

## **Bedford College Academies Trust (“BCAT”)- Scheme of Delegation**

### **Terms of Reference for the Local Advisory Bodies (LABs)**

BCAT believes that strong local governing bodies provide the best day-to-day oversight and challenge of the Academies within BCAT.

BCAT is the appointing body for the Local Advisory Body (‘LAB’) and although not directors of the multi academy trust itself the LAB provide both scrutiny and support at academy level on behalf of BCAT and have the responsibility to act consistently with the constitution and strategy of BCAT (set out in summary “The BCAT way” and in line with schemes of delegation established by BCAT.

The LAB will be the interface of BCAT within the community. It will monitor data and focus on teaching and learning to promote raising standards and high quality in pupil attainment and progress.

BCAT has resolved that the Chair of each LAB will provide reports and updates to the Trust as required but with a minimum of an annual report. Chairs and other members of LABs will not automatically be appointed as Directors but may be considered in exceptional circumstances depending on skills needs. Ultimately BCAT has legal and overall responsibility for institutional performance and will therefore approve the local budget, local performance targets and the appointment of the Principal/Head.

The local advisory body role is therefore:

1. To recommend to the Trust proposed performance targets each year (attendance, results etc.) and ensure their achievement
2. To robustly monitor and challenge the Academies as appropriate in respect of the pupil performance data and pupil outcomes
3. To monitor the quality of teaching and learning and the curriculum provision
4. To monitor student behaviour and consider appeals against any decision to exclude students
5. To oversee pupil health, safety and wellbeing, including safeguarding and completion of the single central record
6. To monitor the impact of grants, including the pupil premium
7. To ensure equal access for all pupils regardless of disability, gender, ethnicity or Special Educational Needs
8. To ensure named members of the LAB have specific responsibilities for;- Special educational needs, Safeguarding and child protection, Statutory grants (including Pupil Premium), Health and Safety and Finance
9. To be responsible for the review and implementation of Trust Policies in

the Academy

10. To ensure effective and systematic arrangements are in place to hear the voices of stakeholders including pupils, parents, employers, local schools and the wider community
11. To be involved in the appointment of staff to the Academies to the extent set out in schemes of delegation from time to time in force and through such procedures as agreed with the Principal or Headteacher
12. To consider the agendas and subsequent minutes of the BCAT Board and ensure decisions are actioned and that any issues or concerns are brought to the attention of the BCAT Board
13. To ensure good financial management in the Academies and the monitoring of budgets
14. To act within any other guidelines set down by the BCAT Board.

### **Composition and nomination of Chairs**

BCAT wishes the LAB to contain a maximum of 8 members:

- 2 Parent LAB members
- The Principal or Head teacher
- 1 Staff LAB member
- A minimum of 1 and up to 4 LAB members (including the Chair) with particular expertise in either financial, educational or business expertise and good local knowledge of the area.

The first Chairs of the LABs were appointed by BCAT as part of the pre-opening requirements for the Academies.

Once the LABs are operational and Staff and Parent LAB members have been appointed the LAB shall nominate and select their Chair for each academic year from 1 September to 31 August for approval by the BCAT Board. The selection should take place at the last meeting of the Summer term in the preceding year or at the first meeting of the Autumn term for the current year. The Chair shall be selected from the last category above (so not an LAB staff or parent member) and be notified to the Chair and Company Secretary of BCAT within 7 days of selection.

Where there is more than one nomination for the role of Chair a secret ballot will be arranged by the individual minuting the LAB meeting with guidance from the Company Secretary where required.

## **Procedures and meetings**

### **Quorum**

More than 51% of the membership but to include a minimum of one member who is not a parent, staff or Principal/Head teacher member.

### **Meetings frequency**

A minimum of one per term

### **Clerk and minuting of LAB meetings**

The BCAT Company Secretary acts as the Clerk to the Trust. The minuting of LAB meetings will be undertaken by a suitably qualified person such as the PA to the Head, and be in a standard form adopted by the Trust, with minutes being approved by the Chair of the LAB and sent to the Company Secretary as soon as possible but no later than 14 days for circulation to the BCAT Board.

### **Agendas**

Agendas shall be agreed between the Chair of the LAB and the Principal or Headteacher of the relevant academy

The Chair of BCAT shall be entitled to ask for agenda items to be added for discussion.

Standing agenda items shall include;

- Apologies for absence
- Declarations of Interest
- Community and stakeholder engagement
- Student behaviour and safeguarding
- Student Achievement
- Budget review
- Health and Safety

### **Term of office for LAB members**

Staff Members will be appointed for a two year period

Parent Members will be appointed for a two year period

Other members will be appointed for two year terms but subject to evaluation by the LABs and BCAT Board

No member of the LAB shall serve for longer than 8 years unless exceptional circumstances apply.

### **Appointment of External Members**

Academies shall be entitled to seek applications from suitably qualified individuals to support the function of the LABs as set out in the terms of reference.

LABs shall carry out a preliminary review of applications to consider the merits of the application in line with their skills analyses.

Applications for External Members and the recommendation for appointment from the

LAB shall be submitted to the BCAT Board for a decision on appointment

### **Appointment of Staff Members**

Nominations will be sought from staff for those willing to serve as the Staff Member of the LAB.

The term of office will be two years subject to continuing employment with the relevant Academy.

An election will be held if more nominations are received than the number of vacancies.

### **Appointment of Parent Members**

There will be two Parent Members.

Nominations will be sought from parents of pupils enrolled at the Primary for those willing to serve as Parent Members of the LAB.

The term of office will be two years subject to the pupils continuing enrolment at the relevant Academy. An election will be held if more nominations are received than the number of vacancies.