



# **POLICY DOCUMENT**

**Local School Committee  
Terms of Reference  
2023-2024**

# Contents

|            |   |           |
|------------|---|-----------|
| <b>1.</b>  | <b>How Trustees support the work of the LSC.....</b>                              | <b>4</b>  |
| <b>2.</b>  | <b>Where Trustees have concerns about the performance of an LSC.....</b>          | <b>4</b>  |
| <b>3.</b>  | <b>Local School Committee Action Plan .....</b>                                   | <b>4</b>  |
| <b>4.</b>  | <b>Composition of the LSC .....</b>   | <b>4</b>  |
| <b>5.</b>  | <b>Operation of the LSC .....</b>   | <b>5</b>  |
| <b>6.</b>  | <b>Delegated powers .....</b>   | <b>5</b>  |
| <b>7.</b>  | <b>General responsibilities of the Local School Committee .....</b>               | <b>5</b>  |
|            | Specific Responsibilities of the LSC: Admissions.....                             | 6         |
|            | Specific Responsibilities of the LSC: Behaviour and Exclusions .....              | 6         |
|            | Specific Responsibilities of the LSC: Finance, Risk and Audit.....                | 7         |
|            | Specific Responsibilities of the LSC: Curriculum .....                            | 7         |
|            | Specific Responsibilities of the LSC: Health & Safety .....                       | 7         |
|            | Specific Responsibilities of the LSC: Safeguarding and Child Protection .....     | 7         |
|            | Specific Responsibilities of the LSC: Published information.....                  | 7         |
|            | Specific Responsibilities of the LSC: SEND Students.....                          | 7         |
|            | Specific Responsibilities of the LSC: Pupil Premium Students .....                | 8         |
|            | Specific Responsibilities of the LSC: Employment and Performance Management ..... | 8         |
|            | Specific Responsibilities of the LSC: Student Target setting and achievement..... | 8         |
|            | Specific Responsibilities of the LSC: Teaching & Learning.....                    | 8         |
| <b>8.</b>  | <b>Link roles delegated to individual LSC Members.....</b>                        | <b>8</b>  |
| <b>9.</b>  | <b>Operation of the LSC .....</b>   | <b>8</b>  |
| <b>10.</b> | <b>Arrangements for meetings of the LSC:.....</b>                                 | <b>9</b>  |
|            | Expectations on LSC Members attending LSC meetings: .....                         | 10        |
|            | Attendance at meetings .....  | 10        |
| <b>11.</b> | <b>The role of the Chair.....</b>   | <b>10</b> |
| <b>12.</b> | <b>Staff nominations and elections .....</b>                                      | <b>11</b> |
| <b>13.</b> | <b>Parent Governor nominations and elections .....</b>                            | <b>11</b> |
| <b>14.</b> | <b>Co-opted LSC Members .....</b>   | <b>11</b> |
| <b>15.</b> | <b>Terms of office.....</b>   | <b>11</b> |
| <b>16.</b> | <b>Resignation, removal and disqualification of LSC Members.....</b>              | <b>12</b> |

Election and removal of the Chair and Vice Chair..... 12

**17. Committees..... 12**



The terms of reference of each Local School Committee (LSC) set out in this document are approved by the Board of Trustees. All decisions reserved for the LSC are determined by the Board of Trustees and are reviewed at least annually.

## 1. How Trustees support the work of the LSC

Trustees support the work of the LSC by:

- Setting a clear strategic vision for the Trust to allow the LSC to set its improvement plan.
- Ensuring that systems are put in place to allow LSC s to be presented with timely, accurate and meaningful data to allow Local School Committee Members to analyse performance.
- Analysing Academy performance in order to support and challenge the Principal and the SLT of the Academy.
- Ensuring that Local School Committee Members have access to high quality training.

