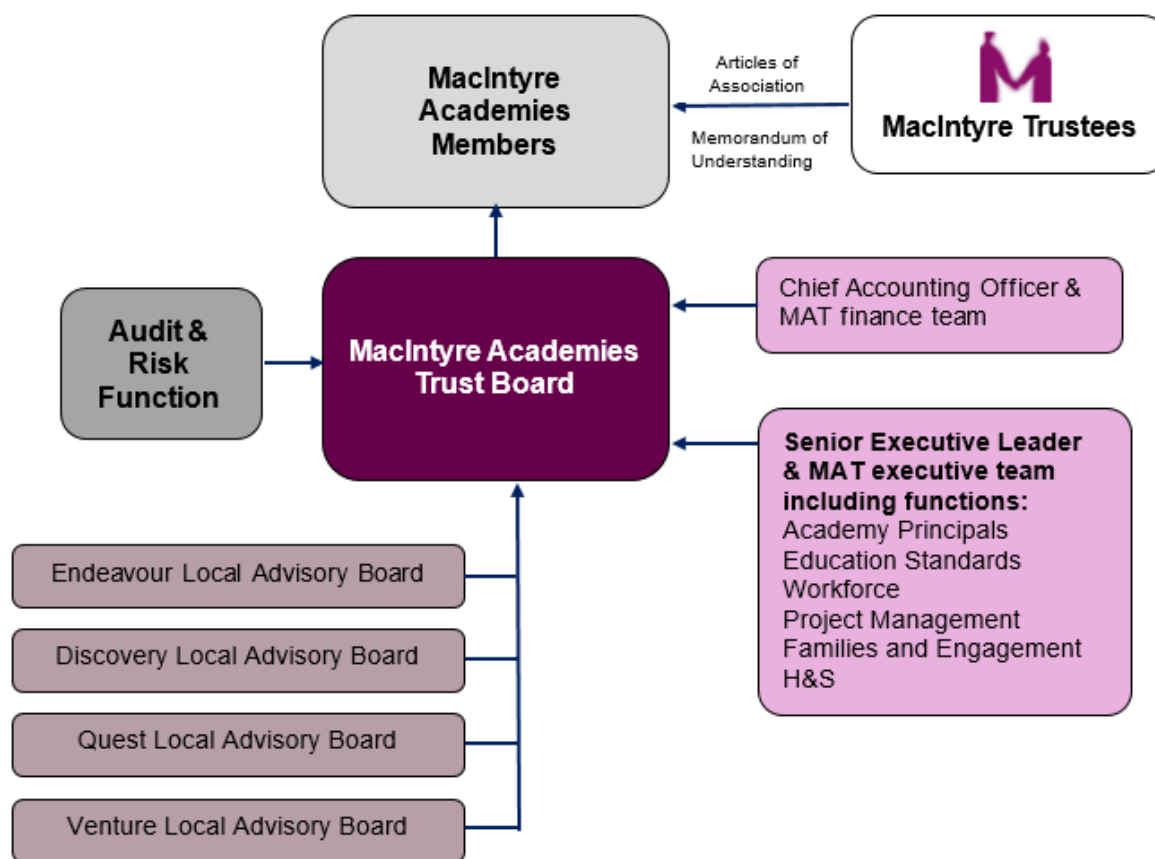
Date adopted by MAT Board: Jan 2015  
Date Reviewed: Feb 2021  
Next review: Feb 2022

## 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:

(new chart required?)



## 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 a fairly small group of schools, and 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 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 (at least 1)
- Community representatives (at least 2)
- 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 LAB members to meet specific skills requirements. However most members will be appointed by the Principal and the LAB Chair following the MAT Governors Recruitment Procedure.

MacIntyre Academies Trust aims to have the following skills represented by the LAB:

- Senior Educational Leadership in a successful establishment. Providing good curriculum knowledge.
- An understanding of the needs of young people with SEN and their families.
- Wellbeing, behaviour and safeguarding.
- Finance.
- Premises/buildings/health and safety.

The LAB shall have a minimum of 7 members and will generally have around 9-10 members. It will have so many members that a good mix of skills are represented and not too many that the work of the board is inefficient.

## 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, undertaking quality monitoring visits, 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 performance against budget and financial procedures
- 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 the Academy Safeguarding Policy incorporating local LA procedures

- Implementation of the School Improvement Plan and school curriculum
- Local staff matters adhering to MacIntyre Academies HR policies
- Local academy marketing and PR (jointly with MacIntyre Academies as required)

LAB members are required to attend all meetings, if a member's attendance falls below 50% they will be asked by the Chair and the Principal to stand down from their position. Likewise if there are concerns about the conduct of a member the Principal and Chair will address this with them and may result in that member being required to stand down from their position. Any appeals against this action can be made to the Trust Board.

\*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.

### Link LAB Members

Link LAB members are elected to take a special interest in the below key areas. Further definition of these roles is available in Link Member Role Descriptions.

- Safeguarding Link LAB Member
- Health & Safety Link LAB Member
- Finance & Pupil Premium Link LAB Member

While a single member may carry the responsibility for oversight of Safeguarding and Health and Safety, it remains the responsibility of all LAB members to have a keen interest in these areas.

### MacIntyre Academies Local Advisory Board Meetings

The table below outlines the frequency and purpose of governance meetings in MAT. The Group Director for Education and Children's Services attends all of the below meetings.

Meeting	Frequency of meeting	Role of Body	Personnel
MAT Trust Board	6 times per year	Legal accountability	Sponsor Directors Independent Directors Others by invitation
Local Advisory Boards	6 times per year	Local scrutiny and challenge	Principal (ex-officio) 2 parents 2 staff Community Directors Trust Directors (can attend any meeting)
Audit and Risk	3 times per year	Assurance and Monitoring	Trust Directors Others appointed by the Chair

Trust Leadership Group	6 times per year	Implementation of policies, systems, benchmarking, MIS, peer support	Principals Executive Team
------------------------	------------------	--	---------------------------

### Ways of working

Meetings are held 6 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.

Trust Board Directors have the right to attend a LAB meeting at any time and aim to attend a minimum of 2 meetings per year.

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

The LAB requires a quorum of three members, who should include the Chair and two other members. No business shall be transacted at any meeting unless a quorum is present, unless they act only for the purpose of filling vacancies or of calling a general meeting.

The LAB standard agenda document shows the agenda format and further detail.

Matters to be raised by members under Any Other Business should be done so by contacting the LAB Chair 48 hours before the meeting.

Standing items on the LAB agenda are as follows:

- Apologies for Absence
- Declaration of Interests
- Minutes of Meeting
- Matters Arising
- Update from MAT Board (verbal update from Group Director)
- Principal's Report / LAB Dashboard
- Academy Policies for approval
- Health & Safety update
- Safeguarding update
- Any other business
- Feedback to the MAT Board

Local Advisory Board Chairs prepare feedback for the Trust Board in a timely manner following their meetings.

The Chair of the LAB will report to the MAT Board, via the MAT Clerk, following every LAB meeting:

- Meeting headlines
- Points for discussion / development
- Points of concern / risk
- Requests to the Trust Board

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

The LAB Chair 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 at least 3 meetings), unless they have reason to question their competency earlier. This review will benchmark and evaluate performance. Evidence from LAB Monitoring Visit Reports will be used as part of this evaluation. Thereafter all members will have a review with the LAB Chair every 2 years.