



**Local Advisory Board**

**Yeo Valley Primary School**

**Terms of Reference**

# Terms of Reference

## Teaching, Learning and Curriculum LAB

### 1. Constitution

- 1.1 The board of directors (the Trustees) of The Cornerstone Academy Trust hereby resolve to establish a Local Advisory Board (LAB) for Broadclyst Primary School.
- 1.2 The LAB will be responsible for Teaching, Learning and Curriculum matters pertaining to the local school. The LAB will report into the Trustee Board of The Cornerstone Academy Trust.

### 2. Membership

- 2.1 The LAB shall have a minimum of four members. This should be represented by a member from the following groups:
  - Chair of board
  - Head of School / Deputy Head
  - Staff members (3 positions)
  - Parent representative / community members (4 positions)
- 2.2 The Chair (the **Chair**) of the LAB will be elected at the first Full Trustee Board meeting of the Academic year. The Committee will elect a temporary replacement from among the Trustees present at the meeting in the absence of the Chair.
- 2.3 Staff members are appointed by the Chair and Head of School to ensure cross phase representation and the term of office for each member shall be reviewed every 3 years. Typically, the staff members would not come from the leadership team or Trust Board.
- 2.4 Parent and community representatives would be recruited following the process in appendix 1 and would normally be for a term of 3 years.
- 2.5 The Head of School shall ensure that a clerk is provided to take minutes at meetings of the LAB.
- 2.6 Any Trustee may attend meetings of the LAB as an observer (an **Observer**).
- 2.7 The LAB may invite attendance at meetings from persons who are not Trustees or LAB members to assist or advise on a particular matter or range of issues, this may include parents and members of academy staff. Such persons may speak with the permission of the Chair but shall not be entitled to vote.

### 3. Remit and responsibilities of the LAB

- 3.1 The LAB shall be responsible for the matters set out in the Schedule.

### 4. Proceedings of LAB meetings

- 4.1 The LAB will meet as often as is necessary to fulfil its responsibilities. Typically, this would be every half term, but will be at least once every term as a minimum.
- 4.2 Any two LAB members can request that the Chair convene a meeting by giving no less than 14 days prior notice.
- 4.3 The quorum for the transaction of the business of the LAB will be five LAB members. No vote on any matter shall be taken at a meeting of the LAB unless five LAB members are present.
- 4.4 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.
- 4.5 Each member present shall be entitled to one vote.
- 4.6 Where there is an equal division of votes the Chair shall have a casting vote.
- 4.7 A register of attendance shall be kept for each LAB meeting and published annually.
- 4.8 Observers may speak with the permission of the Chair but may not vote.

## 5. **Authority**

- 5.1 The LAB is authorised by the Trustees to:
  - 5.1.1 carry on any activity authorised by these terms of reference; and
  - 5.1.2 seek any appropriate information that it requires from any officer of the Trust and all officers shall be directed to cooperate with any request.

## 6. **Reporting**

- 6.1 Within 14 days of each meeting the LAB will wherever possible:
  - 6.1.1 produce draft minutes of its meetings;
  - 6.1.2 provide a summary document identifying (i) decisions made, (ii) recommendations to the Trustee Board, (iii) items for the information of the Trustee Board and (iv) items for further discussion by the Trustee Board.  
  
(together called the “**LAB Reports**”).
- 6.2 The LAB Reports can be agreed by LAB members by email.
- 6.3 The LAB Reports will be sent to the Trustee Board within 21 days of each meeting.
- 6.4 The LAB shall arrange for the production and delivery of such other reports or updates as requested by the Trustee Board from time to time.
- 6.5 The LAB shall conduct an annual review of its work and have terms of reference and shall report the outcome and make recommendations to the Trustee Board.

## **Schedule**

### **Responsibilities of the Teaching, Learning and Curriculum LAB**

The focus for the LAB meetings will be the review of curriculum policies and how these are implemented. This will be achieved through a presentation from the curriculum leads to consider the policy, informed by lesson observations made by LAB members and the leadership team.

