Local Academy Committee

Terms of Reference

2026-2027

Effective – September 2026 **Review Date – July 2027**

Enrich Learning Trust (the Trust) is a charity and company limited by guarantee. The Trustees are responsible for the leadership, management and administration of the Trust and the Academies within it as outlined in the Articles of Association. The Trustees have chosen to appoint a Local Academy Committee (LAC) for each Academy and are therefore required to determine the constitution, membership and proceedings of the Local Academy Committees which will be reviewed by the Trustees on an annual basis.

1. Local Academy Committee

In exercising their functions, the Local Academy Committee shall:

- Act with integrity, objectivity and honesty in the best interests of the Academy.
- Be open about the decisions they make and the actions they take and be prepared to explain their decisions and actions to interested persons.
- Abide by the Nolan Principles of Public Life.

Confidentiality is an important part of being a Governor and nothing in the above shall require the Local Academy Committee to disclose material relating to:

- A named teacher or other person employed or engaged, or proposed to be employed or engaged, at the Academy.
- A named pupil at, or candidate for admission to, the Academy.
- Any matter which by reason of its nature, the Local Academy Committee or a Committee of the Local Academy Committee are satisfied should remain confidential.

2. Composition of the Local Academy Committee

For a Local Academy Committee of **seven**:	For a Local Academy Committee of **nine**:
Two elected Parent Governors Two Staff Governors (one position for Headteacher) Three Trust Appointed Governors.	Three elected Parent Governors Two Staff Governors (one position for Headteacher) Four Trust Appointed Governors (parents can hold these positions based on skills, subject to Trust agreement and approval).

3. Appointment of Governors

3.1 Parent Governors are elected by the parent body of the Academy. The Local Academy Committee shall make all necessary arrangements for an election of parent members. It must take all reasonably practical steps to ensure that every qualified candidate is informed of the vacancy, their entitlement to stand as a candidate and their right to vote. It will put procedures in place for an election through secret ballot in the event of there being more than one candidate and will ensure that all those entitled to vote in a secret ballot have the opportunity to do so.

3.2 Staff Governors are elected by the staff body of the Academy. The Local Academy Committee shall invite nominations from all staff employed under a contract of employment at the Academy. If more than one nomination is received the Local Academy Committee shall put procedures in place to hold an election by way of a secret ballot.

3.3 Trust Appointed Governors are nominated and appointed by the Trustees.

3.4 The Clerk of each Local Academy Committee must maintain an accurate and up to date list of all Governors.

3.5 The Trust Board will ratify the composition of the Local Academy Committee on an annual basis as of 1 September each year.

3.6 The Local Academy Committee may act not withstanding any vacancies but where the number of Governors falls below the number fixed as a quorum for Local Academy Committee meetings, the Governors may act only for the purpose of filling vacancies.

3.7 For academies entering the Trust under sponsorship, Trust Governors will need to be appointed by Trustees and new elections will be held for Staff and Parent Governors.

3.8 A Governor may be removed from office by the Trustees where they becomes disqualified from acting as a Governor or where it is decided by the Trustees that they are not acting in the best interests of the Academy, its pupils or the Trust.

4. Term of Office

4.1 The usual term of office for all Governors will be four years except the Headteacher who will serve as an ex-officio Governor for as long as they remain in office.

5. Undertakings of Governors

5.1 The Governors shall, upon their appointment or election, give a written undertaking to the Members and the Trustees to uphold the objects of the Trust as set out in the Articles of Association and all policies and procedures agreed by the Trust or Local Academy Committee from time to time.

5.2 The Governors shall annually give a written undertaking to observe the Trust's Code of Conduct for Governors.

5.3 The Trustees expect all Governors to engage in relevant training to support their governance role.

6. Organisation of the Local Academy Committee

6.1 The Chair of the Local Academy Committee will be elected by the Governors at the first meeting of each academic year. The election procedure will be organised by the Clerk to the Local Academy Committee who will receive written and/or verbal nominations; a Governor can nominate themself. If there is more than one candidate, nominees will be asked to leave the room, the remaining Governors will vote by secret ballot and the Clerk will tally the vote. The appointment of all Chairs will be ratified by a majority vote of the Trustees.

6.2 In the absence of either the Chair or the Clerk at a meeting of the Local Academy Committee, the Local Academy Committee will agree a replacement for the meeting.

6.3 The Local Academy Committee will meet as is necessary to fulfil its responsibilities but as a minimum, the Local Academy Committee will meet at least each half term.

7. Administration of Meetings

7.1 The agenda will be constructed using the Trust's Strategic Planner for Local Academy Committees and with the input of Academy specific items from the Chair. The Clerk to the Local Academy Committee will circulate an agenda and any papers at least one week before a meeting.

7.2 It is expected that all Governors will have read the papers prior to the meeting.

7.3 All recommendations and decisions made at a meeting of the Local Academy Committee will be recorded accurately in writing. The minutes and actions from the meeting will be sent by the Clerk to the Chair for approval and circulated to Governors no later than seven working days following the meeting. A copy should also be sent to the Trust's Governance Manager to report to the Trustees.

8. Committee and Panel Terms of Reference

The following Terms of Reference are for functions which the Local Academy Committee can choose to delegate to a Committee or Panel. If the Local Academy Committee decides not to delegate these functions then they should be performed, following the same Terms of Reference, by the Local Academy Committee. The Trust funds clerking for six Full Committee meetings per annum.

