

HMFA LOCAL COMMITTEE TERMS OF REFERENCE

POLICY DATE: July 26

REVIEW DATE: July 27

Membership
See Composition

Quorum
3 members or 1/3 of total membership.

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- **The Local Committee is a delegated committee of the Trustees and will act in accordance with these Terms of Reference unless otherwise guided by the Trustees.**
 - **The Trustees may appoint a Local Committees for each Academy (and the same Local Committee may be appointed for more than one Academy);**
 - **The Local Committee will report and be accountable to the Trustees for its decisions.**
 - **There is no requirement for a Local Committee Chair to be a Trustee.**
 - **The MAT CEO should not be included in Committee Membership**
 - **Trustees should not be included in Committee Membership –to ensure separation between layers of governance.**
 - **include no more than a third of local committee members who are employed by the trust**
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The Local Committee

1. COMPOSITION

The Trustees will determine the membership of the Local Committee and terms of office annually.

The membership of the Local Committee shall include:

- Headteacher
- Chair –**Elected and appointed by the Local Committee**
- Up to 4 parent members (core membership) elected by parents of pupils registered at the Academy/Academies.
- Up to 4 community members appointed by the Local Committee
- Up to 4 staff members
- Up to 4 co-opted members elected by the Trustees, as required.

Term of Office shall be 4 years

2. THE LOCAL COMMITTEE DELEGATED RESPONSIBILITIES

Refer to the MAT Scheme of Delegation for delegated responsibilities in addition to those listed below

Standards

- Ensure that the trust's vision, ethos and strategy is adopted and applied by school leaders.
- Work with senior leaders to identify areas for improvement and develop strategies to address them in line with the trust's strategic objectives.
- Monitor school performance and improvement through regular reviews of performance data, including exam results, attendance rates, and pupil progress.
- Ensure that the trust's curriculum is being provided to pupils in an appropriate manner for the school's context.
- Ensure that the required policies and procedures are in place and that the school is operating effectively in line with these policies.

- Establish a strong relationship with the headteacher in order to provide effective support and challenge, including providing feedback to their performance management process.

Stakeholder engagement

- Consult stakeholders – parents, staff and pupils – and use insights to inform decision-making.
- Help stakeholders to understand the trust's values and vision for the future.
- Provide the trust board with insight into the challenges and opportunities faced by the school's local community.

Safeguarding

- Foster a culture that prioritises the safety and wellbeing of all pupils and staff in the school.
- Ensure that the adopted safeguarding policies and procedures reflect the safeguarding challenges and context of the school.
- Monitor the implementation of safeguarding policies and the effectiveness of procedures.
- Designate a link governor to take leadership responsibility for safeguarding.
- Monitor the school's estate, ensuring that appropriate policies are adopted and followed in order to keep pupils and staff safe.

SEND

- Ensure that the trust policy for pupils with special educational needs and disabilities (SEND) is implemented and adapted to the specific school context where necessary.
- Seek assurance that staff are trained to implement pupil strategies and support plans.
- Ensure pupils with SEND have the resources they need to succeed.
- Designate a link governor to take leadership responsibility for SEND.
- Work in partnership with the Special Educational Needs Director /Coordinator (SENCO) and other stakeholders across the MAT community to ensure that pupils with SEND are well-supported and included in all aspects of school life.
- Monitor the overall effectiveness of the school's SEND provision, referring to pupil outcomes and other relevant data.

3. CHAIR AND VICE CHAIR OF THE LOCAL COMMITTEE

- The Chair of the Local Committee shall be appointed by the local committee
- The term of office of the Chair shall be 1 year.
- Subject to remaining eligible to be a Chair, any member of the Local Committee may be re-appointed as Chair for consecutive periods not exceeding 6 terms of office in total unless otherwise agreed by the Trustees.
- Thereafter, a member of the Local Committee shall not usually be eligible for re-appointment as Chair until one year after their retirement.
- The Vice-Chair of the Local Committee shall be appointed by the members of the Committee from amongst their number for a term of 1 year. Subject to remaining eligible to be a Vice-Chair, a member of the Committee may be re-appointed for further terms of office as the Vice-Chair.
- The Chair or Vice-Chair shall cease to hold office if:
 - they cease to serve on the Local Committee
 - they are removed from office in accordance with the Terms of Reference
 - Or, in the case of the Vice-Chair, they are elected in accordance with the Terms of Reference to fill a vacancy in the office of Chair.