## 2. Where Trustees have concerns about the performance of an LSC

Without prejudice to the Trustees' rights to remove any Local School Committee Member, and the Trustees' rights to amend the terms of reference at any time (following consultation with the LSC), where the Trustees have concerns about the performance of an LSC they may, amongst other actions:

- Require the relevant LSC to adopt and comply with a governance action plan in such a form as determined by the Trustees.
- Suspend or remove any or all of the matters delegated to the relevant LSC.
- Suspend or remove any or all of the Local School Committee Members of the relevant LSC.

## 3. Local School Committee Action Plan

The Trustees may require a governance action plan where:

- The Academy has a deficit budget (both revenue and capital) in excess of £50,000.
- The LSC are in breach of the terms of reference / scheme of delegation.
- The Academy is in material breach of its funding arrangement.
- The Academy goes into an Ofsted category following an inspection.

## 4. Composition of the LSC

The composition of the LSC is set out below and has been agreed by the Board of Trustees.

The composition may be amended from time to time by the Board of Trustees. The Board of Trustees have the right to appoint such persons to the LSC as they determine from time to time.

The LSC shall not normally exceed 10 members or have less than a minimum of 6 members and will be composed of:

- Up to 2 elected staff members, noting that the total number of Local School Committee

Members who are employees shall not exceed one third of the total number of Governors;

- Up to 2 elected parents;
- Up to 7 Local School Committee Members co-opted by the LGB to ensure an adequate skill set.
- Up to 2 Local School Committee Members appointed by the Trust, should the Trustees determine it necessary to do so, including an appointed chair;

## 5. Operation of the LSC

- Project Groups may be set up for specific tasks as determined by the Chair.
- Monitoring is an important role of the LSC. Effective governance is driven by informed decision making which comes from focussed monitoring.
- LSC members will be assigned a 'link' role which will focus on a key statutory area or priority for the Academy.

## 6. Delegated powers

In exercising its delegated powers and functions, the Members of the LSC shall:

- Ensure that Academy business is conducted in accordance with the objects of the Trust, the terms of any Trust governing the use of land which is for the purposes of the Academy, any agreement entered into with the Secretary of State for the funding of the Academy and these terms of reference.
- Promptly implement and comply with any policies or procedures communicated to the LSC by the Trustees.
- Review delegated policies and practices on a regular basis and in view of any advice or recommendations made by the Trustees.
- Work closely with the Trustees and act with integrity, objectivity and honesty in the best interests of the Trust and the Academy.
- Be open about decisions and be prepared to justify those decisions.
- Keep confidential all information of a confidential nature obtained by them relating to the Academy and the Trust.
- Adopt financial prudence in managing the financial affairs of the Trust in so far as these relate to the Academy and are delegated to the LSC.

## 7. General responsibilities of the Local School Committee

- To work within their delegated remit of the Trust's Terms of Reference and Standing Orders and be responsible for the actions of the LSC.
- To adopt the Trust's Code of Conduct for Local School Committee Members.
- To foster and maintain community cohesion.
- To seek the views of stakeholders, including pupils, parents, staff and the wider community.
- To ensure, via the Governance Professional, that governance information on the website is up to date and compliant.
- To adhere to the expectations of Local School Committee Members as laid down by the Trustees.
- To appoint (or remove) the LSC Chair and Vice Chair annually (noting that the Board of Trustees can exercise its power to remove or appoint to these roles should it deem this to be necessary).
- To hold at least three LSC meetings, and to attend; one remuneration trust committee meeting. The Chair of the LSC will also attend two PQS trust committee meetings per

year.

