

Tees Valley Education Trust

Local Academy Committee

Terms of reference

September 2023/24

Membership

- Chair (appointed by trustees)
- Up to 2 elected parents
- Elected staff member
- Up to 2 community governors (agreed by CEO/Chair of TB)
- Headteacher/ Head of Academy or Executive Headteacher

By invitation as observers

- Academy senior leadership team members
- Academy curriculum/pastoral/phase leaders

Working arrangements

- Meets termly in timescales agreed across the trust
- Meetings clerked internally
- CEO/TB could set up 'task and finish' working parties to include LAC members as required
- Follows core agenda that applies to all LACs determined by CEO and SLT.
- Can make recommendations to headteacher and/or CEO. CEO can refer to trust committees/trust board.
- Annual keep in touch meeting with the trust board chair and the LAC chair

Roles and responsibilities

- Reviews the parent/carer questionnaire, on-line parent voice, and any complaints termly to ensure parent voice is evident.
- Promotes academy culture and ethos.
- Oversees equality of opportunity; range and diversity of learning experiences over the child's life (e.g. out of school activities: breakfast club, after school activities, holiday clubs, community use).

Contributes to:

- the planning of school visits, visitors and wider learning opportunities;
- the planning of academy community activities and community use / engagement.
- the planning of parent support offers.

Consulted on:

- How the academy should engage with parents to further support children in their learning and development;
- curriculum developments;
- trust policies pertaining to pupils (eg behaviour, attendance, bullying);
- community use of the academy building and site;
- building proposals.
- Informed by exception about impact of any required financial constraints on academy provision and future developments.
- Review annually the effectiveness and impact of the academy newsletter.

Reporting arrangements

- Receives termly headteacher report written to a trust common format agreed by CEO/headteacher and trust SLT.
- Minutes received by TVED CEO.
- CEO approves recommendations as appropriate.
- CEO takes appropriate recommendations to TVED committees/ trust board.
- LAC chair receives challenge board notes on academy improvement and progress for information.
- CEO/trust chair to meet with LAC chairs in September annually to receive reports on key LAC issues.
- CEO to produce annual report to trust board on parent voice outcomes including complaints and resolution.
- CEO/headteacher drafts occasional papers for LAC information concerning key trust wide developments and implications for each academy and LAC.