



MacIntyre Academies

Local Advisory Board Terms of Reference

Summary of changes:

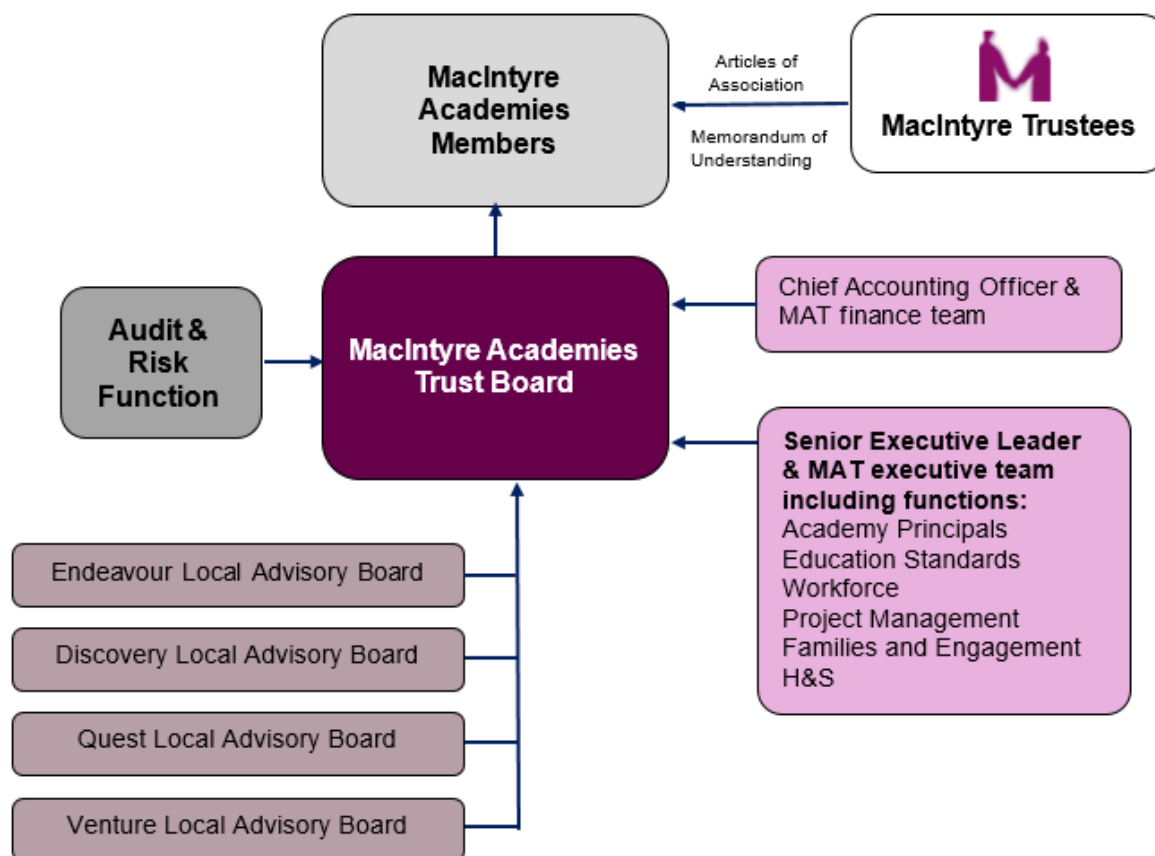
Version:	Changes	Responsibility / date
V7	Updated throughout to reflect current practice, in particular: Role of the LAB section rationalised LAB Chair section added LAB Member roles section and responsibilities updated	Oct 23

Date adopted by MAT Board: Jan 2015
Date Reviewed: Oct 2023
Next review: Oct 2024

Overview

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

MacIntyre Academies 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.

Each Academy has a Local Advisory Board (LAB) which supports the work of the Trust Board by providing closer support and challenge to the Principal and their Senior Leadership Team. The powers and responsibilities that are delegated to LAB by the Board are formalised in the Scheme of Delegation.

The work of the LABs is supported by a the Governance & Compliance Manager.

LAB Chair

The LAB Chair 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. The responsibilities of the LAB Chair are set out in the document The Role of the LAB Chair.

