

UKAT Sixth Form Local Advisory Board Terms of Reference

Person responsible for this document:	
Governance Officer	
Reviewed by:	Date:
Sixth Form Local Advisory Board	November 2022
Approved by:	Date:
The Trust Board	
Cycle of Review:	Yearly
Next Review Date:	September 2023

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1. Introduction

- 1.1 The University of Kent Academies Trust (the “Trust”) is governed by a Board of Trustees (the “Trustees”) who are accountable to the Department for Education and have overall responsibility and ultimate decision-making authority for all the work of the Trust, including the establishing and running of the academies operated by the Trust.
- 1.2 The following academies are currently operated by the Trust:
 - Brompton Academy
 - Chatham Grammar(each one known as the “Academy” or collectively the “academies”).
- 1.3 In order to assist with the discharge of their responsibilities, the Trustees have established a Local Advisory Board for the UKAT Sixth Form (SF LAB) who’s brief is to review and challenge the performance at the working level in each Academy.
- 1.4 The Trustees may review these Terms of Reference at any time but shall review them at least annually.
- 1.5 These Terms of Reference may only be amended by the Board of Trustees.
- 1.6 A copy of the Trust governance structure is included in Annex 4.

2. Constitution and Membership of the LGBs

- 2.1 Members of the LAB shall be known as “Governors”.
- 2.2 The Trustees have the right to appoint such persons to the LAB as they shall determine from time to time.
- 2.3 The composition of the LAB shall be as follows:
 - 1 Trustee (known as a UKAT Sixth Form Link Trustee)
 - 1 Governor from each Academy (known as a UKAT Sixth Form Link Governor)
 - Vice Principal – Post-16
- 2.4 The procedure for the appointment and the removal of Trustees and Governors shall be as set out in Annex 1.

3. Meetings

- 3.1 The LAB shall meet 3 times per year.
- 3.2 Meetings of the LAB shall be convened by the Governance Officer to the LAB, who shall send the Trustees and Governors written notice of the meeting and a copy of the agenda at least seven clear days in advance of the meeting. Where there are matters demanding urgent consideration, the Chair or, in their absence, the Chair of the Trust Board, may waive the need for seven days’ notice of the meeting and substitute such notice as they think fit.

- 3.3 Any Governor shall be able to participate in meetings of the Governors by telephone or video conference provided that they have given reasonable notice to the Governance Officer of the LAB and that the Governors have access to the appropriate equipment.
- 3.4 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 or any defect in the election, appointment or nomination of any person serving on the LAB.

4. Relationship between the Trust Board and LAB

- 4.1 The LAB shall in carrying out its role:
- 4.1.1 promote high standards and aim to ensure that students are attending a successful Academy which provides them with a good education and supports their well-being.
 - 4.1.2 be responsible to the Trustees for its actions and follow the expectations of Governors as laid down by the Trustees in these Terms of Reference.
 - 4.1.3 have oversight and monitor the following within the UKAT Sixth Form:
 - Quality of education, including achievement of students and standards of teaching
 - Curriculum offer
 - Marketing
 - Post-16 destination outcomes
 - Student interventions and impact
 - Student wellbeing
 - Student recruitment and retention
 - Staff recruitment and retention
 - CPD and appropriate training
 - Projects and partnerships
 - Community and Identity
 - Support for SEND students
 - 4.1.4 aim to establish that it is competent, accountable, independent and diverse that promotes best practice in governance.
 - 4.1.5 aim to ensure that its Governors promote and uphold high standards of conduct, probity and ethics.
- 4.2 The Trustees shall support the work of the LAB by:
- 4.2.1 setting a clear strategic Vision to allow the LAB to set and achieve its own aims and objectives within the overarching Vision.
 - 4.2.2 ensuring that systems are put in place to allow the Governors to be presented with timely and good data to allow the LAB to analyse the UKAT Sixth Form performance in order to support and challenge the Principal and the Senior Leadership Team of the Sixth Form; and
 - 4.2.3 ensuring that the Governors have access to high quality training.
- 4.3 The Trustees may vary the matters delegated where:
- 4.3.1 the LAB act outside its delegated powers and limitations.
 - 4.3.2 the LAB are in breach of these Terms of Reference.

5. Delegated Powers

General principles

- 5.1 In the exercise of its delegated powers and functions, the Trustees and Governors of the LAB shall:
- 5.1.3 review its own policies and practices on a regular basis, in view of any advice or recommendations made by the Trustees.
 - 5.1.4 work closely with the Trustees and act with integrity, objectivity and honesty in the best interests of the Trust and the UKAT Sixth Form.
 - 5.1.5 be open about decisions and be prepared to justify those decisions.
 - 5.1.6 keep confidential all information of a confidential nature obtained by them relating to the UKAT Sixth Form and the Trust
- 5.2 Governors shall be expected to report to the Trust against Key Performance Indicators (KPIs), which have been set for the UKAT Sixth Form and provide such data and information regarding the business of the Sixth Form and the students attending the Sixth Form as the Trustees may require from time to time.
- 5.3 Annex 3 may be reviewed by the Trustees at any time but shall be reviewed at least annually. Trustees reserve the right to remove or alter any delegation at any time, whilst having due regard to, but not being bound by, the views of the LGB.

