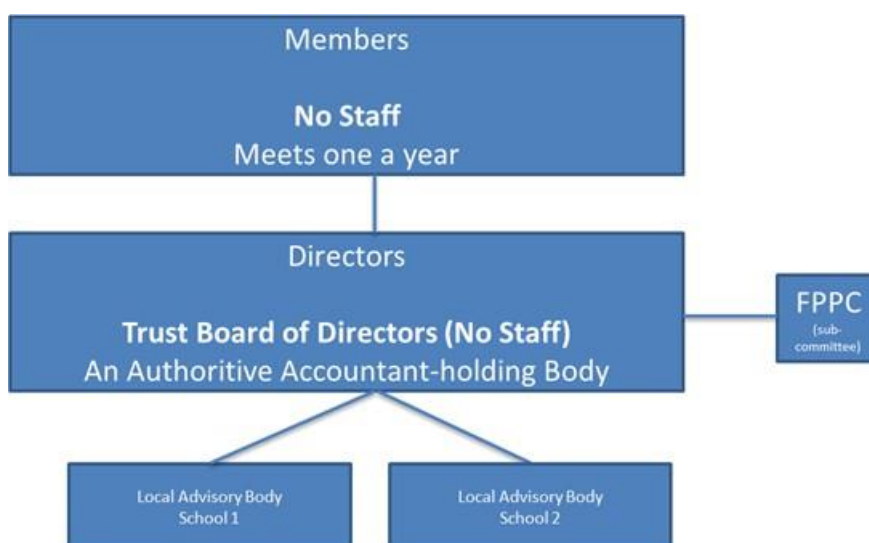


TVI Learning Trust
Local Advisory Board (LAB) of Thames View Infants School
Terms of Reference

1) Purpose

- a) To assist the decision making of the Trust Board, by enabling more detailed consideration to be given to fulfilling the Trust Board's responsibility to ensure the promotion and maintenance of high quality teaching and learning for all children within a safe, caring and stimulating environment, where all pupils make progress.
- b) To make appropriate comments and recommendations on such matters to the Trust Board on a regular basis, for the Trust Board of Directors to approve. The focus will be on "Curriculum Improvement and Pupil Matters", which encompasses topics such as attainment, learning, progress, outcomes, quality of provision, curriculum policy and attendance – the matters that directly affect pupils.
- c) Major issues will be referred to the Trust Board of Directors for their consideration.
- d) The LAB sits within the below Governance structure of TVI Learning:



2) Membership and Quorum

The committee shall consist of not less than 3 LAB-members plus the Headteacher or their nominee. The composition of the LAB is set out under section 7 below.
The quorum will be 50% of the current voting membership, but not less than three.

3) The role of the LAB Chair

The LAB Chair is responsible for the following:

- a) Ensuring that the LAB operates within, and meets fully, the Terms of Reference, as set by the Board of Trustees.
- b) Being the first port of call for information or if a problem arises in the sphere of the LAB's responsibility.
- c) Keeping the Chair of the Board of Directors informed of progress/issues/problems.

- d) Ensuring that full and accurate minutes of all committee meetings are distributed to all LAB-members within 7 days of a committee meeting
- e) Liaising with the Headteacher of the School in respect of all issues within the sphere of their committee's responsibility.

4) Partnership with the Headteacher & CEO

In carrying out its functions the committee will receive information and advice from the Headteacher of the School and other staff and will actively seek opportunities for wider consultation where appropriate.

The Headteacher of the School is entitled (but not obliged) to attend all committee meetings and has full voting rights (provided s/he is a member of the Board of Trustees).

5) POWERS OF THE TRUST BOARD OF DIRECTORS IN RELATION TO THE LAB

- a) The Directors of the Trust Board shall establish the Local Advisory Body as a committee of the Trust as part of the Trust's Articles of Association (Article 100)
- b) The Directors shall determine and approve the Local Advisory Body Terms of Reference and shall review the terms at the start of each academic year (Article 104)
- c) The Directors shall determine and approve the delegation of powers, responsibilities and duties to the Local Advisory Body and shall review this Scheme of Delegation at the start of each academic year (Article 105).
- d) The Directors shall have the right to intervene in the governance of an academy, which could result in the withdrawal of delegated responsibilities and changes in membership, when it has serious cause for concern including:
 - i) Standards of performance of pupils at the Academy are unacceptably low
 - ii) Serious breakdown in the way that the Academy is managed or governed
 - iii) Safety of pupils or staff is threatened
 - iv) Financial mismanagement or failure to operate within the budget
 - v) When the academy is not judged to be good or better.
 - vi) Where there are safeguarding concerns
 - vii) Where the board of directors consider it necessary for some other substantial reason