- To recruit new co-opted LSC members as vacancies arise in accordance with the outcome of the LSC skills audit.
- To hold elections for parent and staff LSC as vacancies arise.
- To arrange induction and mentoring for newly appointed or elected members of the committee.
- To aim to ensure that its Members promote and uphold high standards of conduct, probity and ethics.
- To participate in appropriate training.
- To suspend or dismiss any Member from the LSC, informing the Board of Trustees of any such action taken via the Lead Governance Professional.
- To ensure that a register of LSC members' pecuniary interests is maintained and updated annually.
- To assign monitoring responsibility for each of the agreed areas.
- To read and review monitoring reports from other members of the LSC.
- To read and review reports from the Principal in readiness for each meeting.
- To read and review data reports to understand and to be able to question Academy performance
- To respond to requests from the Trust for reports and feedback on Academy performance.
- To review the vision and values of the Academy in alignment with the Trust vision and values.
- To ensure that the vision and values are shared with all stakeholders.
- To promote high standards and take steps to ensure that students are attending a successful Academy which provides them with a good education and which supports their well-being.
- To take an active role in School Self Evaluation, External Reviews and Subject Reviews, recognising success while identifying and monitoring areas requiring improvement.
- To review and monitor the School Improvement Plan throughout the year, ensuring that it is updated regularly and focussed on key priorities.
- To review and challenge student KPI data at LSC meetings, ensuring that priority areas are fed into the School Improvement Plan.
- To be aware of how the Academy is regarded by students and parents, seeking and acting on feedback.
- To be aware of academy policies and regularly review policies delegated to the LSC, consulting with representative stakeholders as appropriate.
- To follow the Trust Complaints Procedure.
- To ensure that the LSC complies with duties delegated to it by the Trust Board.
- To approve and review the Academy's Equality Objectives.
- Each LSC Member shall be required to take part in regular self-review and is accountable for meeting their own training and development needs. It is a Member's responsibility to consider if, and raise any concerns where, they feel that appropriate training and development is not being provided.

### **Specific Responsibilities of the LSC: Admissions**

- To ensure the Principal complies with the Admissions Policy.

### **Specific Responsibilities of the LSC: Behaviour and Exclusions**

- To monitor the application of the Trust Behaviour Policy.
- To receive information on and review the use of suspensions and exclusions.
- To review and determine whether or not to uphold permanent exclusions.

- To review and determine whether or not to uphold suspensions where a student is either suspended for +15 days in a term or would lose the opportunity to sit a public exam, or if above 5 days and the parent(s) request a meeting.
- To monitor attendance, punctuality and disciplinary matters for students including all exclusion related matters, determining follow up action for the Academy where required.

### **Specific Responsibilities of the LSC: Finance, Risk and Audit**

- To respond to any issues raised by the Trust Board / Corporate Services Director in the manner requested.
- To understand the financial situation of the Academy, and fulfill its responsibilities as set out in the Risk Management Policy
- To respond to issues relevant to the LSC which have been raised by the Trust's Finance and / or Risk and Audit Committee in the manner requested.

### **Specific Responsibilities of the LSC: Curriculum**

- To review and agree the curriculum model.
- To monitor the impact of the agreed curriculum.
- To ensure the national curriculum is delivered.

### **Specific Responsibilities of the LSC: Health & Safety**

- To ensure that Health & Safety regulations are followed and appropriately prioritised.
- To ensure that the Academy is compliant with the Trust's Health & Safety Policy.
- To receive and act on reports and / or audit findings.

### **Specific Responsibilities of the LSC: Safeguarding and Child Protection**

- To ensure that the safety and protection of all students is prioritised.
- To ensure the safeguarding policies, procedures and training are effective and comply with the law including Keeping Children Safe in Education.
- To receive and approve the safeguarding audit and action plan annually.
- To undertake training on Safeguarding at least annually and receive regular updates.

### **Specific Responsibilities of the LSC: Published information**

- To ensure that up to date information is published on the academy website including academy policies, statutory documents and the operation of the LSC.

### **Specific Responsibilities of the LSC: SEND Students**

- To check that 0-25 Special Educational Needs and Disabilities Code of Practice is implemented in the Academy.
- To ensure that the Academy has suitable arrangements in place for consulting with families.
- To check that a qualified teacher is designated as the SENDCO.
- To ensure arrangements are in place to support students with medical conditions.
- To check that the Academy publishes the SEND policy and Information Report on its website.
- To check that the Academy sets and publishes information for the admission of SEND children, the steps taken to prevent SEND children being treated less favourably than others, the facilities provided to assist access of SEND children and accessibility plans.

