

Vision Primary Federation

Terms of Reference: Local Advisory Board

Role of the Local Advisory School Board

Vision Primary Federation has established Local Advisory Boards (LABs) in each of the schools. The role of Local Advisory Board members is an important one, ensuring there is local accountability for the performance of the individual schools, and that schools achieve strong outcomes for the pupils and the communities they serve.

Membership and Terms of Office

Each local school advisory board will consist of 8 representatives, including:

- A member of the Federation Governor Board, who will chair the LAB - (minimum 1)
- The Heads of School / Headteacher - (minimum 1)
- Parent representatives- (minimum 2)
- Staff representative(s) - (minimum 1)
- Other associates appointed by the Federation Board - (minimum 3)

The Headteacher/Head of School (or acting headteacher) of the school will be a member of the LAB. Each Local Advisory Board will have a member of the Full Governing Board on it, and it is through them working with the LAB that the FGB delegates decision-making responsibility.

Recommendations for appointments may be proposed to the Full Governing Board (FGB) by the Chair of the LAB. Nominees will be asked to provide a personal statement identifying their skills and suitability for the role. This will be assessed against the current DfE competency Framework prior to a decision on suitability.

The Local Advisory Board Chair will be appointed by the Full Governing Board on an annual basis. The LAB Chair will usually, but not always be, a serving governor of the FGB. Local Advisory Board members will usually serve for a minimum period of four years to ensure a full understanding and continuity in challenge and support.

Chair of the Local Advisory Board

The Chair will:

- Provide a clear lead and direction for the Local Advisory Board, understanding the aims and vision of the school and wider Federation and the roles played by all those involved
- Build an effective team, helping ensure the Local Advisory Board has the necessary skills and experience, that it promotes equality and diversity and that members can

make a positive contribution to driving schools' improvement with support and development provided to do this

- Work closely with the Headteacher to ensure there is proper challenge and support
- Hold the Local Advisory Board to account, ensuring all business is conducted efficiently and effectively, ensuring members attend regularly, have the opportunity to contribute and are listened to with clear decisions being made when necessary.

Meetings

The Local Advisory Boards within Vision Primary Federation usually meet six times each year. The annual schedule of meetings will be confirmed as part of its date-setting for each school year and communicated by the Clerk.

Minutes of the meeting will be shared with the main Board after each LAB meeting; the LAB chair will agree the draft minutes.

The LAB Chair will give a verbal report at the Central Governing Board meeting to summarise the main points and actions discussed, and meeting minutes will also be accessible by the Full Governing Board.

The quorum for meetings shall be made up of a FGB Governor usually the Chair, the Headteacher or Head of School (or acting headteacher in event of the headteacher being unavailable) and two other Local Advisory Board members. Local Advisory Board members can participate by phone or video conference.

A meeting will not become inquorate should the headteacher have to leave due to declaring an interest. Absences, including lateness, should be notified to the Chair of the LAB, or the clerk in advance. Attendance is expected at all meetings and is monitored. Attendance is reported to the Governors on an annual basis. If Governors or LAB members have low attendance, they will be asked to assess their commitment to the position and consider standing down.

The powers and functions delegated by the Board of Federation to the LABs are set out in the scheme of delegation (SoD) as approved by the Board of Governors annually

All LAB members shall observe at all times the provisions of the Code of Conduct.

The LAB shall carry out an annual skills audit and self-evaluation.

Members' interests

LAB members are required to declare any business or other interests in any item being discussed at a meeting.

Each LAB member, if present at a meeting, should disclose their interest, withdraw from the meeting and not vote on a matter if:

- there may be a conflict between their interests and the interests of any of the schools or Federation.
- there is reasonable doubt about their ability to act impartially in relation to a matter where a fair hearing is required; or
- they have a personal interest (this is where they and / or a close relative will be directly affected by the decision of the LAB in relation to that matter) in a matter.

Disqualification and removal of LAB members

A person shall be ineligible for appointment to a LAB and, if already appointed, shall immediately cease to be a member if the relevant individual:

- is or becomes disqualified from holding office as a governor of a school or academy.
- is included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people.
- is barred from any regulated activity relating to children.
- is or becomes bankrupt or makes any arrangement or composition with his / her creditors generally; or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced.
- is convicted of any criminal offence (other than minor offences under the Road Traffic Acts or the Road Safety Acts for which a fine or non-custodial penalty is imposed or any conviction which is a spent conviction for the purposes of the Rehabilitation of Offenders Act 1974).
- has been fined for causing a nuisance or disturbance on school / academy premises during the five years prior to or since appointment or election as a LAB member.
- refuses to an application being made to the Disclosure and Barring Services (DBS) for a criminal record check.
- commits a serious breach of the Federation's Code of Conduct or any standing orders implemented by the Federation Board.
- is absent without the permission of the LAB from all their meetings held within a period of six months.
- resigns his / her office by notice in writing to the relevant Chair.
- in the case of a Head, they cease to be the Head.
- their term of office expires, and they are not re-appointed.

Standards

1. Ensure that the Federation's vision, ethos and strategy is adopted and applied by school leaders.
2. Work with senior leaders to identify areas for improvement and develop strategies to address them in line with the Federation's strategic objectives.
3. Monitor school performance and improvement through regular reviews of performance data, including exam results, attendance rates, and pupil progress.
4. Ensure that the Federation's curriculum is being provided to pupils in an appropriate manner for the school's context.
5. Ensure that the required policies and procedures are in place and that the school is operating effectively in line with these policies.
6. Establish a strong relationship with the headteacher/Head of School in order to provide effective support and challenge.

Stakeholder engagement

1. Consult stakeholders – parents, staff and pupils – and use insights to inform decision-making.
2. Help stakeholders to understand the Federation's values and vision for the future.
3. Provide the Federation board with insight into the challenges and opportunities faced by the school's local community.

Safeguarding

1. Foster a culture that prioritises the safety and wellbeing of all pupils and staff in the school.
2. Ensure that the adopted safeguarding policies and procedures reflect the safeguarding challenges and context of the school.
3. Monitor the implementation of safeguarding policies and the effectiveness of procedures.
4. Designate a link governor to take leadership responsibility for safeguarding.
5. Monitor the school's estate, ensuring that appropriate policies are adopted and followed in order to keep pupils and staff safe.

SEND

1. Ensure that the Federation's policy for pupils with special educational needs and disabilities (SEND) is implemented and adapted to the specific school context where necessary.
2. Seek assurance that staff are trained to implement pupil strategies and support plans.
3. Ensure pupils with SEND have the resources they need to succeed.
4. Designate a link governor to take leadership responsibility for SEND.
5. Work in partnership with the Special Educational Needs Coordinator (SENCO) and other stakeholders across the Federation community to ensure that pupils with SEND are well-supported and included in all aspects of school life.
6. Monitor the overall effectiveness of the school's SEND provision, referring to pupil outcomes and other relevant data.

These terms of reference may only be amended by the Federation Board.

The functions, duties and proceedings of set out in these terms of reference shall also be subject to any regulations made by the Federation Board from time to time.

The Federation Board will review these terms of reference together with the membership of the LABs at least once every twelve months.

Approved by the Federation Board on 2 September 2024

Adopted by the LABs in September 2024

Documents that should be consulted are:

- Scheme of Delegation 2024-25
- DfE Competency Framework
- Federation Governance Code of Conduct
- Governance Handbook