

Local Advisory Committee Terms of Reference

1. Membership

The membership of the Committee shall be the Headteacher/ Primary Executive Head/ Head of School, the Chair of the LAC and at least four governors appointed by The Williamson Trust. The CEO/ Primary Executive Head will be Ex- Officio members

The Committee shall have such associate members as the LAC shall appoint.

The Committee may make recommendations for these appointments.

Parents will be encouraged to apply to become members

2. Quorum

The quorum shall be 50% of members, 3 of whom should be non-staff governors.

The Committee shall not meet without the Headteacher/ Primary Executive Head/ Head of School being present or a substantive replacement nominated by him/her.

3. Responsibilities

Curriculum and standards

- To ensure on behalf of the Trust Board that its strategic responsibility to raise standards is acted upon, using the objectives set out in the Trust Strategic Plan and the School Improvement Plan
- To review and analyse the performance of the schools, against national indicators, and to advise the Trust Board on any action required in order to sustain improvement.
- To approve the schools' curriculum statement and to ensure that statutory obligations regarding the curriculum are met.
- To ensure that School Improvement Plan reflects the requirement to raise standards, and to monitor and evaluate it accordingly.
- To work with senior leaders to create, agree and regularly agree the SEF
- To ensure the schools are at all times ready for OFSTED inspections or RSC Education Adviser visits as applicable

- To monitor the implementation of any Action Plan resulting from OFSTED Inspections or RSC visits, in order to maintain progress.
- To establish with the assistance of the Headteacher/ Primary Executive Head/ Heads of School, information about how the curriculum is taught, evaluated and resourced.
- To ensure that the requirements of pupils with SEND and those in receipt of pupil premium are met.
- To receive regular reports from the Head and/or leadership team on:
 - Pupil progress
 - The quality of teaching, learning and assessment
 - Behaviour, attendance and welfare
 - Safeguarding (see below)
 in order to identify areas for improvement, and ensure that any necessary action is taken to maximise outcomes for pupils.
- To ensure that those policies which are statutorily required, are in place and regularly reviewed.
- To ensure that other relevant policies (i.e. for Teaching & Learning, Behaviour, Attendance etc.) which support learning and improvements in attainment are in place and regularly reviewed.

Safeguarding

All schools have a duty to safeguard and promote the welfare of their pupils (up to 18 years) under the Education Act 2002, and the Children Act 1989 and 2004, by:

- Creating a safe learning environment
- Identifying and taking action where there are child welfare concerns

Head Teachers/Primary Executive Head/Heads of School are required to provide a Safeguarding Annual Report to the LAC and local authority about how they have met their safeguarding duties.

The report should be submitted to the appropriate LAC meeting in the summer term. This report contains an action plan and helps the LAC in its role to 'remedy deficiencies and weaknesses'. It also assists the Local Authority in its monitoring role.

The role of the LAC is to ensure that:

- A member of the Committee is nominated as the Child Protection or Safeguarding Governor
- The Safeguarding Governor has a clear written remit of their responsibilities
- Visits by the Safeguarding Governor to the education setting are recorded
- Arrangements are made for the Safeguarding Governor to report back to the LAC
- The SRC is accurate and up to date

- Staff understand the Safeguarding Governor's role

Please note:

- Support for safeguarding is available from the Trust, via Head of Safeguarding.
- The Trust has procedures for dealing with allegations of abuse against staff and volunteers, via Head of HR.

Staffing (In consultation with the Finance and Resources Committee)

- To establish and review the staffing structure for the school in consultation with the Finance and Resources Committee in order to meet the aims of the School Improvement Plan, and to review the structure whenever a vacancy occurs, and at least annually in relation to the school's management team.
- To ensure that all staff have agreed Job Descriptions which are regularly reviewed.
- To advertise, shortlist, and interview candidates for appointment, in accordance with good personnel and equal opportunities practice, and to ensure that all contractual arrangements are in place.
- To delegate to the Headteacher/ Primary Executive Head/ Head of School the authority to make certain appointments, together with any conditions pertaining to these.
- To ensure that relevant Trust personnel policies and procedures are adhered to, which should include:
 - Discipline/Grievance
 - Staff Absence
 - Performance Management

4. Records

A written record shall be kept of all proceedings of the Committee and shall be submitted to the next meeting of the Trust Board. All papers considered by the Committee shall be available to all governors on request. Unless otherwise stated the Committee shall abide by the rules and procedures applying to the Trust Board, including the Trust Code of Conduct and Nolan Council Standards in Public Life

5. Notice of Meetings

The Committee shall meet once a term and otherwise as required.

Papers should be circulated seven days in advance of each meeting, and minutes within 14 days of each meeting.

6. Chair and Vice-Chair

From amongst the Committee's membership, the Trust Board shall appoint the Chair and Vice-Chair of the Committee or delegate the Committee to do so at its first meeting of the school year.

The Vice-Chair shall have the powers of the Chair in the absence or non-availability of the Chair.