

# UNIVERSITY OF BRIGHTON ACADEMIES TRUST

## LOCAL BOARD<sup>1</sup>

### Terms of reference, constitution and membership 2018/19

**Committee of:** Board of Trustees

**Senior committee to:** Local Board Admissions Sub-Committee

### Terms of reference

The Local Board is a committee of the University of Brighton Academies Trust's Board of Trustees. All areas of responsibility are delegated to the group as detailed in the trust's Scheme of Delegation. The key areas of responsibility are:

### Vision and strategy

1. To endorse and implement the trust's vision, values and mission in a way that is appropriate to the specific context and characteristics of the academy
2. To contribute to and approve the development of the vision and values of the academy, ensuring that they are complementary to that of the trust
3. To contribute to and approve the development of the academy's strategic development plan; and to monitor and evaluate its implementation
4. To receive and consider regular reports on strategic issues affecting the academy from the academy principal
5. To work with the academy principal to enable productive relationships, creating a sense of trust and shared ownership of the trust's strategy, vision and operational performance
6. To receive academy-specific policies and ensure that the views of academy stakeholders are incorporated as necessary
7. To act as a communication channel between academy stakeholders and the Board of Trustees, highlighting issues, concerns and risks and to submit a report of the Local Board's work for consideration by each Board of Trustee's meeting

### Pupil well-being

8. To contribute to the monitoring of safeguarding in the academy, including the nomination of a named member to carry out a defined link role and providing an annual assurance report to the Board of Trustees
9. To convene an Admissions Sub-Committee to consider and approve all annual and in year admissions decisions (see separate terms of reference)
10. To monitor the academy's admissions policy, and propose amendments to the Board of Trustees
11. To contribute to the monitoring of pupil attendance and behaviour in the academy
12. To contribute to the monitoring of SEN provision in the academy, including the nomination of named member to carry out a defined link role and the annual approval of the SEN Information report and Accessibility plan.
13. To contribute to the monitoring of the provision in the academy for Looked After Children including the nomination of a named member to carry out a defined link role
14. To convene review panels for exclusions (see separate Terms of Reference)
15. To assist with the identification of strategies for engaging parents/carers and community stakeholders to improve attendance and behaviour
16. Where applicable, to monitor the academy's hardship fund and ensure that an annual audit is completed

### Community

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<sup>1</sup> An academy or Local Board can choose to have a Local Board covering more than one academy with one Chair and shared responsibilities.

17. To contribute to the development, consider, approve and monitor the academy's community engagement strategy
18. To identify ways to keep the academy at the heart of the community and to act as a key link between the two
19. To monitor parental engagement surveys and report key risks to the Board and Executive Team
20. To contribute to the identification of and monitor income generation activities
21. To act as an independent point of contact for staff, pupils and parents/carers to express their concerns including participating in informal resolution of complaints
22. To monitor complaints and concerns, undertaking investigations as required by the trust's complaints procedure
23. To convene review panel for Stage 3 of complaints procedure (see separate Terms of Reference)
24. To be a source of support and constructive feedback to the Principal for academy and community issues

### **Staff**

25. To convene disciplinary, grievance and other related staffing panels in accordance with the trust's HR policies

### **Celebration**

26. To ensure that the celebration of staff, pupils and parents and carers is a priority for the academy.

### **Communication**

27. To be well-informed about, and respond to, the views and needs of key stakeholders, particularly parents and carers
28. To be proactive in consulting, and responding to, the views of a wide group of stakeholders when planning and making decisions
29. To anticipate, prepare for and welcome stakeholder questions and ensure that these are answered in a relevant, appropriate and timely manner
30. To ensure that the views of all stakeholders are sought, and give clear and timely feedback on how their views have been taken into account through regular general, or specific, surveys

### **Accountability**

31. To establish such short-term working groups as the Local Board considers appropriate to enable it to fulfil its responsibilities
32. To undertake any other specific duties and advise on such matters requested by the Board of Trustees or Chief Executive
33. To have due regard within its decisions to the need to eliminate unlawful discrimination, advance equality of opportunity, and foster good relations between different people, in accordance with the public sector general duty of the Equality Act (2010)

### **Constitution and membership 2018/19**

| <b>Constitution</b>   | <b>Membership 2018/19</b> | <b>Means of Appointment</b> | <b>Term of Office</b>                        | <b>Link Role</b> |
|---|---------------------------|-----------------------------|--|------------------|
| Co-opted members, nominated by the Local Board <sup>2</sup> | Jan Adams                 | Nominated                   | 04.2018.04.2021                              | PP/SEN/LAC       |
|   | Katie Kent                | Nominated                   | 30.10.2017-30.10.2020 (2 <sup>nd</sup> term) | Safeguarding     |
|   |                           | Nominated                   |  |                  |
|   |                           | Nominated                   |  |                  |

<sup>2</sup> Sufficient other members (staff, local community, parents) should be nominated to fulfil the delegated responsibilities as determined by the individual Local Board

|   |                  |            |                       |            |
|---|------------------|------------|-----------------------|------------|
| Two parent members elected by the parents   | Jade Harrison    | Elected    | 04.2018-04.2021       | Admissions |
|   |                  | Elected    |                       |            |
| One staff member (teacher/support staff/nursery staff/senior leader), elected by the staff of the academy | Joshua Paramor   | Elected    | 01.11.2016-01.11.2019 | Admissions |
| Principal   | Frances Robinson | Ex-officio | n/a                   | n/a        |

## Notes

### Membership

- Nominated representatives are subject to the approval of the Board of Trustees. Members (including elected staff and parent members) will be appointed for a term of three years and are eligible to be reappointed once
- Each member will complete a Declaration of Interest Form and commit to the trust's Code of Conduct on appointment and at the start of each subsequent academic year. An enhanced DBS check will also be required prior to appointment
- Members will participate in training appropriate to their role provided by the academy/trust

### Chair

- The Local Board will nominate a Chair from its number for approval by the Board of Trustees
- The Chair will be appointed for a term of three years and is eligible to be re-appointed once
- The Chair will be a member of the Chairs Forum, which is a Committee of the Board of Trustees, and participate in a termly meeting with other Chairs of Academy Local Boards for the purposes of giving feedback to, and receiving communications from, the Board of Trustees

### Clerk

- A paid clerk will co-ordinate and attend meetings of the group.

### Meetings

- The Local Board will meet a minimum of 3 times a year with the Principal and Clerk present
- The Local Board can meet at other times as appropriate, for example, task and finish or working groups without the Principal or Clerk
- The Local Board Chair, in conjunction with the Clerk, will be responsible for issuing agendas in advance of meetings and will arrange for action points to be recorded
- Papers will normally be circulated five working days before the meetings, but in exceptional circumstances only papers may be tabled at the meetings
- Action points will be distributed to members within five working days

### Quorum

- Quorum: One third of the members of the Local Board

### Officers

- Members of the trust's Executive Team
- Members of the trust's professional services may be invited to attend for specific items