



## **Local Advisory Board**

## **Terms of Reference**

The Cornerstone Academy Trust (the Trust)

Terms of Reference

Local Advisory Board

1. **Constitution**

- 1.1 The board of directors (the **Trustees**) of The Cornerstone Academy Trust (the **Trustee Board**) hereby resolve to establish a Local Advisory Board (LAB) for Broadclyst Community Primary School and Westclyst Community Primary School.
- 1.2 The LAB will be responsible for Teaching, Learning and Curriculum matters pertaining to the schools. The LAB will report into the Trustee Board of the Cornerstone Academy Trust.

2. **Membership**

- 2.1 The LAB shall have a minimum of three members. The LAB will consist of:

- 1 x Headteacher
- 3 x Trust Directors
- 2 x Staff Members (if staff are not on board of directors)
- 2 x Parents (if parents are not on board of directors)

- 2.2 The LAB's current members are:

Ken Dyson (Chair)	Henry Massey	Steve Taylor
Jonathan Bishop	Matt Pitts	John Waddingham
Bronnie Williams	Jim Gale	Nicki Bland
Chris Pepper		

- 2.3 The LAB shall at the first meeting of each academic year elect a member to act as chair of the LAB (the **Chair**). The LAB will elect a temporary replacement from among the Trustees present at the meeting in the absence of the Chair.
- 2.4 No person may act as Chair unless they are also a member of the Trustee Board.
- 2.5 The term of office for each member shall be reviewed annually, but shall, in exceptional circumstances, be not less than every two years.
- 2.6 The Headteacher shall ensure that a clerk is provided to take minutes at meetings of the LAB.
- 2.7 Any Trustee may attend meetings of the LAB as observer (an **Observer**).
- 2.8 The LAB may invite attendance at meetings from persons who are not Trustees or LAB members to assist or advise on a particular matter or range of

issues, this may include parents and members of academy staff. Such persons may speak with the permission of the Chair but shall not be entitled to vote.

### **3. Remit and responsibilities of the LAB**

3.1 The LAB shall be responsible for the matters set out in the Schedule.

### **4. Proceedings of LAB meetings**

4.1 The LAB will meet as often as is necessary to fulfil its responsibilities but at least once every term.

4.2 Any two LAB members can request that the Chair convene a meeting by giving no less than 14 days' prior notice.

4.3 The quorum for the transaction of the business of the LAB will be three LAB members. No vote on any matter shall be taken at a meeting of the LAB unless three LAB members are present, and the majority of those LAB members must be Trustees of the Trust.

4.4 Every matter to be decided at a meeting of the LAB must be determined by a majority of the votes of the members present and voting on the matter.

4.5 Each member present in person shall be entitled to one vote.

4.6 Where there is an equal division of votes the Chair shall have a casting vote.

4.7 A register of attendance shall be kept for each LAB meeting and published annually.

4.8 Observers may speak with the permission of the Chair but may not vote.

### **5. Authority**

5.1 The LAB is authorised by the Trustees to:

5.1.1 carry on any activity authorised by these terms of reference; and

5.1.2 seek any appropriate information that it requires from any officer of the Trust and all officers shall be directed to cooperate with any request.

### **6. Reporting**

6.1 Within 14 days of each meeting the LAB will wherever possible:

6.1.1 produce draft minutes of its meetings;

6.1.2 provide a summary document identifying (i) decisions made, (ii) recommendations to the Trustee Board, (iii) items for the information of the Trustee Board and (iv) items for further discussion by the Trustee Board.

(together called the "**LAB Summary Reports**").

- 6.2 The LAB Summary Reports can be agreed by LAB members by email.
- 6.3 The LAB Summary Reports will be sent to the Trustee Board within 21 days of each meeting.
- 6.4 The LAB shall arrange for the production and delivery of such other reports or updates as requested by the Trustee Board from time to time.
- 6.5 The LAB shall conduct an annual review of its work and have terms of reference and shall report the outcome and make recommendations to the Trustee Board.

