

## MacIntyre Wingrave School

### Local Advisory Board – Terms of Reference

#### Overview

MacIntyre School, Wingrave is a critical part of the children and young people's division of MacIntyre Charity. The balance we seek is for the wider charity to provide the governance oversight and resource required to ensure that the school is an outstanding provision for children and their families while at the same time contributing to the ideology, learning and skill set of the wider charity.

This will be achieved by ensuring that the school is led well by the senior management team (SMT), supported by the executive director team and support service functions and that governance representative provide the right level of support, challenge and scrutiny.

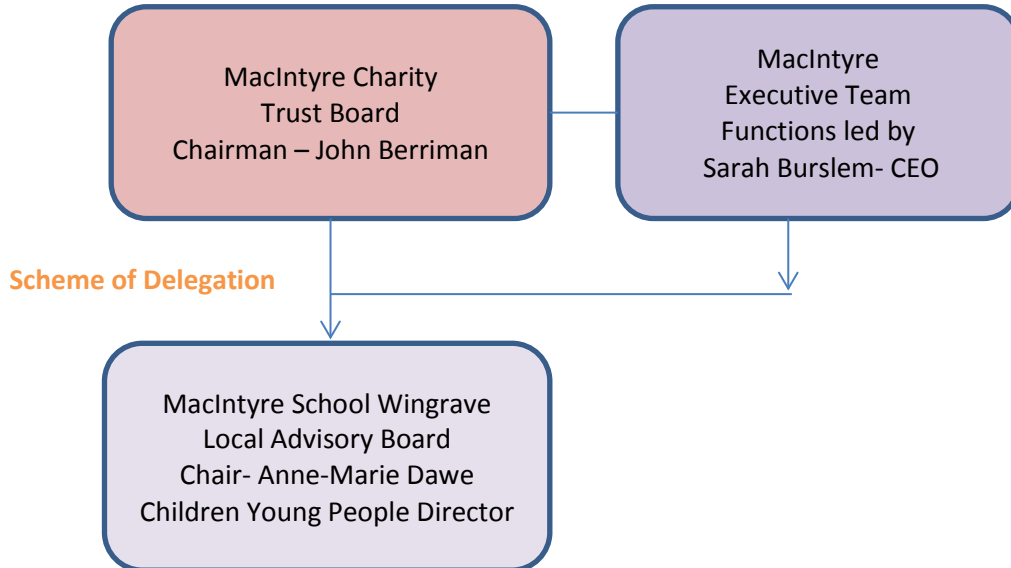
MacIntyre Trustees have overall responsibility and ultimate decision making authority for all the work of the Charity, including the running of MacIntyre School, Wingrave. This is largely exercised through strategic planning and the setting of policy. It is managed through business planning, monitoring of budgets, performance management, the setting of standards and the implementation of quality management processes. The Trustees have the power to direct change where required.

MacIntyre Trustees have delegated authority for the running aspects of its school to a School Local Advisory Board, (SQB) who in turn also fulfils a largely strategic role in the conduct of the school, further delegating authority to a Principal and Senior Leadership Team (SLT) who are responsible for the internal organisation, management and control of the school on a day to day basis.

Members of the School Local Advisory Board have the only powers and responsibilities that are delegated to them by MacIntyre Trustees, which are formalised in a **Scheme of Delegation**, and also summarised in the **at a Glance Terms of Reference** (responsibilities).

The school Local Advisory Board will be chaired by the Director of the Children and Young People division and attended by the School Senior Leadership Team (representing both the education and care provision), a family representative, a community representative, the School Improvement Partner, and where possible representation from our commissioners. From time to time as the agenda dictates we will invite school expert practitioners such as Head of therapy, teachers, behaviour support practitioners, learning and development practitioners etc.

**MacIntyre School governance structure is illustrated below:**



### **Local Advisory Board Members**

MacIntyre Trustees require all appointed Local Advisory Board members to have:

- Commitment to MacIntyre School, Wingrave and a willingness to support the values and aims of MacIntyre as a whole;
- The skills required to contribute to effective governance and the success of the School;
- The inquisitiveness to question and analyse;
- A willingness to learn;
- A willingness to devote the necessary time and effort to the School's business including reading papers, attending meetings and attending training sessions and other relevant events;
- An understanding and acceptance of the duties and responsibilities set out in the Scheme of Delegation;
- Effective communication skills and a willingness to ensure effective communication between the Local Advisory Board and MacIntyre Trust Board;
- An ability to hold others to account for their professional practice;
- Good independent judgement;
- Experience of schools (as a former Governor, a parent, a member of staff for example).