6) POWERS OF THE LOCAL ADVISORY BODY (assuming that criteria 5d (i-vi) are not met)

- a) The LAB-members shall exercise the powers, responsibilities and duties delegated by the Trust Board as set out in these Terms of Reference and the Scheme of Delegation, and in particular; to carry forward the Trust's vision in ways that are appropriate to the Academy's status, pupils, staff and community,
- b) to implement policies, plans and actions to comply with statutory regulations, the Trust's policies and procedures and the decisions of the Directors,
- c) to hold to account the academy leadership for the academic performance, the quality of provision and the quality of care,
- d) to develop and propose the Academy Targets and Performance Review to the Trust Board and monitor progress towards the approved targets,
- e) to develop and monitor the annual Academy Development Plan to achieve the agreed Academy Targets and address issues identified in the Performance Review

- f) to carry out the functions assigned to Local Advisory Board as directed by the Board of Trustees
- g) to approve the allocation of places against the approved Academy admissions policy
- h) to approve the academy prospectus
- i) to approve the academy attendance plan
- j) to part form a committee to hear initial exclusions appeals
- k) to hear complaints in line with the Trust's complaints policy
- l) to approve extended services on site
- m) to approve the pupil premium plan
- n) to establish Local Advisory Body working groups and to regulate their proceedings

7) COMPOSITION AND APPOINTMENT OF THE LOCAL ADVISORY BODY

- a) The composition of the Local Advisory Body, which is subject to the approval of the Trust Board, requires the following positions:
 - i) At least two Parent LAB-members elected by the parents of registered pupils at the academy, of which at least one LAB-member will have a child as a registered pupil at the academy,
 - (1) Where there are vacancies, each year nominations will be requested for three parent representatives.
 - (2) Casual vacancies will not be filled unless this would cause the number of parent Advisors / LAB members to fall below two, as described above.
 - ii) At least one and up to three Staff Advisors elected by the Staff of the academy.
 - iii) The Board may appoint up to three trust Advisors / LAB Members and where the academy is not judged by Ofsted as Good or Outstanding, the Board of Directors shall appoint up to three LAB-members,
 - iv) The academy Headteacher or Deputy are required to be part of this Body.
 - v) A co-opted LAB-member may be appointed with the discretion of Trust Board.
- b) The Trust Board is responsible for the leading of the appointment process, unless it decides to delegate that to the LAB.
- c) A person serving on the LAB shall cease to hold office if:
 - i) He or She resigns office by giving notice in writing to the clerk.
 - ii) The Headteacher or Staff member of the Academy ceases to work at the Academy.
 - iii) The Trust Board terminate the appointment of a LAB-member, whose presence of conduct is deemed by the Trust Board, at their sole discretion, not to be in the best interests of the Trust or the Academy.

8) TERM OF OFFICE AND RESPONSIBILITIES OF ADVISORS / LAB-MEMBERS

- a) The Term of Office for all Advisors / LAB-members is 4 years.
- b) On appointment LAB-members are each required to familiarise themselves and agree to comply with:

- i) Trust Articles of Association,
- ii) The code of conduct for Advisors / LAB Members
- iii) Trust Financial Regulations,
- iv) These Terms stated within this document,
- v) Current relevant legislation and guidance for LAB-members
- vi) All MAT policies, including: data protection, code of conduct,
- vii) Safeguarding, e-safety, conflict of interest, Equality & Cohesion Policy.

9) MEETINGS OF THE LOCAL ADVISORY BODY

- a) The Local Advisory Body shall meet at least once per term and in particular;
 - i) The Local Advisory Body shall meet at the appropriate times set out in the Trust Business Calendar
 - ii) The LAB-members will receive notice of each meeting 7 clear days before the date of the meeting
 - iii) The agenda, papers and minutes of the Local Advisory Body meetings will be sent from the Clerk to the Directors when they are issued to LAB-members
 - iv) Minutes will be signed by the Local Advisory Body Chair at the next meeting to verify that the minutes are a true record
- b) Quorum for a meeting of the Local Advisory Body will be 3 LAB-members (to be determined by the Local Advisory Body). [It states this in section 2 above.]
- c) Each question to be decided at a meeting of the Local Advisory Body shall be determined by a majority of votes of LAB-members present and eligible to vote on the question, as long as Staff do not form the majority of the LAB-members voting. When there is an equal division of votes the Chair shall have an additional casting vote.

