

# Clerking in new contexts: MAT local governance tier

## Academy Committee terms of reference - example

### 1. Membership

A minimum of seven and a maximum of nine committee members to include:

- Two elected parents
- One elected member of staff
- Four committee members nominated by the academy committee or the trust and appointed by the trust
- Any trustee may sit on any local academy committee

The term of office will be four years.

There is no power to co-opt members to the Local Academy Committee but advisers (including other members of staff in the academy) may attend meetings provided they do not take part in any decision making.

Only the trust board can remove committee members

### 2. Chair and vice chair

The chair will be nominated annually to the board by the committee via an election process and the board will appoint. The trust board reserves the right to appoint the chair of their choice if this is deemed appropriate.

The vice chair will be elected by the committee annually.

### 3. Quorum

A minimum of three academy committee members who are not employed by the school. The headteacher will be in attendance only.

### 4. Meetings

Six meetings a year, one for each short term. The clerk will convene and minute all committee meetings. Agendas will be drafted using the planner supplied by the trust and the agenda and supporting papers should be circulated 7 clear days in advance of the meeting.

### 5. Minutes and reporting

Draft minutes are to be approved by the chair, with the headteacher copied in for factual accuracy only. The draft minutes must be uploaded to the 'academy committees minutes' folder on the trust portal once approved by the chair and within three weeks of the meeting.

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### 6. Functions

The academy committees are responsible for the link between the trust and the parents and the community, feeding into the trust's oversight and management of the school. The board delegates to them the following functions:

#### **Developing an understanding of how the trust and the school are led and managed by:**

- Building an understanding of the trust's ambitions for the school and its pupils – its vision and strategy and how this is realised at school level
- Knowing the trust's values and becoming familiar with key policies, understanding how these work in practice so that they are creating a healthy culture for all

#### **Being the link with parents and the wider school community by:**

- Building a knowledge of parents' views and the community context
- Building a knowledge of pupils' views
- Ensuring that trustees and the CEO are aware of these views

#### **Monitoring the work of the school, escalating any concerns to the CEO and / or trustees by:**

- Scrutinising reports on the school's progress with achieving its ambitions
- Scrutinising reports on how the school complies with key policies
- Visiting the school during the school day and attending events

**Reviewing key decisions made by the headteacher** e.g. pupil exclusions and responses to complaints as set out in the relevant trust policy and the scheme of delegation

*These terms of reference are to be read in conjunction with the trust 'Scheme of Delegation' and the trust 'Academy Committee Governance Planner'*