Terms of Reference for Local School Committee

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1.0	September 2022	CEO	Amendment from 2019 LSC terms of reference
2.0	November 2024	COO and Governance Professional	3.1 updated to align to Scheme of Delegation 3.7 updated to reflect current meeting cycle 3.15 updated to align to Scheme of Delegation 4.1 updated to align to Scheme of Delegation 5.2.7 360 review requirement for Chair removed 5.2.10- 5.2.14 added to clarify role of LSC 6.2.2 re-wording around succession planning 9.1.2 re-wording to clarify HR role 12.2 re-wording to make timeframes clearer
3.0	November 2025	Governance Professional	5.2.6 and 2.2.8 updated Governors to LSC Members

THE ROLE OF THE LOCAL SCHOOL COMMITTEE

Welcome and thank you for joining our Local School Committee (LSC). The LSC is a committee of the main board of the Trust. Each LSC is established by the Board in accordance with the Trust's Articles and will be subject to Terms of Reference set out below which will detail the responsibilities of the LSC and its relationship with the main board.

THE TRUST AND LSC

The Trust is a charitable company limited by guarantee. It has entered into a Master Funding Agreement with the

Department for Education and a Supplemental Funding Agreement in respect of the School (together the "Funding Agreements") and so it is the Trust that is ultimately responsible to the Department for Education pursuant to the Funding Agreements.

The Trust Directors are the charity trustees (within the terms of section 177 of the Charities Act 2011) and are responsible for the general control and management of the administration of the Trust in accordance with the provisions set out in the Articles.

The LSC is a committee of the Trust Board of Directors, established pursuant to Article [101]. The LSC will act in accordance with these Terms of Reference and the Scheme of Delegation for the School unless otherwise directed by the Trustees. It will be accountable to the Trustees for its decisions.

LSC – APPOINTMENT AND STRUCTURE

3.1 Membership of the LSC shall consist of:

- The School's Headteacher
- Two Elected Parents
- Two Elected Staff Representatives
- Five Co-opted Members (including 3 foundation)
- One Associate member may be appointed for a time limited task specific role

The nominations for the appointment of the LSC Chair must be submitted to the Trust Board for ratification. All other LSC appointments are ratified by the LSC.

The LSC must hold an election for parent LSC members.

Observers may join the meetings at the agreement of the Chair .

3.2 With regard to the appointments made by the Trustees, the Trustees shall ensure that the views of the LSC (represented by the Chair of the LSC in the appointment process) are taken into account, especially for individual school Head Teacher positions.

3.3 The length of a LSC Member's term of office shall be four years. An LSC Member may be re-appointed for consecutive periods not exceeding 8 years in total but thereafter an LSC Member shall not be eligible for re-appointment until one year after his or her retirement, unless agreed exceptionally by resolution of the Trustees that he or she shall be eligible to serve for a further consecutive term.

3.4 No person shall be qualified to be an LSC Member unless aged 18 or over at the date of his election or appointment. No current pupil of any of the Academies shall be a LSC Member.

3.5 An LSC Member shall cease to hold office if they become incapable, by reason of illness or injury, of managing or administering his own affairs.

3.6 All absences will be noted at meetings.

3.7 An LSC Member shall cease to hold office if they are absent from 2 of the 3 LSC meetings within a 12-month period, without due reason.

3.8 A person shall be disqualified from holding or continuing to hold office as an LSC Member if:

3. 8.1: They have been declared bankrupt and/or their estate has been seized from their possession for the benefit of their creditors and the declaration or seizure has not been discharged, annulled or reduced; or 3.8.2: They are the subject of a bankruptcy restriction order or an interim order.

3.9 A person shall be disqualified from holding or continuing to hold office as an LSC Member at any time when he is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).

3.10 An LSC Member shall cease to hold office if:

3.10.1: They would, by virtue, of any provision in the Companies Act 2006 or section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision), be disqualified from acting as a trustee; or

3. 10.2: Is otherwise found to be unsuitable by the Secretary of State under the provisions of the Funding Agreements.

3.11 A person shall be disqualified from holding or continuing to hold office as a LSC Member if he has 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 was responsible or to which he was privy, or which he by his conduct contributed to or facilitated.

3.12 A person shall be disqualified from holding or continuing to hold office as a LSC Member where he has, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011.

