



Policy/Procedure/Guideline Review

Policy/Procedure/Guideline:	Local Academy Council Terms of Reference
Senior Manager Responsible:	Trust Board
Approval:	October 2025
Review date:	Annually



Local Academy Council Terms of Reference

Introduction

The Local Academy Council is a committee of the Board of Pendle Education Trust. All areas of responsibility delegated to the Local Academy Council are detailed in the Trust's Scheme of Delegation.

Membership and Administration

- The Local Academy Council will comprise of between two and five community representatives, two parents and up to two staff members and the principal. There may be exceptional circumstances when the Trust will appoint a central team advisor.
- The quorum for the Local Academy Council shall be three members.
- Administrative support will be provided by the Clerk to the Trust or a member of the governance team.

The Local Academy Council will meet 3 times a year. Minutes of meetings will be taken and will be available to members of the Trust Board via the online governance platform.

Remit of the Committee

1. To advise and act a critical friend to the principal of the academy and to advise the Trust Board about local issues they need to consider that affect the academy
2. To ensure stakeholder engagement
3. To ensure academy level policies are in place
4. To ensure statutory obligations are met such as declaring interests
5. To ensure there are link governors for safeguarding and special educational needs and disabilities (SEND)
6. To ensure staff governors are elected
7. To ensure parent governors are elected
8. To ensure a skills audit is completed annually
9. To ensure compliance with the SEND code
10. To ensure safeguarding procedures are in place
11. To ensure governors complete relevant training
12. To monitor the academy's self-evaluation
13. To monitor contextual information
14. To monitor pupil progress
15. To monitor attendance data
16. To monitor behaviour data
17. To monitor personal development of pupils
18. To monitor the single central record
19. To monitor progress against the academy's development improvement plan
20. To review academy level policies in line with the agreed policy matrix
21. To review safeguarding through audits and link governor visits
22. To review the use of pupil premium through link governor visits and the statutory strategy statement
23. To review SEND through the link governor visit and statutory SEND information report



24. To review stakeholder engagement
25. To review the use of suspension and confirm all permanent exclusions in line with the Department for Education statutory guidance
26. To review complaints
27. To make recommendations of appointments of academy council members
28. To be consulted on the monitoring the effectiveness of the academy council
29. To make recommendations in the reviewing of the admissions arrangements and undertake required consultation for change
30. To be consulted on the management of academy risk
31. To be consulted and make recommendations on the academy's vision, strategy and key priorities
32. To be consulted upon the appointment/dismissal of the principal
33. To be consulted upon changes to the academy logo and branding
34. To be consulted upon changes to the academy uniform
35. To consider, challenge and provide support on reports provided to the local academy council

The Local Academy Council will receive the following by the Trust Board, Trust Board committees or Trust Executive:

- Appointment or removal of academy council chair
- Appointment or dismissal of the Accounting Officer
- Appointment or removal of the Clerk to Trust Board
- Approval of changes to the governance structure, including when new committees have been established
- Approval of changes to terms of reference
- Approval of changes to the scheme of delegation
- Annual calendar and schedule of trust governance business
- Training programme for trustees and academy council members
- The publishing of annual accounts
- The approval of trust-wide policies
- The school level policy matrix
- Approval of changes to the trust's vision, strategy and key priorities
- Temporary closure of the academy in response to a health and safety concern

