

SOUTH GLOUCESTERSHIRE AND STROUD
ACADEMY TRUST

THE SGS BERKELEY GREEN UNIVERSITY TECHNICAL COLLEGE
LOCAL SCHOOL BOARD

TERMS OF REFERENCE

1. **Membership**

1.1 The Local School Board (LSB) of The Berkeley Green UTC will be composed, where possible, of 10 members, of which at least six must be representatives of local businesses/employer sponsors or the University of Gloucestershire:

- Chair of the LSB, to be appointed by the SGS AT Board of Trustees
- Up to 7 School Board Members (of which at least 6 will be representatives of employers and University of Gloucestershire)
- 2 Parent School Board Members, after election by parents of pupils registered at the School, in the role of Parent School Board Member

1.2 The Head Teacher will be in attendance at meetings of the Local School Board.

1.3 Members of the LSB will be approved by the Board of Trustees.

1.4 The Vice-Chair shall be elected by the LSB from among its members annually. The Vice-Chair shall be eligible for re-election at the end of their term of office.

1.5 The members of the LSB shall, upon their appointment or election, give a written undertaking to uphold the objects of the SGS Academy Trust as set out in the Articles of Association and all policies and procedures agreed by the Trust or LSB from time to time.

1.6 The structure of the LSB will be agreed by the SGSAT Board of Trustees and may be amended from time to time.

1.7 The usual term of office for all members of the LSB will be 4 years.

1.8 The elected Parent Local School Board member must be a parent of a registered pupil at the time when she/he is elected and whilst she/he has a registered pupil at the UTC. For these purposes 'Parent' includes a guardian or carer with parental responsibilities.

1.9 Appointments to the LSB that are subject to election will take effect after ratification by the SGS AT Board.

1.10 Any member of the LSB may request the Chair to invite persons who are not members of the LSB to attend its meetings.

2. **Accountability and Purpose**

- 2.1 The LSB is a committee of the SGSAT Board of Trustees (the Board) and is responsible to the Board. The terms of reference of the LSB must be approved by the Board of SGS Academy Trust. The Board may review and amend these terms of reference from time to time, but as a minimum these terms of reference shall be reviewed at least once in every twelve months.
- 2.2 These terms of reference provide the framework, together with the Scheme of Delegation, within which the LSB shall operate.
- 2.3 The functions and proceedings of the LSB shall be subject to regulations made by the Board from time to time.
- 2.4 The primary purpose and duty of the LSB is, as a local committee of the Trust, to further and promote fulfilment of the objectives of the SGS Academy Trust for the School. The LSB shall do this by proactive local engagement, and through Lead Role Quality Assurance Activities advising and alerting the Trust to matters of recognition or concern as appropriate.
- 2.5 The SGS Academy Trust shall support the LSB through effective engagement with the LSB (through the LSB Chair or otherwise), ensuring it is informed at all times of the objectives of the Trust for the School

3. **Role of the LSB**

The role of the LSB is:

- 3.1 To ensure that the activities of the LSB are undertaken within the vision and direction for the UTC as set by the SGS AT Board. Ensuring that LSB activities support the UTC to respond to employer needs and prepares learners for progression to employment or further/higher education and/or apprenticeships/employment.
- 3.2 To positively support and assist in the Schools Quality Assurance Activities through appropriate questioning and enquiry and provide report within SGS AT Board agreed protocols, on outcomes of this involvement in the UTC. Further guidance can be found in the Local School Board Toolkit. School Board Lead roles to include:

3.2.1 Quality of Education

3.2.2 Safeguarding

3.2.3 SEND

3.2.4 Pupil Premium (inc Catch up funding)

3.2.5 Personal Development, including careers provision

3.2.6 Behaviour and Attitudes

3.2.7 Staff Wellbeing

3.2.8 Equality

- 3.3 Local School Board Lead Roles will operate with the aim of providing local oversight of priority areas as above and to assist and inform decision making of the SGS AT Board. The LSB will be updated on any resulting actions/outcomes of these visit reports, as directed by the SGS AT Board.
- 3.4 To liaise with Leadership on the development of a strategy and review its implementation and effectiveness for regular and effective engagement and Stakeholder Voice of Employers, University Sponsors, Parents, Students, Community and Staff and to report on outcomes of these activities to assist decision making by SGS AT Board.
- 3.5 Through Lead Roles and School Board Quality Assurance Activities, to review implementation and compliance to statutory required policies and UTC operational policies, as set by SGS Academy Trust Board.
- 3.6 To note the Admissions Policy as approved by SGS AT Board and to assist with student admission Appeal process as required.
- 3.7 To be involved in LSB Review Panels of Student Exclusions within Statutory guidelines and undertaking of necessary training to effectively undertake this role.
- 3.8 Be involved in LSB Review Panels as part of the Complaints Procedure.
- 3.9 To receive UTC student progress and attainment data and national data for contextual awareness for LSB activities.
- 3.10 To note the SGS AT Approved Budget for the UTC for contextual awareness for LSB activities.
- 3.11 To note the UTC Risk Register for contextual awareness for LSB activities.
- 3.12 Represent the UTC at relevant SGS Academy Trust working groups when required.
- 3.13 The LSB will review its own effectiveness against its Terms of Reference on an annual basis.
- 3.14 Undertake an annual LSB member Self Evaluation and effectiveness review, including 360 degree review of the Chair of the LSB and report to the SGS Academy Trust Board.
- 3.15 To work with the SGS Academy Trust to ensure that all LSB members receive appropriate training, are developed to fulfil their role within the LSB and undertake an annual LSB skills audit review.

4. **Meetings & Quorum**

- 4.1. The LGB will meet as often as is necessary to fulfil its responsibilities but as a minimum, the LSB will meet 5 times a year (Terms 1, 2, 3, 4 & 6). Additional non formal engagement activities may be scheduled outside of formal meetings.
- 4.2 The quorum for any meeting of the LSB meeting is any four members of the LSB currently appointed. (Quoracy is based on Charity Commission Guidelines of one third of the total number appointed, plus one).
- 4.3 Each member of the LSB shall have one equal vote. Where there is an equal division of votes, the Chair of the LSB will have the casting vote.
- 4.4 All decisions reserved for the LSB shall be determined by the Board of Trustees and will be reviewed at least annually.
- 4.5 In the absence of either the Chair or the Clerk at a meeting of the LSB, the LSB will agree a replacement for the meeting.
- 4.6 The agenda for each meeting shall be prepared by the Clerk in consultation with the Chair of the LSB and circulated together with all relevant agenda papers to all members seven days before the date of a meeting. The Chair may determine a shorter period is appropriate in cases of emergency.
- 4.7 It is assumed that each member of the LSB has read any papers as long as they have been circulated in accordance with point 4.6.
- 4.8 Any recommendations and decisions made at the meeting of the LSB will be recorded accurately in writing. These minutes will be forwarded by the Clerk of the LSB to members of the LSB seven days before the date of the next LSB meeting.
- 4.9 Any Trustee of the Academy Trust may attend a meeting of the LSB.

5. **Reporting Procedures**

- 5.1 The Clerk, in liaison with the Chair of the LSB will provide a summary of the issues discussed, recommendations made and meeting minutes of the LSB meeting to the next meeting of the SGS Academy Trust Curriculum & Quality Committee.
- 5.2 Where any power or function of the Trustees has been exercised by the LSB, the LSB shall report to the Board in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the Trustees immediately following the taking of the action or the making of the decision.

Date of last review:	July 22
Date of last approval:	13 July 2022
Approved by:	Board of Trustees
Review interval:	Annually
Next review due by:	July 2023