LAB Structure

The LAB membership is as follows, in compliance with the Trusts Articles of Association:

- A Trust Board appointed LAB Chair
- Parent representatives (2 spaces)
- Staff representatives (2 spaces)
- Co-opted members, for example 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
- Head of Care (or their representative) will be an ex officio member of the LAB where there is a residential arm to an Academy.

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. The Trust Governance Professional will support with regular skills audit and strategic recruitment.

LAB Member roles

In order to carry the work of the LAB effectively roles are identified for LAB members in accordance with their skills and experience. Role descriptions have been written to provide definition to what is entailed.

Role		Limitations
Safeguarding Representative	Mandatory	Cannot be parent or staff representative
Health & Safety Representative	Mandatory	Cannot be parent or staff representative
Careers, Work Experience /Links to industry	Duties to fulfil statutory guidance	
Pupil Premium	Duties to fulfil statutory guidance	
Designated Teacher	Duties to fulfil statutory guidance	(usually taken as part of the Safeguarding Representative role)
Parent Voice /Pupil Voice		
Finance representative		
Panel work	Ad hoc. duties to fulfil statutory guidance – e.g. Exclusion Hearing	Cannot be staff representative. Cannot be a parent representative of the academy LAB (could be a parent representative from a different LAB).

Where the mandatory roles are vacant this responsibility will fall to the LAB Chair. Definition of these roles is provided in the LAB member role description documents.

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.

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

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 a LAB play a key role in supporting the Trust Board to fulfil their regulatory duties.

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 Academy Safeguarding, and Health and Safety practices. Although the responsibility for monitoring these will fall to a specific LAB member both Safeguarding and Health and Safety must be of interest to all LAB members.
- Monitoring the Careers guidance and access for education and training providers
- 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
- Adopting and approving regular review of academy level policies and procedures, as delegated by the Scheme of Delegation
- Providing feedback to MAT Board on the effectiveness of MacIntyre Academies policies
- Working within the expectations of the Memorandum of Understanding between MacIntyre Academies & LAB*

LAB members are required to attend all meetings, if a member's attendance falls below 50% they will be asked by the LAB Chair to stand down from their position. Likewise if there are concerns about the conduct of a member the LAB 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.

MacIntyre Academies Governance Meetings Cycle

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 where an Academy is judged Good by Ofsted	4 times per year	Local scrutiny and challenge	Principal (ex-officio) 2 parents 2 staff Community Directors Trust Directors (can attend any meeting)

Local Advisory Boards where an Academy is judged less than Good by Ofsted, or when the Board have so decided	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 Group Director Head of Operations Learning & Development Manager Governance & Compliance Manager

Ways of working

Meetings are held either 4 or 6 times a year depending on the Academy grading. Where an Academy is under Interim leadership, or judged as Ofsted to be 'Requires Improvement', or at the discretion of the Board, the LAB will meet 6 times / year.

All meeting dates are planned from the beginning of the academic year, where Academies are on a 4 meeting cycle, 2 further dates are pencilled in the diary in case needed.

Trust Board Directors have the right to attend a LAB meeting at any time.

The Governance Professional will circulate papers to members and keep minutes of each meeting. The online system 'The Trust Governor' is used for the distribution and storage of governance documents.

The LAB requires a quorum of three members, who should include the LAB Chair and two other members (not counting staff representatives). No business shall be transacted at any meeting unless a quorum is present.

The LAB master agenda document shows the agenda format and further detail and is reviewed annually.

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

At every LAB meeting the Chair will discuss with the LAB any:

- Risks to be escalated to the Trust Board
- Requests of the Trust Board

The LAB Chair attends an Annual Trust Review with the full Trust Board and the Trust Leadership Group.

The LAB Chair also attends a Chairs meeting, where the LAB Chairs meet with the Chairman of the Trust Board and the Group Director.

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.

All Local Advisory Board members will have a review meeting with the LAB Chair after they have been in post for one year (and have therefore attended at least 3 meetings), unless need arises for an earlier review. This review will be an opportunity to consider roles the LAB member holds and discuss training and development opportunities. Evidence from LAB Monitoring Visit Reports will be used as part of this evaluation. Thereafter, LAB members will have a review with the LAB Chair every 2 years.