Terms of Reference

Local Academy Committee

Approved by Trust Board (date)	**July 2026**
Version Number	**V004**

June 25	Removed references to ESFA
July 2026	Para 1.2 added in Nolan Principles of Public Office Para 1.4 removed as duplication of 1.2 Para 2.3 added Removed 3.3 - The LAC will ensure that the trust's curriculum is being provided to pupils in an appropriate manner for the school's context. Frequency of meetings changed to at least 3x per year from at least 4x per year Changed minimum attendance from 80% to 66%

The overall purpose of this committee is to assist the Trust Board in its statutory duty under the following points:

- **strategic direction, ethos and vision of the Trust and its schools;**
- **educational performance of the school and its pupils;**
- **safeguarding;**
- **vulnerable pupils;**
- **stakeholder engagement**

1. Introduction

1.1 In order to assist with the discharge of their responsibilities, the trustees have established a local academy committee ("LAC") for each of the academies. The LAC is a committee established under Articles 100 to 104 (inclusive) of the Articles of Association of the trust (the "Articles").

1.2 On appointment, governors are each required to familiarise themselves with, and agree to comply with:

- INMAT's Articles of Association
- The Scheme of Delegation (which is reviewed annually)
- These Terms of Reference
- Current relevant legislation and guidance for governors, including the DfE governance guide and 'Keeping Children Safe in Education'
- The INMAT code of conduct for governors
- Nolan Principles of Public Office

1.3 These terms of reference may only be amended by the board of trustees.

1.4 The trustees may vary the matters delegated where the LAC acts outside its delegated powers and limitations, or the LAC are in breach of these terms of reference, or there has been a serious breach of trust policy.

1.5 The trustees may remove/replace governors where the academy is in material breach of its funding arrangements, or the LAC is in material breach of these terms of reference or has persistently breached these terms of reference, and/or the LAC code of conduct, or an individual governor has failed to meet the standards of honesty, integrity and objectivity required of their office.

2. Strategic Direction

2.1 The LAC will ensure that the trust's vision, ethos, and strategy is adopted and applied by school leaders.

2.2 The LAC will establish a strong relationship with the headteacher in order to provide effective support and challenge.

2.3 The LAC will support and provide input to the vision and values of the school.

3. Educational performance

3.1 The LAC will work with senior leaders to identify areas for improvement and develop strategies to address them in line with the trust's strategic objectives.

3.2 The LAC will monitor school performance and improvement through regular reviews of data, provided through the school on a page documentation.

3.3 The LAC will ensure that the required policies and procedures are in place and that the school is operating effectively in line with these policies.

4. Safeguarding

4.1 The LAC will foster a culture that prioritises the safety and wellbeing of all pupils and staff in the school.

4.2 The LAC will ensure that the adopted safeguarding policies and procedures reflect the safeguarding challenges and context of the school.

4.3 The LAC will monitor the implementation of safeguarding policies and the effectiveness of procedures and will designate a lead governor to take leadership responsibility for safeguarding.

4.4 The LAC will monitor the school's estate, ensuring that appropriate policies are adopted and followed in order to keep pupils and staff safe, through receipt of the H&S audit findings and under discussion of the Headteacher reports. Governors must **not** conduct H&S audits – the trust employs a professional team to do this.

5. Vulnerable pupils

5.1 The LAC will ensure that the trust policy for pupils with special educational needs and disabilities (SEND) is implemented and adapted to the specific school context where necessary.

5.2 The LAC will seek assurance that staff are trained to implement pupil strategies and support plans for all vulnerable pupils including those with SEND requirements.

5.3 The LAC will ensure that, wherever possible, pupils with SEND have the resources they need to succeed.

5.4 The LAC will designate lead governors to take leadership responsibility for SEND and Pupil Premium.

5.5 The LAC will work in partnership with the Special Educational Needs Coordinator (SENCO) and other stakeholders across the INMAT community to ensure that vulnerable pupils including those with SEND are well-supported and included in all aspects of school life.

5.6 The LAC will monitor the overall effectiveness of the school's provision for SEND, Pupil Premium pupils and other vulnerable pupils, referring to pupil outcomes and other relevant data.

6. Stakeholder engagement

6.1 The LAC will consult stakeholders – parents, staff, and pupils – and use insights to inform decision-making.

6.2 The LAC should help stakeholders to understand the trust's values and vision for the future.

6.3 The LAC, through the Governance Professional, minutes of meetings and attendance at trust forums, will provide the trust board with insight into the challenges and opportunities faced by the school's local community.

7. Relationship between the Trust Board and the LAC

The Trustees will support the work of the LAC by**:**

7.1 Setting a clear strategic vision to allow the LAC to set and achieve its own aims and objectives within such vision;

7.2 Ensuring that systems are put in place to allow the governors to be presented with timely and relevant data to allow the LAC to analyse academy performance in order to support and challenge the Headteacher and the senior leadership team of the academy;

7.3 Ensuring that the governors have access to high quality training 'or professional development' informed by a skills audit and general contribution;

7.4 Providing each LAC with role descriptors for the lead governor roles related to pupil premium, SEND, safeguarding and chairing.

Where trustees have concerns about the performance of a LAC they may, amongst other actions:

- require the relevant LAC to adopt and comply with a governance action plan in such form as determined by the trustees;
- suspend or remove any or all of the matters delegated to the LAC;
- suspend or remove any or all of the governors of the relevant LAC.

8. Delegated powers

8.1 For the avoidance of doubt, where a power is not expressly delegated to the CEO, LAC or Headteacher of the academy it will be deemed to have been retained by the trust regardless of whether it is specified in the scheme of delegation.

Local Academy Committee	
Reports received & working documents	Prior meeting minutes Trust Scheme of Delegation Trust Articles of Association School Funding Agreement Risk Register Headteacher Reports School on a page document SEND/inclusion report Pupil Premium Strategy Sports Premium Strategy School Improvement Plan Audit findings: safeguarding, GDPR and H&S Governance Guide This list is not exhaustive
Reports to	Trustees
Links to	Members AGM Trust Board and its other committees
Status	Standing (permanent) committee
Frequency of meetings	At least 3x per year: 1 each long term
Minimum required attendance	66%
Chair	Elected annually by governors and ratified by trustees
Standing agenda items	Headteacher report Safeguarding GDPR items School on a page Pupil Premium and sports Premium outcomes SEND/inclusion Risk Register
Minute taker	Governance Professional
Quorum	Three governors not including the Headteacher
Committee performance review	Annual Review conducted by Chair of Trust Board or delegated to another trustee with Head of Governance and Compliance or Deputy Governance Professional in support.
Membership	**Single academy LACs**: Headteacher (ex officio) Elected staff member x1 Elected parents x2 Co-opted governors x6 **Shared academy LACs**: Headteacher (ex officio) x2 - 1 from each school Elected staff members x2 - 1 from each school or 2 from one school

	Elected parents x2 - 1 from each school or 2 from one school Co-opted x8 The Trust Board may appoint any other governor to a LAC as it requires and may appoint an AIC (Academy Improvement committee) to the LAC when required.