For any Committees or Panels which are established, they have the following terms:

- Committees and Panels are established and disbanded by the Local Academy Committee.
- Committees are used for long term aspects of the running of the Local Academy Committee.
- Panels are established on an as-needed basis to complete a specific piece of work. Academy and Trust policies will outline details of the composition of a Panel, for example Exclusion Panel, Admissions Panel or Complaints Panel.
- Membership of the Committee or Panel is decided by the Local Academy Committee.
- Except when stated below, all Governors can attend Committee meetings but only have voting rights if they are members of the Committee.
- The full Local Academy Committee will decide how often the Committees meet.
- All meetings will be clerked.
- The Headteacher or delegated member of the Leadership Team will normally attend Committee meetings.

9. Quorum and Voting

9.1 The quorum for any meeting of the Local Academy Committee must not be less than three Governors for a Local Academy Committee of seven or a minimum of five Governors for a Local Academy Committee of nine. *If a decision being voted on impacts staff, then the quorum should be at least three non-staff appointed Governors.*

9.2 Each Governor shall have one equal vote. Where there is an equal division of votes, the Chair of the Local Academy Committee will have the casting vote.

10. Attendance at Meetings

10.1 The Trustees may request the Chair of the Local Academy Committee to attend any Trustees' meeting and present a summary of the issues discussed and recommendations made at any previous Local Academy Committee meeting.

10.2 The Chair or a Deputy of the Local Academy Committee is expected to attend half-termly Chairs of Local Academy Committee meetings with fellow Chairs and Trustees.

10.3 Any Trustee or member of the Trust's Executive Team may attend any meeting of a Local Academy Committee.

10.4 Any Governor may request the Chair to invite persons who are not members of the Local Academy Committee to attend its meetings.

11. Delegation

Matters Delegated to Local Academy Committees in Accordance with the Scheme of Delegation (not including those matters on which the Local Academy Committee is consulted).

The Local Academy Committee Strategic Planner includes agenda items which must be covered at certain points during the year in order to ensure statutory compliance and Trust reporting timescales are met.

In addition, the Local Academy Committee is responsible for ensuring the Academy maintains:

- A statement of the ethos and aims of the Academy within the context of Enrich Learning Trust
- A Self Evaluation Form
- A Single Central Record
- An Accessibility Plan
- A Climate Action Plan
- An Academy Improvement Plan
- A Risk Register
- Up to date pupil information for the school census.
- A compliant and up to date website.

The Local Academy Committee has delegated responsibility for:

Standards

1. Ensure that the Trust's vision, values, ethos and strategy is adopted and applied by school leaders.
2. Work with senior leaders to identify areas for improvement and develop strategies to address them in line with the Trust's strategic objectives.
3. Monitor school performance and improvement through regular reviews of performance data, including examination results, attendance rates, behaviour data and pupil progress including pupil premium and young carer pupils.
4. Ensure that the Trust's curriculum is being provided to pupils in an appropriate manner for the Academy's context including collective worship and careers education.
5. Ensure that the required policies and procedures are in place and that the Academy is operating effectively in line with these policies.
6. Establish a strong relationship with the Headteacher in order to provide effective support and challenge, including providing feedback to the performance management process.
7. Approve the Pupil Premium Impact Report.
8. Monitor the Academy's Climate Action Plan.
9. Support the Academy during Ofsted inspections.

Stakeholder Engagement

1. Consult stakeholders – parents, staff and pupils – and use insights to inform decision-making.
2. Help stakeholders to understand the Trust's values and vision for the future.
3. Provide the Trust Board insight into the challenges and opportunities faced by the local community.
4. Ensure the Academy has a positive place within the community and that marketing materials are up to date and accurate.

Safeguarding

1. Foster a culture that prioritises the safety and wellbeing of all pupils and staff in the school.
2. Appoint a Safeguarding Lead.
3. Ensure that the adopted safeguarding policies and procedures reflect the safeguarding challenges and context of the Academy.
4. Monitor the implementation of safeguarding policies and the effectiveness of procedures.
5. Designate a Link Governor to take leadership responsibility for safeguarding.

6. Monitor the school's estate, ensuring that appropriate policies are adopted and followed in order to keep pupils and staff safe.
7. Maintain an appropriate overview of the Academy's attendance data, including overall attendance, persistent absence and severe absence.
8. Appoint a Health and Safety Link Governor.
9. Ensure that the adopted Health and Safety policy and procedures are fully implemented.
10. Appoint a Data Protection and Cyber Security Link Governor.
11. Ensure that the Trust's Data Protection policies and procedures are fully implemented.

SEND and Inclusion

1. Ensure that the Trust policy for pupils with special educational needs and disabilities (SEND) and inclusion is implemented and adapted to the specific school context where necessary.
2. Ensure the Trust has appointed a Special Educational Needs Coordinator (SENCO).
3. Seek assurance that staff are trained to implement pupil strategies and support plans.
4. Ensure pupils with SEND have the resources they need to succeed.
5. Designate a Link Governor to take leadership responsibility for SEND.
6. Work in partnership with the SENCO and other stakeholders across the Trust community to ensure that pupils with SEND are well-supported and included in all aspects of school life.
7. Monitor the overall effectiveness of the Academy's SEND provision, referring to pupil outcomes and other relevant data.
8. Approve the SEND Information Report.

Staffing

1. Monitor staffing structures, TLR responsibilities and receive reports on recruitment, retention and workforce matters, while recognising that responsibility for operational recruitment decisions rest with the Headteacher and/or Trust in accordance with the Scheme of Delegation.
2. Ensure appropriate systems, resources and initiatives are in place to support staff wellbeing, workload management and professional development.
3. Support the Trust in the appointment of the Headteacher.
4. Monitor Senior Leadership Team and other staffing appointments.
5. Ensure staff and Governor training is fully up to date and induction for all staff is implemented.

Documents to Reference:

The Seven Principles of Public Life (Nolan Principles)
Articles of Association
Scheme of Delegation
Governor Role Description
Strategic Planner
Governance Handbook
Compliance Trackers