10) APPOINTMENT OF THE LOCAL ADVISORY BODY CHAIR AND VICE CHAIR

(assuming that the criteria in section 5d (a-e) are not met)

- a) The Local Advisory Body shall elect the Chair and Vice Chair.
- b) The Trust Board shall have the right to remove the Chair and/or Vice Chair, specifically in circumstances outlined in 1.4 of these Terms of Reference
- c) The Term of Office for the Chair and Vice-Chair will be one year and they shall be elected at the first meeting of each school year.
- d) The Chair and Vice-Chair will be elected by a secret ballot, conducted by the Clerk to the Local Advisory Body.
- e) LAB-members will be able to submit written nominations prior to the meeting and verbal nominations at the meeting. A Governor can nominate him/herself for office and does not need to be present.
- f) If there is more than one nominee for each position, nominee(s) will be asked to leave the room whilst the election takes place. The remaining LAB-members will take a vote by secret ballot and the Clerk will tally the vote.

- g) If there are more than three nominees per office, the nominee polling the least votes shall be eliminated and a further vote taken. This process will continue until a nominee polls a majority of votes.
- h) If the meeting is online or hybrid or held by some other means, a process will be used that is fair and in the spirit of the process above.

11) APPOINTMENT OF ACADEMY HEADTEACHERS

When there is more than one School in the trust:

- a) The Chief Executive Officer is responsible for recommending Headteacher candidates to the Trust Board for appointment following consultation with the Local Advisory Body's recruitment panel in line with the Trust's recruitment policy.
- b) The process for the appointment of a Headteacher shall be led by the CFO and CEO and involve members of the Local Advisory Body.
- c) The LAB-recruitment panel shall agree a preferred candidate who shall be recommended to the CEO.
- d) The Trust Board shall not unreasonably withhold their approval for the appointment of the recommended candidate as the Headteacher.
- e) In the event that the Trust Board does not approve the appointment of a recommended candidate as Headteacher, they shall provide a clear explanation to the Local Advisory Body.

12) APPOINTMENT OF A CLERK

The board of directors shall appoint the Clerk to the LAB in consultation with the LAB.

13) SPECIFIC DUTIES

- a) To ensure that all safeguarding requirements are effectively met, particularly those of 'Looked after children', and that all children know how to stay safe.
- b) To ensure pupils receive a broad and balanced curriculum and the school is fulfilling its statutory obligations regarding the Early Years' Foundation stage and Key Stage One and to consider any disapplication for pupil(s). Also, to agree or reject and review curriculum policy; to make and keep up to date a written policy on the provision of sex education, and to prohibit political indoctrination and ensure the balanced treatment of political issues.
- c) To work with the Headteacher and staff to promote and maintain the provision of high quality teaching and learning for all children, including out of hours learning, and to monitor this provision.
- d) To evaluate curriculum provision and standards of attainment and pupil progress, and ensure statutory compliance, especially for pupils with special educational needs (SEN).
- e) To review available data about the school's performance against local and national benchmarks and assist the governing body with its understandings in this area.
- f) To work with the Headteacher and senior leadership team to identify the school's strengths and any weaknesses, and contribute to the school improvement plan to address these through the development of new initiatives.

- g) To make suggestions to the finance committee about staffing and resource issues and costs that have budgetary implications.
- h) To undertake planned visits to classes to increase awareness of new developments and needs and inform the Governing Body of these.
- i) To monitor attendance to ensure targets are met.
- j) To review pupil admissions issues.
- k) To listen to pupil voices and make recommendations.
- l) To consider issues related to pupil behaviour.
- m) To gain feedback from parents and report back to them on school improvement.
- n) To review the provision of support on offer to parents and families through school
- o) To review extended school provisions and evaluate their impact on pupil learning and well-being.
- p) To ensure the promotion of healthy lifestyles, including healthy eating. To regularly review, and monitor the effectiveness of all policies that relate to the above e.g. Safeguarding and child protection; Anti- bullying; SEN; school travel policy and risk assessment procedures.
- q) To assist in the process of school self evaluation (SEF).
- r) To encourage the use of the school as a focus for community activities.
- s) To report to the full governing body at each of its meetings.
- t) Advisors / LAB members may also be asked to sit on panels within the trust, including, but not limited to: complaints, pupil discipline (exclusions/suspensions) and HR processes.

14) These terms of reference were approved by the board of directors on:

.....27th March 2025.....