



# The Tapscott Learning Trust

*Working together,  
achieving for all*

## Local Advisory Board Terms of Reference 2025-26

<b>Review Frequency</b>	Annually
<b>Review Date</b>	Summer 2026
<b>Ratified by</b>	Trust Board
<b>Date of Ratification</b>	15th July 2025
<b>Lead Owner</b>	Head of Governance & Compliance
<b>Target Audience</b>	All layers of governance

## **1. Constitution**

1.1 The Local Advisory Boards (LABs) are committees of the Trust Board.

1.2 Each school in the Trust will have its own LAB.

## **2. Membership**

2.1 The LAB shall have a minimum of five members (nine preferred). The Term of Office for a LAB member is four years (except that of the Head of School who is ex-officio). LAB members can put themselves forward for reappointment at the end of their term for a maximum of two terms. Any additional term will require consideration and approval by the Trust Board. Parent and staff member appointments will still require an election.

2.2 The membership of each LAB shall be as follows (unless the Trust Board resolves otherwise):

- Two elected parent members - parent members must not be employed by the school for 500 or more hours per year
- One elected staff member
- The Head of School
- Up to two Trust Board appointed members
- Up to three members co-opted by the LAB

2.3 At the last meeting of each academic year, the advisory board will elect a LAB member to act as Chair of the LAB (the 'Chair') for the following academic year. The Trust Board will approve the appointment. The LAB will elect a temporary replacement from among the members present at the meeting in the absence of the Chair. The Head of School and the staff LAB member may not act as the Chair.

2.4 The LAB shall ensure that a clerk is provided to take minutes at meetings of the LAB.

2.5 The LAB may invite attendance at meetings from persons who are not LAB members to assist or advise on a particular matter or range of issues. These attendees will not be entitled to vote.

2.6 Any Trustee may attend a meeting of the LAB, but will not have a vote.

2.7 Meetings will be quorate when three or one third (whichever is greater) of the LAB members are present. A meeting can continue in the event of being inquorate, but no decisions can be made. Decisions can be made after the meeting via email. LAB members can attend meetings virtually (eg Zoom) and will be included in the quorum.

## **3. Remit and Responsibilities of a LAB member**

3.1 It is crucial that Local Advisory Boards are effective in the following roles:

- Monitoring the effectiveness of school policies, the ethos of the school and the behaviour of the pupils.
- Scrutinising performance data at a local level, ensuring that all groups of students are making good progress and attainment.

- Evaluating the implementation of the school improvement plans and seeking evidence of impact.
- Communicating with the key stakeholders, including Trustees, staff, pupils and parents to ensure that the local voice is heard by the Trust Board.
- Challenging school leadership and supporting the Trust Board to ensure that The Tapscott Learning Trust achieves its vision and abides by its values.

3.2 A LAB member will be expected to:

- Attend three meetings per year. This will include one full day in school for a 'Governor's Day'.
- Complete an annual pecuniary interest form.
- Undertake a specific linked monitoring role. This will involve three monitoring visits per year, resulting in a written report for the LAB meeting agenda. The link roles are:
  - a) Safeguarding and Attendance
  - b) SEN & Inclusion (to include EDI)
  - c) Curriculum & Quality of Teaching (to include clubs and trips)
  - d) Well Schools
  - e) Pupil Premium
- Attend training as required. This will involve an induction training session and safeguarding training as an absolute minimum.
- Complete an annual skills audit.
- Attend the school for a meeting in the event of an Ofsted inspection.

3.3 LAB members will be supported to fulfil their role by receiving:

- A full induction process, which will include a visit to the school, meeting with the Head of School, resources and initial training.
- Full support from the governance team.
- Access to training/information on GovernorHub Knowledge
- Shadowing more experienced governors on monitoring visits and report writing, where required.

3.4 LAB members will follow:

- A code of conduct to ensure that relationships are professional and positive.
- Strict guidelines on confidentiality.
- The seven Nolan principles of public life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership (included in the code of conduct).

3.5 LAB members will:

- Act on matters delegated by The TTLT Trust Board in the published Scheme of Delegation.
- Liaise and consult with the Trust Board and other committees where necessary.
- Be a critical friend to the Head of School.
- Work with the school to develop the vision and values.
- Monitor the School Improvement Plan.
- Review and monitor safeguarding arrangements.
- Consider safeguarding and equalities implications when undertaking all functions.

- Be required to undertake an annual skills audit, sign a code of conduct and shall make disclosures for the purposes of a criminal records check by the Disclosure and Barring Service.
- Be required to read KCSiE (Keeping Children Safe in Education) and confirm their understanding via the GovernorHub portal.
- Oversee the running of the school in terms of learning, standards, safety and wellbeing.
- Monitor local school risks.
- Ensure the school's budget is spent in the manner it was intended and make recommendations to the Headteacher in relation to any potential overspending.
- Ensure the voice of the community is heard by relevant people.
- Promptly implement and comply with any policies or procedures.
- Support management in the event of any complaints.
- To draw any significant recommendations and matters of concern to the attention of the Trust Board.

#### **4. Proceedings of LAB meetings**

- 4.1 The LAB will meet a minimum of three times a year. One meeting shall be incorporated into a 'Governor's Day', where the school will provide a full day agenda.
- 4.2 Every matter to be decided at a meeting of the LAB must be determined by a majority of the votes of the members present and voting on the matter.
- 4.3 Each member present shall be entitled to one vote. Where there is an equal division of votes the Chair shall have a casting vote.
- 4.4 A register of attendance shall be kept for each LAB meeting and published annually.

#### **5. Reporting Procedures**

- 5.1 Within seven days of each meeting the clerk will produce minutes of the meeting, which will be sent to the Chair for initial review.
- 5.2 The LAB Minutes will be agreed at the next meeting of the LAB.
- 5.3 The LAB Minutes will be sent to the Trust Board every term.
- 5.4 Any amendments to this document must be approved by a quorum of Trustees. This approval can be made via email if required.

#### **6. Annual Work Plan**

Autumn	<ul style="list-style-type: none"> <li>● Annual housekeeping</li> <li>● School promotion &amp; fundraising, what can governors do</li> <li>● Pupil Premium/Sports Premium Reports</li> <li>● HT Report</li> <li>● Attendance</li> <li>● Aims and Values (every 5 years)</li> <li>● SDP (School Development Plan)</li> </ul>
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	<ul style="list-style-type: none"> <li>• S11 Report</li> <li>• TTLT Assessment data/Outcomes</li> <li>• Pupil Survey</li> <li>• Curriculum Update (any changes to be reported)</li> <li>• Link Governor Reports (plans for year)</li> </ul>
Spring - governors day	<ul style="list-style-type: none"> <li>• Governors day to include: meeting parents, learning walk, book look. SMT meeting, SC presentation</li> <li>• HT Report</li> <li>• SEF - focus on Quality of Education + school choice</li> <li>• Attendance</li> <li>• SATs arrangements</li> <li>• Link Governors reports (progress)</li> <li>• Peer Review/Any SDV visits</li> <li>• Parent Survey</li> <li>• School Risk Assessment (provided by Ben)</li> <li>• Finance Update</li> </ul>
Summer	<ul style="list-style-type: none"> <li>• HT Report</li> <li>• Attendance</li> <li>• SEF - focus on Leadership &amp; Management + school choice</li> <li>• Wellbeing (to include staff surveys and enrichment)</li> <li>• School Assessment Data/outcomes</li> <li>• Any SDV visits</li> <li>• Link Governor Reports (outcomes)</li> <li>• Celebrations</li> <li>• Board Impact</li> </ul>