#### **1. Curriculum (Intent)**

- 1.1 Ensure the curriculum is broad and balanced and meets the needs, aptitudes and interest of pupils.
- 1.2 Ensure the Academy can demonstrate the promotion of spiritual, moral, social and cultural development of all pupils.
- 1.3 Evaluate the effectiveness of the Academy's strategies, policies and procedures to enable pupils to access the curriculum in a meaningful way.
- 1.4 Evaluate the extent to which education provided by the Academy meets the needs of the range of pupils at the Academy, including those with special educational needs and disabilities.
- 1.5 Ensure that information relating to the curriculum at the Academy is published in accordance with the requirements of the Funding Agreement.

#### **Teaching (Implementation)**

- 2 Ensure the Head of Schools and/or senior leaders have in place appropriate monitoring strategies to evaluate the quality of teaching and its impact on learning and pupils' achievement across the curriculum.
- 3 Challenge the Head of Schools and/or senior leaders to demonstrate the robustness of procedures for monitoring the quality of teaching and learning and ensuring high professional standards among all staff including the maintenance of good and outstanding teaching.
- 4 Ensure that the policies that are in place support effective implementation of the curriculum and high quality teaching.
- 5 Policies will be reviewed on a two year cycle through a process of presentation, lesson observations, visits to school and discussions with teaching staff.
- 6 Receive information from the Head of Schools and/or senior leaders on the professional development of staff, particularly newly qualified teachers and teachers at an early stage of their career, and how best practice is identified and modelled within the Academy.

- 7 Discuss with senior leaders how support staff are utilised to support the implementation of the curriculum.
- 8 Discuss effective use of curriculum resources (including digital resources) to support curriculum implementation.

### **Achievement (Impact)**

- 9 Keep under review pupils' curriculum experiences and academic achievement over time.
- 10 Share relevant pupil data to evidence areas of strength and potential weaknesses for future consideration in developing curriculum policies.
- 11 Discuss with staff the challenges and barriers to ensure all children are successful.
- 12 Discuss lesson observations to evaluate the success of the curriculum policies.
- 13 Ensure that the Head of Schools and senior leaders have strategies in place to actively promote the academic achievement of the following categories of pupils
  - 13.1 the lowest attaining pupils
  - 13.2 children in care
  - 13.3 pupils who are eligible for the pupil premium
  - 13.4 SEND pupils

### **School Engagement**

- 14 Promote the Academy's vision, ethos and high expectations for all pupils and teachers. To have access to a broad, rich and balanced curriculum, that meets pupils needs.
- 15 Keep under review the effectiveness of the Academy in promoting engagement of parents and carers, particularly in supporting the delivery of the curriculum.
- 16 Monitor the satisfaction of pupils and their parents and/or carers with the Academy.
- 17 Raise awareness of how the Academy works in partnership with other academies, external agencies and the community to extend the curriculum and increase the range and quality of learning opportunities for pupils.

### **Governance**

- 18 The committee ensures good governance and reports back to the full Trust Board. Following each meeting (half termly).
- 19 The LAB will review the Self Evaluation form in conjunction with the standards committee around the impact of the teaching and learning taking place within the school.
- 20 The LAB will ensure that the school improvement plan is implemented by school leaders to achieve the best outcome for children.

## **Safeguarding**

- 21 Scrutinise the effectiveness of safeguarding arrangements and appropriate arrangements for child protection to ensure that all pupils are safe.

## **General**

- 22 Reviewing or investigating any other matters referred to the LAB by the Trustee Board.
- 23 Drawing any significant recommendations and matters of concern to the attention of the Trustee Board.

## **Appendix**

Local Area Board (LAB) member recruitment – parent / community representation. The LAB of each school will endeavour to always have 4 parent/community representatives.

When a vacancy becomes available a notification will be sent to all parents asking for expressions of interest in joining the board. All parents / community representatives will be asked to provide a short summary of why they are interested and submit a CV to the head of schools.

All those expressing an interest will be invited to meet with the CEO and the chair of the LAB to discuss the role, clarify the commitment and allow a dialogue with each person.

Where there are more parent's / community representatives who have expressed an interest than vacancies to be filled the CEO and the chair of the LAB will agree who will be appointed. This will be based on ensuring a balance of knowledge, skills and experience on the board to enable a broad a balanced approach to discharging the duties of the LAB. The Head of Schools may be asked to contribute to this decision making.