

Tees Valley Education Trust
Local Academy Committee (LAC)
Terms of reference
September 2024/25

Membership

- Chair (appointed by trustees)
- Up to 2 elected parents, carers or other individuals with parental responsibilities
- Elected staff member
- Up to 2 governors with knowledge of the academy's local community (agreed by CEO/Headteacher)
- Executive Headteacher/ Headteacher or Head of Academy

By invitation as observers

- Academy senior leadership team members
- Academy curriculum/pastoral/phase leaders
- Director of PLACE

Working arrangements

- Meets termly in timescales agreed across the trust
- LAC Chair attends two evaluation/training session a year (February and May) with trustees
- Meetings clerked internally
- CEO/trust board could set up 'task and finish' working parties to include LAC members as required e.g. advisory body¹
- Follows annual work plan that applies to all LACs and is determined by trust board and reported on a common framework.
- Can make recommendations to headteacher and/or CEO. CEO can refer to trust committees/trust board.

Roles and responsibilities

- Promotes academy culture and ethos.
- LACs to make an effort to undergo training that is in accordance with excellence e.g. safeguarding, PRVENT and cyber security (if involved in recruitment may complete relevant safer recruitment training)

¹ 101A AofA

- Reviews the parent/carer questionnaire, on-line parent voice, and any complaints termly to ensure parent voice is evident.
- Consideration of report from Director of PLACE and academy PLACE Child Champions (CCP) as standing items on the agenda
- 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).
- To oversee pupil voice and feedback
- Consideration of the academy's contribution to the local community is a standing item on the agenda, including opportunities for community use of academy facilities and engagement with the local community. (As per TVED's Articles of Association)
- Agrees any items to be raised with TB's chair via the CEO.

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 (e.g. 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

- Works to a common agenda across the trust, agreed by CEO and academy leaders
- Receives termly headteacher report written to a trust common format agreed by CEO/headteacher and trust SLT.
- Receives termly Director of PLACE and CCP reports, to a common format agreed by CEO/Director of Place and including termly updates on impact of community engagement and academy support for disadvantaged and vulnerable pupils and families.
- Minutes received by TVED CEO, Director of PLACE and trust board.
- 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 to produce annual report to trust board on parent and pupils' 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.