- Where the Chair is absent from any meeting or there is at the time a vacancy in the office of the Chairman, the Vice-Chair shall act as the Chair for the purposes of the meeting.
- Where the Vice-Chair is also absent from the meeting or there is at the time a vacancy in the office of Vice-Chair, the members of the Local Committee shall elect one of their number to act as a Chair for the purposes of that meeting, provided that the person elected shall not be a person who is employed by the MAT (whether or not at the Academy).
- The Chair or Vice-Chair may be removed from office by the Trustees at any time.

4. CONDUCT OF MEETINGS OF THE LOCAL COMMITTEES AND SUB-COMMITTEES

- The Local Committee shall hold three meetings in every school year where possible. Meetings of the Local Committee shall be convened by the Governance Professional. In exercising their functions, the Governance Professional shall comply with any direction:
 - given by the Trustees; or
 - given by the Chair of the Local Committee or, in their absence or where there is a vacancy in the office of Chair, the Vice-Chair, so far as such direction is not inconsistent with any direction given as mentioned above.
- Each member of the Local Committee shall be given at least seven clear days before the date of a meeting notice of the meeting and the agenda sent to each member via GovernorHub (GDPR compliant).
- The convening of a meeting and the proceedings conducted thereat shall not be invalidated by reason of any individual not having received written notice of the meeting or a copy of the agenda thereof.

5. CONFLICTS OF INTEREST

- The income and property of the Academy must be applied solely towards the provision of the Objects as detailed in the Articles of Association. 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 members of the Local Committee.
- Any member of the Local Committee who has any duty or personal interest (including but not limited to any Personal Financial Interest) which conflicts or may conflict with their duties as a member of the Local Committee shall disclose that fact to the other members of the Local Committee as soon as they become aware of it. A member of the Local Committee must absent themselves from any discussions of the Local Committee or any committee in which it is possible that a conflict will arise between their duty to act sol Local Committee solely in the interests of the Academy and any duty or personal interest (including but not limited to any Personal Financial Interest).

6. OTHER MATTERS

- The Local Committee will comply with all policies of the Trustees communicated to the Local Committee from time to time.
- The Trustees and all members of the Local Committee have a duty to act independently and not as agents of those who may have appointed them and will act with integrity, objectivity and honesty in the best interests of the Company and the Academy and shall be open about decisions and be prepared to justify those decisions except in so far as any matter may be considered confidential.

- The Local Committee will review its policies and practices on a regular basis, having regard to recommendations made by the Trustees from time to time, in order to ensure that the governance of the Academy is best able to adapt to the changing political and legal environment.
- The Local Committee shall provide such data and information regarding the business of the Academy and the pupils attending the Academy as the Trustees may require from time to time.
- Local Committee members will undertake mandatory training, upon induction, annually and as & when required.
- Committee Members will annually complete/update their declarations of interest on Governor Hub

7. EFFECTIVE DATE

These Terms of Reference shall remain effective and will be reviewed annually on such date as determined by the Trustees approval.

8. DISQUALIFICATION OF MEMBERS OF THE LOCAL COMMITTEE

As Local Committee Members are subject to the following disqualifications which prevent them from holding or continuing to hold office:

- They are under the age of 18:
- They have failed to attend meetings within an academic year without apologies being accepted by the trustees
- They are subject to a bankruptcy restriction; interim bankruptcy restriction order; a debt relief restrictions order; an interim debt relief restrictions order; or they have been declared bankrupt and/or their estate has been repossessed for the benefit of creditors and the declaration or seizure has not been discharged, annulled or reduced
- They have been disqualified as a company director or failed to make a payment under a county court administration order
- They have been disqualified as a charity trustee; found to be unsuitable by the Secretary of State; or ceases to be a trustee under any provision in the Companies Act 2006
- They have been removed as a charity trustee on the ground of misconduct or mismanagement
- They have been convicted of any criminal offence except for those 'spent' under the Rehabilitation of Offenders Act 1974, or those for which the maximum sentence is a fine or lesser sentence unless they have been convicted of an offence outlined in Section 178 of the Companies Act 2011
- They have not provided an enhanced Disclosure and Barring Service (DBS) check to the Chair; or where they have, the Chair, chief executive officer or principal or Secretary of State determines that their unsuitability to work with children renders them disqualified
- They become incapable by reason of illness or injury of managing or administering their own affairs.

Date Approved by The Board of Trustees	9th July 2026
Effective period	1st September 2026 – 31st August 2027
Reviewer	S McGowan
Date of Review	July 26
Next Review Due	July 27