



CITY OF LONDON  
ACADEMIES TRUST

## **Local Boards Terms of Reference**

### **Preamble**

Under the City of London Academies Trust (the Trust) scheme of delegation, each academy will have a Local Board.

The Local Boards (LBs) have responsibility for the functioning of their schools, within the overall strategic direction and framework of delegation set by the Trust Board which is the formal body legally responsible for the governance of COLAT.

### **Responsibilities**

- A commitment to providing outstanding education that enriches and inspires students, enabling them to reach their full academic and personal potential.
- To work within the scheme of delegation established on an annual basis, and to review effectiveness each year.
- Recommend an academy budget plan for the financial year, and monitor the budget at least termly.
- Set targets/objectives for academy and Principals/Headteachers with the CEO or delegate, and monitor these targets.
- Recommend the appointment of Principals/Headteachers and approve Vice Principal/Deputy Headteacher appointments.
- Implement COLAT staff, HR, pay, performance and disciplinary policies.
- Approve, monitor and review Academy Improvement Plans.
- Implement curriculum in line with COLAT principles and expectations.
- Agree, monitor and review academy key performance indicators.
- Support academy behaviour policies and monitor implementation.
- Agree academy admissions policies.
- Agree and monitor academy safeguarding/Prevent policies.
- Oversee academy premises related policies.
- Implement health and safety policies and directives.
- Any other responsibilities as listed in the scheme of delegation.

### **Membership**

LB membership will be structured as follows:

- 2 elected parent members
- 1 Headteacher/Principal
- 1 teacher member
- 1 non-teaching staff member

- Up to 7 further members nominated by the LB or the City of London Corporation and approved by the COLAT Board, to include the Chair (whose appointment is approved by the City of London Corporation as Sponsor) and the Vice Chair.

LB members are appointed by the City of London Academies Trust Trustees.

The Chair of the LB is appointed by the Trustees, with the approval of the Sponsor. The Trustees also have the power to intervene and request an LB member to stand down, or in extreme cases, remove a LB member if necessary.

### **LB advisory groups**

Each LB will set up advisory groups, depending on the needs of the individual schools. Groups will provide advice to the LB on areas such as finance, accountability, staffing and curriculum. LBs will make final decisions on any matters advised on by the groups.

### **Quorum**

A minimum of 5 members in attendance, with the majority being members who are not parent or staff governors, constitutes a quorum.

If the number of LB members assembled for a meeting of the Local Board does not constitute a quorum, the meeting shall not be held. If in the course of a meeting of the Local Board the number of members present ceases to constitute a quorum, the meeting shall be terminated forthwith.

### **Chair and Vice Chair**

The Chair is appointed by the Trust Board, but requires approval from the City Corporation as Sponsor.

### **Meetings**

The Local Board shall meet at least once in every term, and shall hold such other meetings as may be necessary. All meetings shall be convened by the Local Board Clerk, who shall send to the members written notice of the meeting and a copy of the agenda at least seven clear days in advance of the meeting.

### **Clerking**

The LBs have responsibility for appointing their clerks.

### **Variations**

Under exceptional circumstances, the numbers, membership and nature of the Local Boards may be varied. Any variation must be submitted for consideration by the Trust Board who will decide whether, and for how long, the approval is given.