

Terms of Reference for Local Advisory Boards

Membership

A minimum of five committee members to include:

- Two parents, elected by parent body, appointed by trustees.
- One or Two members of staff (dependent upon school size) elected by staff body, appointed by trustees.
- Three to five committee members appointed by the trustees (one of whom will be the chair), including representation from the PCC where appropriate

The headteacher will be in attendance; the clerk will convene and minute meetings

Quorum

A minimum of three Local Advisory Board members

Meetings

Six – one each half term

One meeting per term will be clerked by an FA1 governance clerk. The second will be a meeting convened by the LAB focusing on local quality assurance

Reporting

Draft minutes to be submitted to the headteacher and chair within 2 weeks of the meeting

Functions

Local Advisory Boards are responsible for the link between the trust and the parents and the community, feeding into the trust's oversight and management of the school. The board delegates to them the following functions:

Developing an understanding of how the trust and the school are led and managed by:

- Building an understanding of the trust's ambitions for the school and its pupils – its vision and strategy and how this is realised at school level
- Knowing the trust's values and becoming familiar with key policies, understanding how these work in practice so that they are creating a healthy culture for all

Being the link with parents and the community by:

- Building a knowledge of parents' views and the community context

Monitoring the work of the school, escalating any concerns to the CEO and / or trustees by:

- Scrutinising reports on the school's progress with achieving its ambitions
- Scrutinising reports on how the school complies with key policies
- Reviewing key decisions made by the headteacher e.g. pupil exclusions and responses to complaints