

## **UNIVERSITY OF BRIGHTON ACADEMIES TRUST**

### **DESMOND ANDERSON PRIMARY ACADEMY LOCAL GOVERNING BODY<sup>1</sup>**

#### **Terms of reference, constitution and membership 2022/23**

**Committee of:** Board of Trustees

**Senior committee to:** Local Governing Body Admissions Sub-Committee

#### **Terms of reference**

The Local Governing Body 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 monitor the implementation of the trust's vision, values and mission in a way that is appropriate to the specific context and characteristics of the academy
2. To ensure that the trust aims and strategic plan are reflected in the aims and plans of the academy
3. To receive and consider regular reports on strategic issues affecting the academy from the academy principal
4. 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
5. To receive academy-specific policies and ensure that the views of academy stakeholders are incorporated as necessary
6. 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 Governing Body's work for consideration by the Board of Trustees three times a year.

#### **Pupil well-being**

7. To contribute to the monitoring of safeguarding in the academy, including the nomination of a named governor to carry out a defined link role and providing an annual assurance report to the Board of Trustees
8. To contribute to the monitoring of pupil wellbeing in the academy, including the nomination of a named governor to carry out a defined link role.
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 governor 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 governor 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

#### **Community**

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

16. To contribute to the development, consider, approve and monitor the academy's community engagement strategy
17. To identify ways to keep the academy at the heart of the community and to act as a key link between the two
18. To monitor parental engagement surveys and report key risks to the Board and Executive Team
19. To contribute to the identification of and monitor income generation activities
20. 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
21. To monitor complaints and concerns, undertaking investigations as required by the trust's complaints procedure
22. To convene review panels for Stage 3 of complaints procedure (see separate Terms of Reference)
23. To be a source of support and constructive feedback to the Principal for academy and community issues

### **Celebration**

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

### **Communication**

25. To be well-informed about, and respond to, the views and needs of key stakeholders, particularly parents and carers
26. To be proactive in consulting, and responding to, the views of a wide group of stakeholders when planning and making decisions
27. To anticipate, prepare for and welcome stakeholder questions and ensure that these are answered in a relevant, appropriate and timely manner
28. 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**

29. To establish such short-term working groups as the Local Governing Body considers appropriate to enable it to fulfil its responsibilities
30. To undertake any other specific duties and advise on such matters requested by the Board of Trustees or Chief Executive
31. 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 2022/23**

<b>Constitution</b>	<b>Membership 2022/23</b>	<b>Means of Appointment</b>	<b>Term of Office</b>	<b>Link Role</b>
Co-opted members, nominated by the Local Governing Body <sup>2</sup>	Anda Onu	Nominated	30/1/18– 29/1/21 (1st term) 29/01/21– 28/01/25 (2nd term)	SEN
	Rhianna Patel	Nominated	03/06/19– 02/06/2023 (1st term)	EYFS
	Adrian Sandiford	Nominated	1/2/17-31/1/20 (1st term) 1/2/20-31/1/24	Pupil Wellbeing

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

			(2nd term)	
	Hiba Al Alou	Nominated	14/10/2022 – 14/10/2026 (1 <sup>st</sup> term)	LAC and Safeguarding
	Vacancy	Nominated		
Two parent members elected by the parents	Jody Clewett	Elected	21/04/2021 – 20/04/2025 (1st term)	Community Engagement
	Katie Lowes	Elected	14/10/2022 – 14/10/2026 (1 <sup>st</sup> term)	
One staff member (teacher/support staff/nursery staff/senior leader), elected by the staff of the academy	Felicity Cottrell	Elected	1/2/17-31/1/20 (1st term) 1/2/20-31/1/24 (2nd term)	
Principal	Managey Powys	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 four 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 Governing Body 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 Governing Bodies 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 Governing Body will meet 4 times a year with the Principal and Clerk present
- The Local Governing Body can meet at other times as appropriate, for example, task and finish or working groups without the Principal or Clerk
- The Local Governing Body 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 Governing Body

### Officers

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