3.13 After the School has opened, a person shall be disqualified from holding or continuing to hold office as a LSC Member if he has not provided to the Chairman of the Trustees, by the date of the LSC Member's appointment or as soon as practicable thereafter, a disclosure and barring service certificate (previously known as a criminal records certificate) at an enhanced disclosure level under section 113B of the Police Act 1997. In the event that, the certificate discloses any information which would in the opinion of either the Chair of the Trustees or the Chief Executive Officer confirm their unsuitability to work with children that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the Secretary of State to determine the matter. The determination of the Secretary of State shall be final.

3.14 Where, by virtue, of these Terms of Reference, a person becomes disqualified from holding, or continuing to hold office as a LSC Member; and he is, or is proposed, to become such a LSC Member, he shall upon becoming so disqualified give written notice of that fact to the Clerk.

3.15 A LSC Member's term of office shall be terminated if:

- 3.15.1 He/she resigns by serving written notice to the [Clerk]/[Secretary];
- 3.15.2 The Trustees terminate his/her appointment [in the case of Chair];
- 3.15.3 He/she is removed by the persons appointing them (although this does not apply to elected staff or Parent LSC Members);
- 3.15.4 In the case of a Staff Member, their employment is terminated.

3.16 The LSC may continue to act notwithstanding a temporary vacancy in its composition.

APPOINTMENT OF CHAIR AND VICE-CHAIR OF LSC

4.1 The Chair of the LSC shall be nominated by the LSC and ratified by the Trustees

4.2 The term of office of the Chair of the LSC shall be 2 years. Subject to remaining eligible to be a Chair, a LSC Member may be re-appointed for a further term of office as Chair by the LSC Members.

4.3 Subject to remaining eligible to be a Chair, any LSC Member may be re-appointed as Chair for consecutive periods not exceeding 5 years in total. Thereafter, an LSC Member shall not usually be eligible for re-appointment as Chair until one year after his or her retirement, unless otherwise agreed by the Trustees.

4.4 The Vice-Chair of the LSC shall be appointed by the LSC Members from amongst their number, for a term of 2 years. Subject to remaining eligible to be a Vice-Chair, a LSC Member may be re-appointed for further terms of office as Vice-Chair by the LSC Members

4.5 If both the Chair and the Vice-Chair are absent from any meeting of the LSC, those LSC Members present shall appoint one of their number to chair the meeting.

RESPONSIBILITIES OF TRUSTEES AND LSC MEMBERS

Compliance and Governance 5.1

The Trustees shall:

5.1.1 Ensure compliance with all statutory regulations and Acts of Parliament governing the operation of the School, including health and safety;

5.1.2 Comply with the provisions of the Funding Agreements; and

5.1.3 Determine the corporate planning and strategy for the School and the Trust in consultation with the LSC.

5.2 The LSC Members shall:

5.2.1 Carry forward the Trust's vision and ethos, in a way appropriate to the specific qualities and community characteristics of the School;

5.2.2 Take a strategic role in the governance of the School;

5.2.3 Provide support to the School's Headteacher and the staff;

5.2.4 Remain informed of the school's progress of executing the School Implementation Plan – this will be through School Improvement Group (SIG) reports:

5.2.5 Implement the policies agreed by the Trustees;

5.2.6 Ensure election of Parent Local LSC Members;

5.2.7 Carry out skills audit and review LSC performance;

5.2.8 Establish and maintain register of interests of the local LSC Members and publish this in accordance with regulation;

5.2.9 Participate in site inspections to review H&S issues and security of premises and equipment;

5.2.10 Work with school leaders to establish, monitor and maintain relationships with members of the local community including church and Diocese;

5.2.11 In collaboration with the Head determine, monitor and support the school vision and ethos in context of its own school community and its membership of TOP;

5.2.12 Ensure the spiritual wellbeing of the pupils (Foundation LSC);

5.2.13 Sign off proposed changes to school level logo, branding and uniform;

5.2.14 Fulfil their specific governance responsibilities through specific Link Committee Members (see 6.2)

5.2.15 Complete a business interests form each year

6   APPOINTMENTS AND TRAINING

6.1   Trustees shall:

6.1.1 Make the appointment of school leaders in partnership with the LSC and staff;

6.1.2 Determine salary increases and undertake performance management for the School's Headteacher subject to the terms of the contract of employment;

6.1.3 Determine terms and conditions of service for staff (the Trust is the employer of all staff and is responsible for procedures and terms and conditions of service for all employees including the setting of appropriate rules for the conduct of staff, in each case as developed with each School). Changes to such policies and procedures will be effected only after consultation with the LSC, School's Headteacher and staff groups where appropriate;

