

# ILLUMINATE MINDS TRUST

## LOCAL ADVISORY COMMITTEE (LAC)



### Committee Terms of Reference

The Illuminate Minds Trust Board has overall responsibility and ultimate decision making authority for all the work of the Trust. They are accountable to external government agencies and are required to have systems in place through which they can assure themselves of quality, safety and good practice. Illuminate Minds Trust is a fairly small group of schools, and as such we believe that it is essential to govern a group of schools through a single board which also creates the conditions for realising the benefits of school-to-school collaboration. Therefore, MAT board provides centralised governance to all schools, but has been supported by sub-committees at school level known as Local Advisory Committees (LAC).

The LAC has only the powers and responsibilities that are delegated to them by the Board, which are formalised in the Scheme of Delegation. All governance and leadership meetings are planned to facilitate the flow of information between the Trust Leadership Group, through the LACs and onto the MAT Board.

### LAC Structure

Each Academy has a Local Advisory Committee. LAC membership includes:

- A Trust Board Appointed Chair
- Parent representatives (at least 2)
- Staff representatives (at least 1)
- Community representatives (at least 2)
- Head of School (or their representative) will be an ex officio member of their LAC, which means they will be a member of the LAC for so long as they remain in post.

The Chair of the LAC is appointed by the Trust Board who may also appoint additional LAC members to meet specific skills requirements. However, most members will be appointed by the Director of Standards who is the link Senior Trust Officer on the committee. The LAC shall have 7 members. The members should demonstrate a good mix of skills in order for the work of the board to be efficient.

The MAT Board requires all appointed LAC members to have:

- Commitment to a particular academy and a willingness to support the aims of MAT as a whole.
- The skills required to contribute to effective governance and the success of the Academy.
- A strong commitment to the values of the Trust.
- The inquisitiveness to question and analyse.
- A willingness to learn.
- A willingness to devote the necessary time and effort to the Academy's business including reading papers, attending meetings and attending training sessions, undertaking quality monitoring visits, and other relevant events.

- An understanding and acceptance of the duties and responsibilities set out in the Scheme of Delegation.
- Effective communication skills and a willingness to ensure effective communication between the LAC and the Board.
- An ability to hold others to account for their professional practice.
- Good independent judgement.
- Experience of schools (as a former Governor, a parent, a member of staff for example).

Members of a LAB need to take a full and active role in fulfilling the role assigned to them by the Board. This will include regular visits to the Academy.

### Responsibilities of the Local Advisory Committee

Members of a LAC play a key role in supporting the Trust Board to fulfil their regulatory duties. The LAC exercise the powers and responsibilities delegated to them by the Trust Board. Details of these powers and responsibilities are set out in the Scheme of Delegation. Local Advisory Committees are vitally important in ensuring the good governance of each Academy, and are constituted to provide local scrutiny and challenge for Heads of School within individual schools.

Members of the LACs will have the following duties:

- Ensuring good governance of the Academy, complying with the agreed level of delegation and reporting accordingly.
- Representing the school vision and aims in accordance with the Illuminate Minds Trust vision and principles whilst ensuring schools' aims and objectives are relevant to local needs.
- Supporting the Head of School and senior leadership of the Academy whilst being a critical friend.
- Monitoring specifically delegated areas of the academy as shown below:
  - Curriculum
  - Community Engagement
  - Progress and Outcomes
  - Attendance and Behaviour
  - Admissions, Exits and Exclusions
  - Performance of Vulnerable Groups
  - Professional Development and Training
- Engagement with the Academy's key stakeholders e.g. parents/carers, pupils and staff
- Establishing and reviewing academy level policies and procedures for approval by CEO as outlined in the Trust Policy Matrix.
- Providing feedback to MAT Board on the effectiveness of the school improvement plan implementation, attainment and progress reports, including pupil premium, local community activities and relationships and relationships with all local stakeholders. The LAC will also monitor the implementation of the Trust Child Protection and Safeguarding Policy, implementation of the School Improvement Plan and school curriculum and the recruitment, induction, on-going training and well-being of staff team in accordance with Trust policies

LAC members are required to attend all meetings. If a member's attendance falls below 50% they will be asked by the Chair and the Head of School to stand down from their position. Likewise, if there are concerns about the conduct of a member, the Head of School and Chair will address this with them and may result in that member being required to stand down from their position. Where there are any concerns over the conduct or any conflict of interest of the Chair, this will be raised with the Chair of the Trust Board for consideration and potential action. Any appeals against this action can be made to the Trust Board.

The foundation for the relationship between the Trust and the LAC is based on a shared vision and shared values. Illuminate Minds Trust fully supports the independence and integrity of the Trust and the uniqueness of each of the Academies. Illuminate Minds Trust acknowledges that the Trust and the Academies are accountable to the Secretary of State for Education and to the communities that they serve.

### Local Advisory Committee Meetings

The LAC meets four times per year: twice in the Autumn Term and once in each of the Spring and Summer Terms. Meetings are coordinated with Trust Board meetings to ensure tiers of governance are supported by effective communication. Minutes of LAC Meetings are presented at each Trust Board Meeting and the LAC Chair is invited to attend as required.

Papers for LAC Meetings must be provided at least three days in advance of the meeting and attendees are given notice of the time, place and nature of the meeting. Board Trustees have the right to attend a LAC meeting at any time. The Clerk will circulate papers to members and keep minutes of each meeting. The LAC requires a quorum of three members, who should include the Chair and two other members. No business shall be transacted at any meeting unless a quorum is present, unless they act only for the purpose of filling vacancies or of calling a general meeting.

The LAC agenda will include these standing items:

- Apologies for Absence
- Declaration of Interests
- Matters to be Raised Under Any Other Business
- Minutes of Meeting
- Matters Arising
- Head of School's Report
- Local Policies for approval
- Any Other Business

Local Advisory Committee chairs are expected to prepare papers for the Trust Board in a timely manner following their meetings. The chair of the LAC will report to the MAT Board on:

- Pupil admissions, transitions in and transitions out
- Pupil behaviour and exclusion
- Relationships with parent body
- Priorities for pupil premium targeted spending
- Pupil Premium provision and attainment
- The performance of vulnerable groups
- Any other matter requested by the Board

The Trust Board will carry out regular audits of all its governors' skills at Trust Board and LAC level in line with the needs of the Trust, and seek to address any gaps identified. The Board is committed to challenging themselves to ensure that the organisation is designed and structured to enable the achievement of its core purpose; to improve the outcomes for children and young people.

**Review Date: July 2027**