Members of the Local Advisory Board need to take a full and active role in fulfilling the role assigned to them. This will include regular visits to the School.

### **Responsibilities of the Local Advisory Board**

Members of the Local Advisory Board play a key role in supporting MacIntyre Trustees to fulfil their regulatory duties. The Local Advisory Board exercises the powers and

responsibilities delegated to them by MacIntyre Trustees. Details of these powers and responsibilities are set out in the Scheme of Delegation.

The '**At a glance**' document (attached) provides a simple breakdown of the relative responsibilities of MacIntyre Trust Board and the School Local Advisory Board. The School Local Advisory Board is vitally important in ensuring the good governance of the School, and is constituted to provide local scrutiny and challenge for the Principal.

Members of the Local Advisory Board have the following duties:

- Ensuring good governance of the School, complying with the agreed level of delegation and reporting accordingly;
- Representing the school vision and aims in accordance with MacIntyre's vision and principles whilst ensuring the school's aims and objectives are relevant to the children and young people's needs;
- Supporting the Principal and senior leadership of the School whilst being a critical friend;
- Monitoring the achievement, quality of teaching and behaviour and safety within the School;
- Monitoring the School's finances
- Engagement with the School's key stakeholders e.g. parents/carers, pupils and staff
- Establishing and reviewing school level policies and procedures for approval by MacIntyre Executive Teams and CEO;
- Providing feedback to MacIntyre Trust Board on the effectiveness of the School's policies;

This means that members of the Local Advisory Board will monitor:

- Educational offering
- Care offering
- School improvement plan implementation
- Attainment and progress reports, including pupil premium
- Local community activities and relationships and relationships with all local stakeholders
- Other locally co-ordinated activities and forums

Particular focus, scrutiny and challenge will be given to:

- Implementation of MacIntyre School's Safeguarding Policy incorporating local LA procedures
- Implementation of the School Improvement Plan and school curriculum
- Annual review of staffing structure for efficiency and affordability
- Annual preparation of budgetary recommendations to MacIntyre Trustees
- Monthly budget expenditure
- Recruitment, induction, on-going training and well-being of staff team in accordance with MacIntyre policies
- Staff matters adhering to MacIntyre HR policies
- School marketing and PR

## Local Advisory Board Meetings

The table below outlines the frequency and purpose of governance meetings:

	Frequency of Meeting	Role of Body	Personnel
MacIntyre Trustee Board	5 to 6 times per year	Legal Accountability	MacIntyre Trustees CEO Executive Directors (including Chair of Local Advisory Board)
<b>MacIntyre School Local Advisory Board</b>	<b>4 times per year</b>	<b>Local scrutiny and challenge</b>	<b>Principal (ex –officio) Chair of Local Advisory Board Parents reps Staff reps Community reps MacIntyre Trustees and CEO can attend</b>
Audit and Risks Committees	3 times per year	Assurance and Monitoring	MacIntyre Trustees CEO Local Advisory Board Report via MacIntyre Risk Review scheduled on termly basis
Commercial Review	3 times per year	Financial Scrutiny	CEO Executive Directors School Principal

### Ways of working

Meetings are held 4 times a year. They are called by at least fourteen clear days' notice. Attendees are given notice of the time, place and nature of the meeting. The Clerk will circulate papers to members and keep minutes of each meeting. The Local Advisory Board agenda will include these standing items:

- Apologies for Absence
- Declaration of Interests
- Matters to be Raised Under Any Other Business
- Minutes of Meeting
- Matters Arising
- Principal's Report
- Health & Safety Update
- Safeguarding Update
- Any Other Business

### **Connectivity with MacIntyre Trustee board**

The School Local Advisory Board minutes and all relevant documentation will be forwarded in a timely fashion to the CEO and the chair of the main trustee board. Any issues arising will be discussed in full at subsequent director and board meetings. The Local Advisory Board Chair/Children and Young People Director will report in full to the Board of Trustees twice a year. Representatives of the main Trustee board will visit the school at least three times a year.