### Specific Responsibilities of the LSC: Pupil Premium Students

- To check that required information is published on the Academy website as set out in the funding agreement.
- To review the Pupil Premium strategy and impact of Pupil Premium funding.

### Specific Responsibilities of the LSC: Employment and Performance Management

- To participate in the appointment of senior staff and other staff appointments where appropriate.
- To ensure that the LSC has representation at the Trust Remuneration Committee, membership of which is to include Trust CEO, for the appraisal and pay progression recommendation of the Principal.
- At least two LSC Members participate in the appointment process for a Principal.
- LSC Members (other than staff Members) participate in panels to consider staffing disputes as set out in the Trust's employment policies.

### Specific Responsibilities of the LSC: Student Target setting and achievement

- To understand targets for pupil achievement.
- To monitor pupil achievement against published targets.
- To hold the Principal and SLT to account for achievement of targets.

### Specific Responsibilities of the LSC: Teaching & Learning

- To monitor the quality of teaching and the impact of action taken by leaders.
- To receive reports on CPD and the impact on teaching and learning

## 8. Link roles delegated to individual LSC Members

- Health & Safety
- Safeguarding (Child Protection & e-Safety) including Pupil Premium and Looked After Children.
- And others as decided by the LSC and the Principal.
- Link LSC Members should monitor an area of the Academy's activity as assigned, and report to the LSC.
- Complete at least two monitoring visits each year ensuring that all visits to the Academy are arranged with the Principal's agreement and in accordance with the relevant protocol and scope. Although preferable, a visit need not necessarily take place during the time when pupils are in the Academy.
- Meet with the relevant lead professional to gain an understanding of the activities the Academy is conducting to achieve success in the relevant area.
- Reports will be submitted to the Principal and/or relevant lead professional within the Academy, and then be lodged with the Governance Professional for discussion at the next LSC meeting.
- To undertake any necessary training (in or out of the Academy) to enable effective monitoring of link responsibility and governance in general.

## 9. Operation of the LSC

- The usual term of office for all members of the LSC will be 4 years.



- The members of the LSC shall, upon their appointment or election, give a written undertaking to the Members and Board of Trustees to uphold the objects of the Company as set out in the Articles of Association and all policies and procedures agreed by the Trust or LSC from time to time by signing the Code of Conduct.
- The Chair and Vice Chair of the LSC will be elected annually by members of the LSC, normally at its first meeting in each academy year.

