

Terms of Reference for the [INSERT NAME OF SCHOOL] Local Academy Board (LAB)

Purpose of the LAB:

The LAB is a sub-committee of the Trust Board with delegated responsibility for continual improvement of [insert school name]'s educational outcomes.

The role of the LAB is to act as [insert school name]'s "Critical Friend". The LAB will keep a local oversight of educational outcomes, financial performance, asset management, health and safety, Trust policy implementation and safeguarding. Budget setting will remain the responsibility of the Trust Board. For clarity as regards Ofsted, the LAB will be the body that provides local governance for the school.

The LABs in each region will report into the relevant Regional Standards Council (RSC).

Members of the LAB:

- The Chair (appointed by the Trust)
- The Headteacher/Head of school (ex-officio)
- Two parent members (elected)
- One staff member (elected)
- A minimum of two co-opted members (appointed by the LAB)

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 Full LAB Meeting is to 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 (Note: It is not the intention to simply replicate existing structures of traditional governing bodies, although, say, establishing a Learning and Teaching Committee would be seen as good practice)
- The LAB shall appoint one member to lead on Safeguarding and another to lead on Pupil Premium.
- The LAB may appoint a Vice Chair but this is not compulsory.
- 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 then the Trust reserves the right to appoint LAB members from other free schools/academies to sit on these panels.
- Each LAB shall appoint a clerk, who must be approved by the Trust.
- Minutes of each LAB meeting shall be prepared and be available for inspection at the free school/academy.

Remit of the LAB

- To monitor the academic performance of the free school/academy and thereby hold senior leaders to account
- To agree the School Improvement Plan (SIP) and to monitor its implementation
- To ensure that self-evaluation processes are robust and accurate
- To ensure that additional funds, including Pupil Premium and Sports Grants, are used for the purposes intended and that they provide good value for money
- To ensure that safeguarding procedures meet all legal requirements and are consistent with current legislation and DfE/legal advice
- To receive Health & Safety and Premises updates and report to the RSC as appropriate
- To ensure that safer recruitment procedures are in place for all appointments including ensuring that the free school/academy complies 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. The Trust Board must approve the appointment.
- Parent and staff members shall be appointed following an open and transparent election process amongst the appropriate constituents (e.g. parents vote for their own representatives etc.).
- In all-through schools/academies with both primary and secondary aged children, then it is best practice to elect one parent member from each phase.
- The Chair shall co-opt at least two high quality community LAB members.
- All LAB members (except for the Chair and the Headteacher/Head of School) will serve a term of office lasting for four years. These members may then stand for re-election or further co-option.

Removal of a LAB member

The LAB Chair 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

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 Headteacher/Head of school will serve as ex officio members of the Regional Standards Council.