6.1.4 Ratify the appointment of the Chair of the LSC

6.1.5 Ensure that Trustee and LSC Member training and evaluation is provided.

6.2 The LSC shall:

6.2.1 Appoint Link Committee Members to oversee key aspects of the school and agree roles and responsibilities and reporting arrangements:

- Pupil Premium
- Vulnerable Groups (SEND)
- Looked After Children
- Safeguarding
- Health & Safety

6.2.2 Participate in succession planning for the School Headteacher in conjunction with the CEO.

7. POLICIES AND TARGETS

7.1 The Trust Directors in consultation with the School Leadership and Trust Executives shall:

8.1.1 Be informed regarding the School's development plan; and

8.1.2 Determine the policies for use by the School

8.1.3 Determine the admissions policy and arrangements for the School in accordance with admissions law and DfE codes of practice (which is communicated to the LSC, Members and implemented);

8.1.4 Determine any additional financial and reporting targets for the School;

8.1.5 Consider and evaluate performance against KPIs set by the Trust in relation to academics, finances and other matters;

7.2. Each LSC Member shall act in the best interests of the School, at all times.

7.3. No LSC Member shall act or omit to act in a way which would be prejudicial to the interests of the School or the Trust at any time, including any actions or omissions which might create bad publicity for the School or the Trust.

7.4. The LSC Members must keep confidential all information of a confidential nature, obtained by them relating to the School and the Trust; excluding where this is public knowledge or to comply statutory obligations e.g. whistle blowing where major financial irregularities are discovered.

7.5. When a person becomes a LSC Member of an School within the Trust (following his or her appointment or his or her transfer from a maintained school), he or she shall be required to complete and sign a registration form (with details required for the Trust) in which the LSC Member agrees to comply with:

- The Articles;
- The Funding Agreements;
- These Terms of Reference;
- Any terms of reference of sub-committees which may apply to that LSC Member.

7.6 Each LSC Member shall also be required to take part in regular self-reviews and is accountable for meeting his or her own training and development needs. It is a LSC Member's responsibility to consider if, and raise any concerns where, he or she feels that appropriate training and development is not being provided by the Oak Partnership.

8. CHIEF EXECUTIVE OFFICER

8.1 The Chief Executive Officer has been appointed by the Trust Directors to oversee and coordinate all Trust activities and to undertake the role of Accounting Officer. The CEO holds a direct feedback line to the Executive Lead for School Improvement (ELSI) and the function of the SIG process. Trustees delegate to the Chief Executive Officer such functions and powers as are required in relation to securing the effective internal organisation, management and control of the Trust and its Academies, including the implementation, management and monitoring of all policies approved by the Trustees for the effective operation of the Academies.

9 RESPONSIBILITIES OF THE HEADTEACHER

9.1 The School's Headteacher shall be responsible to the LSC and accountable to the Trust Board for the leadership and management of the School, including, in particular for:

9.1.1 Implementing the agreed policies and procedures laid down by the LSC and the Trustees;

9.1.2 The appointment of all other staff and (except to the extent directed otherwise by the Trustees and/or the LSC), the salary grading (in partnership with HR), allocation of duties, appraisal and discipline of all staff in accordance with the Trust's human resources policies and procedures and best practice for HR and recruitment;

9.1.3 The maintenance of good order and discipline by the pupils including their suspension and/or exclusion within the framework laid down by the LSC and monitored by the Trustees; and

9.1.4 All such additional functions as may be assigned under the School's Headteacher job description or contract of employment.

9.1.5 Promote and ensure the spiritual wellbeing of the pupils.

9.1.6 Work with LSCs to establish and maintain positive relationships with all members of the local community, ensuring procedures to respond to feedback.

9.1.7 Provide the LSC with a minimum of one written School Leaders' report per academic term.

10 ROLE OF THE CHAIR 10.1

The Chair shall:

10.1.1 Meet regularly with the School's Headteacher;

10.1.2 Preside over efficient LSC meetings (which may include establishing a sound sub-committee structure) and effective working procedures;

10.1.3 Be accountable to the Trustees for the operation of the School and shall meet with the Chair of the Trust Board/ Chief Executive Officer and/or the Trustees at such times as may be reasonably required and via Chairs Forum.