## 10. Arrangements for meetings of the LSC:

- All LSC meetings will be convened by the Governance Professional.
- An agenda for each meeting will be finalised by the Governance Professional, in liaison with the Chair and the Principal.
- The Governance Professional will circulate the agenda and any papers seven clear days in advance of the meeting using CONVENE.
- Any 2 members of the LSC may request an extraordinary meeting by giving written notice to the Governance Professional, to include a summary of the business proposed for discussion.
- The Governance Professional will then prepare an agenda and call a meeting.
- The LSC will meet as often as is necessary to fulfil its responsibilities but as a minimum, the LSC will meet at least 3 times each year plus 3 PQS meetings, 1 remuneration Trust Committee meeting.
- The quorum for any meeting of the LSC meeting is 3 LSC Members.
- In the absence of either the Chair and Vice Chair or the Governance Professional at a meeting of the LSC, the members of the LSC present will agree a temporary Chair for the meeting.
- Any LSC Member shall be able to participate in meetings of the LSC by telephone or video conferencing provided that they have given reasonable notice to the Governance Professional and that LSC Members have access to the appropriate equipment.
- Meetings will normally be limited to two hours in duration. Where business has not been completed within the agreed time, those present may resolve to continue the meeting in order to complete the agenda. Any business not completed will form part of the agenda for the next meeting.
- Each member of the LSC shall have one equal vote. Where there is an equal division of votes, the Chair of the LSC will have the casting vote.
- Votes will normally be taken by a show of hands; however, the Chair of the meeting may call for a secret ballot where this has been requested by two or more LSC Members. A LSC Member may vote by proxy.
- All recommendations and decisions made at a meeting of the LSC will be recorded accurately in writing. These draft minutes will be forwarded by the Governance Professional to the Chair within two weeks of the meeting date.
- The Trust Board may request the Chair of the LSC to attend any Board meeting and present a summary of the issues discussed and recommendations made at any previous LSC meeting.
- An annual timetable of LSC meeting and training dates will be prepared and circulated to Governors.
- LSC Members wishing to suggest items for consideration at a meeting should inform the Governance Professional no later than one week in advance of the meeting and provide a copy of any supporting papers.
- LSC Members and attendees will be invited to declare any interests they may have in relation to agenda items at the start of each meeting.
- LSC Members with an interest in an agenda item will refrain from discussing it and voting.
- Draft minutes of each meeting will be reviewed by the Chair usually within two weeks of the meeting.

- Minutes of meetings will be placed on CONVENE.
- Minutes of the previous meeting will be approved by LSC Members at their next meeting

### Expectations on LSC Members attending LSC meetings:

LSC Members are expected to:

- Diarise published meeting and training dates.
- Arrive in good time for the start of any meeting.
- Read the paperwork distributed in advance and identify questions/challenges to raise.
- Be familiar with the contents of the School Improvement Plans.
- Refrain from inappropriate personal criticism of others.
- Participate in discussions, paying due attention to the views and comments of others.
- Be brief and adhere to any time limits allocated to agenda items.
- Follow up on action points between meetings.
- Maintain confidentiality.
- Uphold decisions made by the LSC.

### Attendance at meetings

- All LSC Members should achieve an attendance rate of at least 80%
- The following persons may attend any or all meetings of the LGB:
  - Any Trustee
  - The Principal
  - The Governance Professional to the LSC and/or the Trust Board
  - Members
  - The Link Trustee
  - The Chief Executive Officer
  - The Chief Finance and operations Officer

The following persons will attend meetings of the LSC by LSC Members' invitation:

- Members of the Senior Leadership Team (SLT)
- Members of the Trust Executive.
- Any prospective LSC Member in the course of recruitment.

## 11. The role of the Chair

The Chair of the LSC will:

- Ensure that the business of the LSC is conducted properly in accordance with the Scheme of Delegation.
- Ensure, as far as is possible, that the LSC is fully populated and has a balance of skills and experience.
- Ensure that LSC meetings are run effectively, prioritising business, making best use of the time available and ensuring that all LSC Members have an equal opportunity to participate in discussion and decision-making.
- Establish and foster an effective relationship with the Principal
- Establish and foster a professional relationship with the Governance Professional.

NB: Governors who are paid to work at the school, e.g. Staff, are not eligible to be elected Chair or Vice Chair.

## 12. Staff nominations and elections

- Trustees have delegated the process for Staff LSC Member nominations and elections to the LSC.
- The LSC Members shall invite nominations from staff employed under a contract of employment for the role of Staff LSC Members.
- Where there are any contested posts, the Academy shall hold a secret ballot.