### **Review**

MacIntyre Trust Board will carry out regular audits of all its governors' skills at Trust Board and Local Advisory Board level in line with the needs of the Charity, and seek to address any gaps identified. The Board is committed to challenging themselves to ensure that the organisation is designed and structured to enable the achievement of its core purpose; to improve the outcomes for children and young people.

## At a Glance – Governance Terms of Reference (Responsibilities) - MacIntyre School Wingrave

MacIntyre Charity Responsibilities (Trust Board and/or Exec Team)	School Local Advisory Board (SQB) Responsibilities
<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>Development of core MacIntyre Vision, Strategy and Principles</li> <li>Determining level of delegation to School Local Advisory Board</li> </ul> <p><b>Strategic Management</b></p> <ul style="list-style-type: none"> <li>Recruitment of School Principal</li> <li>Performance management of Principal (with involvement of SQB Chair and School Improvement Partner)</li> <li>School Improvement Plan sign off and target setting</li> <li>Approval of school plan for meeting Pupil Premium expectations</li> <li>Approval of Key School Policies eg School's Safeguarding Policy and regular audit of effectiveness of local procedures</li> <li>Approval of MacIntyre HR, employment contracts and policies and audit of safer recruitment practices including single central record checks</li> <li>Assurance of staff well-being, personal development opportunities, equality and diversity</li> <li>Investment in/development of MacIntyre wide talent management and leadership training</li> <li>Approval of individual MacIntyre services budgets</li> <li>Approval of MacIntyre finance, procurement, planning, budgeting, reporting and administrative policies</li> <li>Statutory compliance and risk management reporting</li> </ul>	<p><b>Governance Adherence:</b></p> <ul style="list-style-type: none"> <li>Adhere to the core MacIntyre Vision, Strategic Plan and Principles</li> <li>Representing the school's vision and aims in accordance with MacIntyre's vision and principles, whilst ensuring relevance to children and young people/families' needs</li> <li>Comply with the agreed level of delegation and report accordingly</li> </ul> <p><b>Local Scrutiny and challenge of:</b></p> <ul style="list-style-type: none"> <li>Implementation of the core MacIntyre's vision and principles</li> <li>Implementation of MacIntyre School's Safeguarding Policy incorporating local Bucks LA procedures</li> <li>Implementation of the School Improvement Plan and school curriculum</li> <li>Annual review of staffing structure for efficiency and affordability</li> <li>Annual preparation of budgetary recommendations to CEO/Finance Director</li> <li>School budget expenditure</li> <li>Recruitment, induction, on-going training and wellbeing of staff team in accordance with MacIntyre policies</li> <li>Local staff matters adhering to MacIntyre HR Policies</li> <li>Local school marketing and PR</li> </ul> <p><b>Report to MacIntyre Trust Board on:-</b></p> <ul style="list-style-type: none"> <li>Statutory compliance and risk management (health and safety, equality, etc at local level)</li> <li>Pupil admissions, transitions in and transitions out</li> <li>Safeguarding alerts (immediately) and outcomes of procedures</li> <li>Pupil 'discipline' and exclusion in accordance with any relevant school policy</li> <li>Relationships with parents group</li> <li>Priorities for pupil premium targeted spending</li> <li>Pupil Premium provision and attainment</li> </ul> <p><b>Establishment and review of school level policies:</b></p> <ul style="list-style-type: none"> <li>Establish and review school level policies and policies for approval by CEO/Directors</li> <li>Provide feedback to MacIntyre on the effectiveness of MacIntyre policies (non-school specific)</li> </ul>

<b>Education and Care Plan Oversight</b> <ul style="list-style-type: none"><li>▪ Approval of MacIntyre School's vision and educational and care model</li><li>▪ Support for implementation of school improvement plan directly and through provision for school improvement partners and other specialists</li><li>▪ Monitoring of school performance through SIP, QA Policy and implementation</li><li>▪ Co-ordination of peer support and cross working between MacIntyre Divisions (Adult, No Limits) and MacIntyre Academies</li></ul>	<b>Monitoring of:</b> <ul style="list-style-type: none"><li>▪ Educational and care offering</li><li>▪ School Improvement Plan Implementation</li><li>▪ Attainment and progress report, including Pupil Premium</li><li>▪ Local community activities and relationships with all local stakeholders</li><li>▪ Other locally co-ordinated activities and forum</li></ul>
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