

The trust board establishes the local tier of governance and defines its functions.

Name of trust:	HOPE LEARNING COMMUNITY
Name of committee:	LOCAL ADVISORY COMMITTEE (Formerly, Local Governing Body)
Date agreed:	December 2024
Review date:	Reviewed at least annually

Chair of committee:	<p>The chair will be elected annually by the members of the committee. The Trust Board shall not unreasonably withhold their approval of the appointment and in the event of doing so will set out their reasons in writing.</p> <p>The Trust Board shall have the right to remove the Chair</p>
Clerk:	The board will arrange a governance professional to clerk for the committee.
Membership:	<p>The total membership shall not be less than 7 but not more than 13</p> <p>The membership of the committee shall be comprised of</p> <ul style="list-style-type: none"> ● the Headteacher of Southview school ● a minimum of two elected parent representatives** ● up to two staff representatives, elected by the staff body ● up to 8 community representatives, whose appointment shall be subject to approval by the trust.
Quorum:	<p>Quorum for the committee meeting will be any three members.</p> <p>Each question to be decided at a meeting shall be determined by a majority of votes of members present and eligible to vote on the question. In the event that there are equal votes on the question then the Chair shall have an additional casting vote.</p>
Meetings:	The committee will meet at least once a term

**** the combined number of parents holding any positions on the committee—whether elected parent representatives or appointed/co-opted members—shall not exceed 45% of the total membership of the Local Advisory Committee.**

- For the purposes of this provision, a “parent” is defined in line with eligibility criteria for elected parent representatives.
- Should appointments or elections result in parent representation exceeding the 45% threshold, no further parents may be appointed or elected until the proportion falls below 45%.
- Where necessary, the Trust Board may require adjustments to maintain compliance with this requirement.

DELEGATED RESPONSIBILITIES OF THE LOCAL ADVISORY COMMITTEE

Standards

1. Ensure that the trust's vision, ethos and strategy is adopted and applied by school leaders.
2. Work with senior leaders to identify areas for improvement and develop strategies to address them in line with the trust's strategic objectives.
3. Monitor school performance and improvement through regular reviews of performance data, including attendance rates, and pupil progress.
4. Ensure that the trust's curriculum is being provided to pupils in an appropriate manner for the school's context.
5. Ensure that the required policies and procedures are in place and that the school is operating effectively in line with these policies.
6. Establish a strong relationship with the headteacher/head of school in order to provide effective support and challenge, including providing feedback to their performance management process.

Stakeholder engagement

1. Consult stakeholders – parents, staff and pupils – and use insights to inform decision-making.
2. Help stakeholders to understand the trust's values and vision for the future.
3. Provide the trust board with insight into the challenges and opportunities faced by the school's local community.

Safeguarding

1. Foster a culture that prioritises the safety and wellbeing of all pupils and staff in the school.
2. Ensure that the adopted safeguarding policies and procedures reflect the safeguarding challenges and context of the school.
3. Monitor the implementation of safeguarding policies and the effectiveness of procedures.
4. Designate a [link](#) representative to take leadership responsibility for safeguarding.
5. Monitor the school's estate, ensuring that appropriate policies are adopted and followed in order to keep pupils and staff safe.

SEND

1. Ensure that the policy for special educational needs and disabilities (SEND) is implemented and adapted to the specific school context where necessary.
2. Seek assurance that staff are trained to implement pupil strategies and support plans.
3. Ensure pupils have the resources they need to succeed.
4. Monitor the overall effectiveness of the school's provision, referring to pupil outcomes and other relevant data.

POWERS OF THE BOARD OF TRUSTEES

The Trustees shall establish the Local Advisory committee (formerly Local Governing Body) as a committee of the Trust as set out in the Trust's Articles of Association.

The Trustees shall determine and approve the Local Advisory Committee Terms of Reference and shall review the Terms at the start of each academic year.

The Trustees shall determine and approve the delegation of powers, responsibilities and duties to the School Advisory Committee and shall review this Scheme of Delegation at the start of each academic year.

