

APPENDIX 3
Terms of Reference for the Local Academy Council (“LAC”)
Effective Date: 09 September 2025

Purpose

Each Academy is accountable to and must serve its community. All children deserve and should expect to receive a high standard of education. Whilst the Trustees of the Trust have overall responsibility and ultimate decision making authority for all the work of the Trust, and the standards achieved by the pupils, a LAC has been set up to ensure the vision of the Trust is fulfilled. The LAC will focus on providing support and challenge on the strategy being developed and deployed by the staff of the Academy for which it has responsibility. It is there to ensure through this strategy the needs of staff, pupils and the community are met. The LAC will engage with parents and the wider community. The LAC will assist the Trustees in the development of policy and strategy; advising on standards and target setting as well as daily life within the Academy. It will work with the Trust’s Executive Team and Leadership Team to secure the long term success of the Academy. The LAC shall meet at least four times a year.

Responsibilities

The responsibilities of Councillors are specified within the Scheme of Delegation, including but not limited to the Decision Matrix in Appendix 1.

Membership

The role of those serving on the LAC is an important one, fulfilling the Trust’s mission and providing feedback to the Trust. Those serving on the LAC must act independently and in the best interest of the Academy and the Trust. Councillors will act as ambassadors of the Academy and the Trust. They must be able to demonstrate an understanding of the ethos and values of the Trust, a commitment to fulfilling the Trust’s mission and objectives, and use their skills and experience. Specific skills may be needed if a Councillor is to take responsibility for and lead on a specific area as part of a working party. A regular skills audit will be undertaken and those serving on the LAC should expect to be able to articulate their contribution to the success of the Academy.

The LAC will comply with any guidance issued from time to time by the Trust as to the composition of the LAC, the carrying out of elections and any other matter affecting the functioning of the LAC, including the holding of meetings and the removal of Councillors. Minutes of all meetings will be stored on GovernorHub.

No person shall be qualified to serve on the LAC unless they are aged 18 or over at the date of election or appointment. For future reference if the Trust was to also have provision for older students, no current pupil of the Academy shall be entitled to serve on the LAC.

A person serving on the LAC shall cease to hold office if they become incapable by reason of mental disorder, illness or injury of managing or administering their own affairs.

A person shall be disqualified from serving or cease to serve on the LAC if:

- (a) their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced;
- (b) they are subject of a bankruptcy restrictions order or an interim order;
- (c) they are subject to a disqualification order or a disqualification undertaking under the Company Trustees Disqualification Act 1986;
- (d) they are subject to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
- (e) they would cease to be a Trustee by virtue of any provision in the Companies Act 2006 or is disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory reenactment or modification of that provision);
- (f) they have been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he or she was responsible or to which he or she was privy, or which he or she by his or her conduct contributed to or facilitated;

- (g) they are included in the list kept by the Secretary of State under section 1 of the Protection of Children Act 1999; or
- (h) they are disqualified from working with children in accordance with Section 35 of the Criminal Justice and Court Services Act 2000; or
- (i) they are barred from regulated activity relating to children (within the meaning of section 3(2) of the Safeguarding Vulnerable Groups Act 2006);
- (j) there has been a direction made under section 142 of the Education Act 2002 or they are subject to any prohibition or restriction which takes effect as if contained in such a direction;
- (k) they have, at any time, been convicted of a criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1971 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence.

Review

The Trust will review these Terms of Reference on a regular basis and will support the work of the LAC.

Commitment to Excellence in Governance

The LAC will ensure these 8 key aspects of effective governance expected by the Trust:

1. The right people are around the table.
2. Understanding the role and responsibilities of the Academy Council.
3. Good chairing.
4. Professional clerking.
5. Good relationships based on trust.
6. Knowing the Academy – the data, the staff, the parents, the children, the community.
7. Committed to asking challenging questions.
8. Confident to have courageous conversations in the interests of the children and young people.

The General Equality Duty

Each LAC must have due regard to the need to:

1. Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Equality Act 2010.
2. Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
3. Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

For the purpose of above, protected characteristics are:

1. Age (not pupils).
2. Disability.
3. Ethnicity and race.
4. Gender.
5. Gender reassignment.
6. Marriage and civil partnership.
7. Pregnancy and maternity.
8. Religion and belief.
9. Sexual identity and orientation.

Description of LAC: The current LAC is comprised of:

- 1 x Headteacher ex officio
- 2 x elected parent councillors
- 2 x Trust-appointed councillors

New Councillor Nomination

This process is on line with virtual applications via google forms. This gives a Trust overview on all applications, allows membership to be placed in the best suited areas, including skills sets etc.

Process:

- **As applicants come in from external agencies and recommendations from Trustees or LAC members they would go to the Governance lead who will look to see which academy they are best suited to and where the needs are etc.**
- **This information would be sent to the Chair of LAC and Head teacher**
- **The applicant would be asked to fill in an online applications form.**
- **The LAC/Head teacher would arrange to meet the person and ascertain if they approve the applications or not. They would fill in an online form explaining the reasons for their decision.**
- **Both these completed documents along with the current situation of the LAC membership and skills needs would then be shared with the Chair of the Trust and CEO who would review, and if felt necessary met the candidate and approve or decline the application on behalf of the Trust.**
- **All appointments are agreed by the Chair of the Trustees and the CEO.**