## 13. Parent Governor nominations and elections

- Trustees have delegated the process for Parent LSC Member nominations and elections to the LSC.
- Parent LSC Members of the LSC shall be elected by Parents of registered students at the Academy. They must be a Parent of, or have parental responsibility for, a student
- at the Academy at the time when they are elected.
- The LSC shall make all necessary arrangements for, and determine all other matters relating to, an election of Parent LSC Members.
- Where a vacancy for a Parent LSC Member is required to be filled by election, the LSC shall take such steps as are reasonably practical to ensure that every person who is known to them to be a parent of a registered student at the Academy is informed of the vacancy and that it is required to be filled by election, that they are entitled to stand as a candidate, vote at the election and given an opportunity to do so.
- Any election of persons who are to be the Parent LSC Members which is contested, shall be held by secret ballot. The arrangements made for the election of Parent LSC Members shall provide for every person who is entitled to vote in the election to have an opportunity to do so by post or, if they prefer, by having their ballot paper returned to the Academy by a registered student at the Academy.
- Where the number of Parents standing for election is less than the number of vacancies, the LSC may appoint a person who is the Parent of a registered student at the Academy or, where it is not reasonably practical to do so, a person who is the parent of a registered student of another Academy within the Trust.
- An employee of the Academy may not be elected as a Parent LSC Member if they work for the Trust in any capacity for 500 hours or more each academic year.

## 14. Co-opted LSC Members

- Trustees have delegated the process for the appointment of co-opted LSC Members to the LSC.
- Co-opted LSC Members should be those who, in the opinion of the LSC, have the necessary skill set and are committed to the governance and success of the Academy.
- The LSC may not appoint an employee of the Trust as a co-opted LSC Member.

## 15. Terms of office

- The term of office for any LSC Member shall be 4 years.
- Subject to remaining eligible to be a particular type of LSC Member, any person may be re-appointed or re-elected to the LSC.

## 16. Resignation, removal and disqualification of LSC Members

A person serving on the LSC shall cease to hold office if:

- They resign office by giving notice in writing to the Governance Professional.
- The Staff LSC Member ceases to work at the Academy.
- The LSC terminates the appointment of a LSC Member whose presence or conduct is deemed by the LSC, at their sole discretion, not to be in the best interests of the Academy.
- The Board of Trustees terminates the appointment of a LSC Member whose presence or conduct is deemed by the Trustees, at their sole discretion, not to be in the best interests of the Trust or the Academy.
- For the avoidance of doubt, a Parent LSC Member shall not automatically cease to hold office solely by reason of their child ceasing to be a student at the Academy.
- A person shall be disqualified from serving on the LSC if they would not be able to serve as a Trustee in accordance with Articles 68-80 of the Articles of Association.

### Election and removal of the Chair and Vice Chair

- The Chair and Vice Chair of the LSC shall be elected by the LSC and may be removed from office by the LSC or the Board of Trustees at any time.
- The term of office of the Chair and Vice Chair shall be 1 year. Subject to remaining eligible to be a LSC Member, any LSC Member may be re-elected as Chair or Vice Chair.
- The holders of the posts of Chair and Vice Chair may at any time resign their office by giving notice in writing to the Governance Professional.
- The Chair or Vice Chair shall cease to hold office if:
  - They cease to serve on the LSC.
  - They are employed by the Trust whether or not at the Academy where they are a member of the LSC; or
  - In the case of the Vice Chair, they are appointed to fill a vacancy for the position of Chair.
  - Where the Chair is absent from any meeting or there is at the time a vacancy for the position of Chair, the Vice Chair shall act as the Chair for the purposes of the meeting.
  - Where the Vice Chair is also absent from the meeting or there is at the time a vacancy for the position of Vice Chair, the Governors of the LSC shall elect one of their number to act as Chair for the purposes of that meeting.

## 17. Committees

- Subject to the prior agreement of the Trustees, the LSC may establish sub-committees which may include individuals who are not members of the LSC, provided that such individuals are in a minority.
- The LSC cannot delegate its powers to a sub-committee save for the following:
- The LSC Members' Discipline Committee which has delegated authority to make decisions regarding exclusions in accordance with the Trust policy.
- The staff Disciplinary Committee which has delegated authority to make decisions in accordance with the Trust policy.
- A staff Appeal Committee which has delegated authority to make appeal decisions in accordance with the Trust policy.

To be quorate a committee must have a minimum of 3 LSC Members' in attendance