The Trustees shall have the right to intervene in the governance of a School where it has serious cause for concern, including:

- Standards of performance of pupils at the School are unacceptably low,
- Serious breakdown in the way the School is governed or managed,
- Safety of pupils or staff is threatened, (see Appendix A)
- Financial mismanagement or failure to operate within budget.
- The Trustees shall set out the Trust's vision, ethos, values and principles,
- The Trustees shall set out a list of statutory, mandatory or required policies including the determination of those that are Trust policies and those that are School policies.

The Trust Scheme of Delegation is attached to these terms of reference.

FUNCTIONS OF THE LOCAL ADVISORY COMMITTEE:

The Committee shall exercise the powers, responsibilities and duties delegated by the Trust Board as set out in the Terms of Reference and Scheme of Delegation, and in particular:

- to carry forward the Trust's vision, ethos, values and principles in ways that are appropriate to the school's status, students, pupils, staff and community,
- to govern the school in line with the Scheme of Delegation, Terms of Reference, Governance Planning Calendar and other guidance set out by the Board of Trustees
- to implement policies, plans and actions to comply with statutory regulations, the Trust's policies and procedures and the decisions of the Trustees
- to hold to account the School leadership for the academic performance, the quality of provision and the quality of care,
- to review and recommend to the Trust Board any proposals to change the school age range, PAN or type and range of provision
- to oversee and approve the school branding and marketing including logo, uniform, prospectus and website
- To monitor compliance with the Data Protection Act 2018 and related school policies
- To monitor and oversee the school pupil census returns
- To appoint a Careers link representative to work with the Careers lead.
- To monitor the school food standards

There will be no sub committees of the Local Advisory Committee.

TERM OF OFFICE AND RESPONSIBILITIES

The Term of Office for all committee members, except the Headteacher, is 4 years.

On appointment, committee members are each required to familiarise themselves and to agree to comply with;

- Trust Articles of Association,
- Supplemental Funding Agreement,
- Trust Scheme of Delegation
- The Academy Trust Handbook
- Trust Financial Regulations,
- these Terms,
- current relevant legislation and guidance
- Data Protection policy
- Governance code of conduct

EXPENSES

The Trust Board shall set out a policy for payment of exceptional expenses incurred by appointed Advisory Committee members, subject to prior application to and approval by the Chair of the committee.

Appendix A: Governance Flow, Reporting and Escalation

Purpose

This appendix clarifies governance reporting and escalation routes in line with the Scheme of Delegation. It does not alter delegated authority or decision-making responsibilities.

The principles set out in this appendix apply to **all areas of Local Advisory Committee oversight**, including (but not limited to) health and safety, safeguarding, SEND, standards, compliance and statutory duties.

Governance Flow – Monitoring, Reporting and Escalation

1. School-level management

School leaders are responsible for day-to-day operational management, implementation of actions, and compliance with Trust policies and statutory requirements.

2. Local Advisory Committee (LAC) monitoring

The LAC provides local oversight by monitoring assurance, progress and implementation at academy level within its delegated remit.

3. Routine and exception reporting

Matters within the LAC's remit are reported through regular governance reporting. Where issues are **significant, unresolved, high risk, repeated or outside agreed timescales**, these are escalated as exceptions rather than routine matters.

4. Urgent escalation route

Where an issue is urgent and cannot reasonably wait for the next scheduled reporting cycle, the LAC Chair, supported by the LAC governance professional, may request immediate escalation using the LAC report to trustees. In such cases, the governance professional will raise the concern with the Director of Governance, who will coordinate next steps with the central team and, where appropriate, the relevant Trust committee chair and the Trust Board, in line with the Scheme of Delegation.

5. Trust-level oversight and escalation

Trust committees provide oversight and challenge within their remit. Where assurance is insufficient or risks remain unmanaged, matters are escalated to the Trust Board for intervention using its reserved powers.