## Schedule

### Responsibilities of the Local Advisory Board

#### Achievement

- 1 Keep under review pupils' academic achievement over time, including both attainment and progress, relative to the pupils' starting points.
- 2 Scrutinise pupil progress data to identify areas of weakness or potential future weakness and areas of strength or potential future strengths, whether in a particular subject area or amongst a particular cohort of pupils.
- 3 Challenge the Headteacher and/or senior leaders to demonstrate that there are strategies in place to address any areas of weakness or potential future weakness and to maximise any areas of strength or potential future strengths.
- 4 Use pupil progress data to evaluate the success of these strategies.
- 5 Ensure that the Headteacher and senior leaders have strategies in place to actively promote the academic achievement of the following categories of pupils and can evidence the success of those strategies through pupil progress data.
  - the lowest attaining pupils
  - children in care
  - pupils who are eligible for the pupil premium

#### Teaching

- 6 Ensure the Headteacher and/or senior leaders have in place appropriate monitoring strategies to evaluate the quality of teaching and its impact on learning and pupils' achievement across the curriculum.
- 7 Receive and examine reports from the Headteacher and/or senior leaders on recent monitoring strategies utilised within the Academy, the outcomes of these and actions for continued improvement.
- 8 Challenge the Headteacher and/or senior leaders to demonstrate the robustness of procedures for monitoring the quality of teaching and learning and ensuring high professional standards among all staff including the maintenance of good and outstanding teaching.
- 9 Ensure policies are in place and implemented to maintain a strong link between performance management, appraisal and salary progression.
- 10 Receive reports from the Headteacher and/or senior leaders on the professional development of staff, particularly newly qualified teachers and teachers at an early stage of their career, and how best practice is identified and modelled within the Academy.
- 11 Challenge the Headteacher and/or senior leaders to demonstrate the robustness and extent to which underperformance is tackled.

- 12 Receive and examine reports from the Headteacher on the use of formal capability procedures (as required).
- 13 Challenge senior leaders to demonstrate the effective use of teaching assistants in the classroom.

### **School Engagement**

- 14 Promote the Academy's vision, ethos and high expectations of all pupils and teachers amongst pupils, parents, carers, staff and other stakeholders.
- 15 Keep under review the effectiveness of the Academy in promoting the confidence and engagement of parents and carers, particularly in supporting pupils' achievement, behaviour and safety and their spiritual, moral, social and cultural development.
- 16 Monitor the satisfaction of pupils and their parents and/or carers with the Academy.
- 17 Evaluate how effectively the Academy works in partnership with other academies, external agencies and the community to improve the Academy, extend the curriculum and increase the range and quality of learning opportunities for pupils.

### **Governance**

- 18 Monitor the effectiveness of the Trustee Board to provide challenge and hold the Headteacher and other senior leaders to account for improving the quality of teaching, pupils' achievement and pupils' behaviour and safety.

### **Curriculum**

- 19 Ensure the curriculum is broad and balanced (in the context of the Academy) and meets the needs, aptitudes and interest of pupils including pupils in the sixth form.
- 20 Ensure pupils are learning and making appropriate progress, particularly in literacy and mathematics.
- 21 Ensure the Academy can demonstrate the promotion of spiritual, moral, social and cultural development of all pupils.
- 22 Evaluate the effectiveness of the Academy's strategies and procedures to help pupils to prepare for life in modern democratic Britain and a global society.
- 23 Evaluate the extent to which education provided by the Academy meets the needs of the range of pupils at the Academy, including those with special educational needs and disabilities.
- 24 Ensure that information relating to the curriculum at the Academy is published in accordance with the requirements of the Funding Agreement.

### **Safeguarding**

- 25 Scrutinise the effectiveness of safeguarding arrangements and appropriate arrangements for child protection to ensure that all pupils are safe.

### **General**

- 26 Reviewing or investigating any other matters referred to the LAB by the Trustee Board.
- 27 Drawing any significant recommendations and matters of concern to the attention of the Trustee Board.