10.1.4 Oversee attendance/feedback to LSC.

11 CONFLICTS OF INTEREST

11.1 The income and property of the School must be applied solely towards the provision of the Objects as detailed in the Articles. The restrictions and procedures which apply to the Trustees in the Articles, with regard to having, a Personal Financial Interest shall also apply to the LSC Members.

11.2 Any LSC Member who has any duty or personal interest (including but not limited to any Personal Financial Interest) which conflicts or may conflict with his duties as a LSC Member shall disclose that fact to the LSC Members as soon as he becomes aware of it.

11.3 A LSC Member must absent himself from any discussions of the LSC Members in which it is possible that a conflict will arise between his duty to act solely in the interests of the School and any duty or personal interest (including - but not limited to - any Personal Financial Interest).

12 MEETINGS OF THE LSC

12.1 The LSC shall meet at least once each term, and shall hold such other meetings as may be necessary. A quorum must be present, being 50% of currently serving LSC members.

12.2 All meetings shall be convened by the Clerk, who shall send to the LSC Members, written notice of the meeting and a copy of the agenda at least seven clear days in advance of the meeting.

12.3 A special meeting of the LSC shall be called by the Clerk whenever requested by the Chair or at the request in writing of any three LSC Members or of the Chief Executive Officer. Where there are matters demanding urgent consideration, the Chair or, in their absence, the Vice-Chair may, with the approval of the Chief Executive Officer waive the need for seven clear days' notice of the meeting and substitute such notice as he/she thinks fit.

12.4 The convening of a meeting and the proceedings conducted shall not be invalidated, by reason of any individual, not having received written notice of the meeting or a copy of the agenda.

12.5 If the number of LSC Members assembled for a meeting of the LSC does not constitute a quorum, the meeting shall not be held. If in the course, of a meeting, of the LSC, the number of LSC Members present ceases to constitute a quorum, the meeting shall be terminated forthwith.

12.6 If for lack of a quorum a meeting cannot be held or, as the case, may be, cannot continue, the Chair shall, if he/she thinks fit, determine the time and date at which a further meeting shall be held and shall direct the Clerk to convene the meeting accordingly.

12.7 Every question to be decided at a meeting of the LSC shall be determined, by a majority of the votes, of the LSC Members present and voting on the question. Every LSC Member shall have one vote. Where there is an equal division of votes the Chair of the meeting shall have as second or casting vote.

12.8 A LSC Member may not vote by proxy and cannot nominate another individual to attend a meeting on their behalf.

12.9 No resolution of the LSC may be rescinded or varied at a subsequent meeting unless consideration of the rescission or variation is a specific item of business on the agenda for that meeting.

12.10 Any LSC Member who is also an employee of the Trust shall withdraw from that part of any meeting of the LSC at which his remuneration, conditions of service, promotion, conduct, suspension, dismissal or retirement are to be considered.

12.11 A resolution in writing, signed by all the LSC Members, shall be valid and effective as if it had been passed at a meeting of the LSC or (as the case maybe) a committee of LSC duly convened and held. Such a resolution may consist of several documents in the same form, each signed by one or more of the LSC Members (or the members of a committee, as the case maybe).

12.12 Any LSC Member shall be able to participate in meetings of the LSC Members by telephone or video conference provided that, he has given reasonable notice to the Clerk and that the LSC Members have access to the appropriate equipment.

12.13 Minutes must be prepared of all LSC meetings. Drafts of those minutes must be sent to all attendees and to the Chief Executive Officer no later than 14 days after the date of the meeting. Final minutes, as approved by the LSC members, must be sent to the Chief Executive Officer within 7 days of approval.

13 DELEGATION OF FUNCTIONS AND COMMITTEES
13.1 The LSC shall establish:

> 14.1.2 Committees, with named, trained members, which would enable the convening, from time to time Complaint panels or Appeal committees.

13.2 The LSC meeting agenda will comply with the reporting requirements of the Trust Board as set out in the annual work planner.

14 AMENDMENT OF TERMS OF REFERENCE
14.1 These terms of reference are drafted and maintained by the Trust. The Trustees may make amendments to these terms of reference from time to time. In the event that amendments are made, the Trust shall notify the Chair of each LSCs, who shall be expected to make the other LSC Members aware of such changes.

14.2 This document shall be subject to review at least at the first meeting of the Trustees after 31 August each year and at the first meeting of the Trustees in each academic year thereafter.

15 EFFECTIVE DATE
15.1 These Terms of Reference shall come into effect, in relation to a LSC, on the establishment of the LSC.