6. Purpose of the LAB

Scope of Responsibilities

The Trust Board has delegated to the LAB the following powers and functions:

- 6.1 **In relation to the Academy's curriculum offering, standards and development, to:**
- a) Review relevant data and information
 - b) Challenge performance of subjects and individual students
 - c) Recommend to Local Governing Boards actions and approaches
 - d) Monitor progress

7. Appointment and removal of Chair

- 7.1 The Chair of the LAB shall be appointed by the Trustees and may be removed from office by the Trustees at any time.
- 7.2 The term of office of the Chair shall be determined by the Trustees.
- 7.3 Where the Chair is absent from any meeting or there is at the time a vacancy in the office of the Chair, the group shall elect a Chair for the purposes of that meeting.

8. Quorum

- 8.1 The LAB Chair must get approval on any decision required by the LAB from the Trust Board.

9. Conflicts of Interest

- 9.1 Any Governor who has or may have any direct or indirect duty or personal interest (including but not limited to any Personal Financial Interest (as defined below) which conflicts or may conflict with their duties as a Trustee or Governor of the LAB shall disclose that fact to the LAB as soon as they become aware of it. A person must absent themselves from any discussions of the LAB in which it is possible that a conflict will arise between their duty to act solely in the interests of the UKAT Sixth Form and any duty or personal interest (including but not limited to any Personal Financial Interest).
- 9.2 A Governor of the LAB has a Personal Financial Interest if they, or any child, stepchild, parent, grandchild, grandparent, brother, sister or spouse of the Governor or any person living with the Governor as their partner, is in the employment of the Trust or is in receipt of remuneration or the provision of any other benefit directly from the Trust or in some other way is linked to the Trust or the Academy.

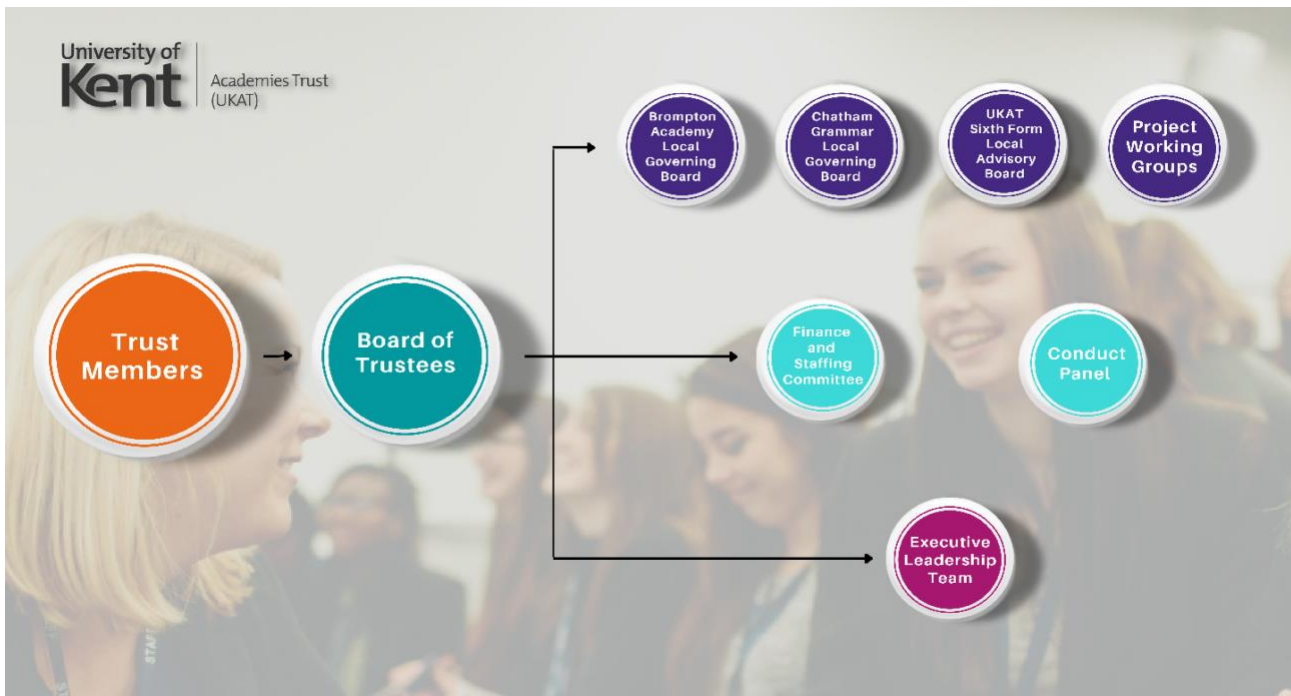
10. Minutes of meetings

- 10.1 At every meeting of the LAB the minutes of the last meeting shall be taken as the first agenda item after any apologies and, if agreed to be accurate, shall be signed as a true record.
- 10.2 Any confidential items should be minuted separately and agreed under a separate item of business.
- 10.3 The Governance Officer to the LAB shall ensure that a copy of the agenda for every meeting of the Trustees and Governors, the draft minutes of every such meeting (if they have been approved by the Chair of that meeting), the signed minutes of every such meeting and any report, document or other paper considered at any such meeting are, as soon as is reasonably practicable, made available to the Company Secretary of the Trust.

11. Assurance Report

- 11.1 The Chair of the LAB must complete a Chairs Assurance Report and forward to the Governance Officer who will share with the Trust Board.

12. Governance Structure



Adopted by resolution of the Trust Board – (dated)

Approved By: The Trust Board

Date: 18th July 2023

Date of next review: July 2024