

TERMS OF REFERENCE
LOCAL COMMUNITY COMMITTEES

1. Values and Principles

- 1.1 Local Community Committees of Windsor Academy Trust (WAT) will at all times:
- Observe the highest standards of impartiality, integrity and objectivity in relation to the governance of WAT;
 - Be accountable to the Board of Directors, its stakeholders and regulatory bodies for its activities;
 - Act in accordance with the Trust's Governance Principles and Scheme of Delegation;
 - Respect the important, confidential and sensitive nature of its work.

2. Powers, responsibilities and functions of the Local Community Committee

- 2.1 The Committee's powers and functions are those delegated to it by the Board of Directors, as shown in the Trust's Scheme of Delegation.
- 2.2 In general terms, the LCC will support schools to work collaboratively with their local communities, fostering a symbiotic relationship between the school and community and undertake the stewardship of:
- Supporting and strengthening relations and deepening understanding of the school's local context and community need.
 - Supporting effective implementation of policies, sharing local knowledge and providing school-based evidence of the impact of decision making.
 - Celebrating success within the WAT family of schools.
 - Communicating any relevant actions and local issues to the Board of Directors as required.
- 2.3 In relation to considering the reinstatement of excluded students/pupils the Board of Directors delegates this function to the LCC. The LCC further delegates these powers to the Resolutions Team to act on their behalf.

3. Accountability of the Local Community Committee

- 3.1 The LCC is accountable to the Board of Directors and reflects the Board's wider accountabilities.
- 3.2 Through the Board of Directors, the LCC is also accountable to:
- The beneficiaries of the Trust (student/pupils at the Academy, their parents/carers and the local community);
 - The DfE and the Secretary of State under the terms of the Funding Agreement.

4. The Business of the Local Community Committee (LCC)

- 4.1 The LCC will follow core principles which will guide and develop the implementation of effective civic action, fostering a truly symbiotic relationship between the school and its community:
- *Shared Ownership*: Everyone involved in the LCC, from the Chair to LCC representatives, shares responsibility for the success of the school's civic action plan.
 - *Community-centric*: The civic action plan must genuinely reflect the needs, strengths and aspirations of the local community, ensuring mutual benefit.

- *CoLLCCorative Dialogue*: Open and respectful communication is paramount, encouraging diverse perspectives and co-creation of solutions.
- *Strategic Alignment*: Civic actions should align with both the school's improvement goals and the broader Windsor Academy Trust strategy.
- *Impact-driven*: Focus on tangible outputs, outcomes and measurable impact, with regular review and adaptation to ensure effectiveness.
- *Empowerment*: The LCC serves as a platform to empower the Civic Lead and leverage the unique contributions of all representatives.

4.4 In carrying out its work, the LCC will follow the Seven Principles of Public Life set out by the Committee on Standards in Public Life (referred to as the Nolan Principles and set out in Appendix 1), and will comply with:

- [The Articles of Association](#)
- [The DfE Academy Trust Governance Guide](#)
- [The Academy Trust Governance Code](#)
- [The Academy Trust Handbook](#)
- These terms of reference
- The Scheme of Delegation
- The Conflicts of Interest Policy
- The Code of Conduct for Local Advisory Bodies
- All other relevant policies of the Trust

4.5 LCC shall have regard to the framework for inspecting schools in England under section 5 of the Education Act 2005 (as amended) issued by the Office for Standards in Education, Children's Services and Skills (Ofsted).

4.6 The LCC will:

- Report back to the Board of Directors after each LCC meeting;
- Undertake an annual review of the LCC's effectiveness.

5. Delegation of powers of the LCC

5.1 The Board of Directors delegates authority to hear and resolve panels and processes on its behalf to the LCCs, which further delegates this role to a team known as the "Resolutions Team".

6. The Resolutions Team

6.1 The Resolutions Team will, depending on the nature of the policy and process, provide panel members who will have delegated powers to determine the outcome of such processes, such as pupil suspensions and permanent exclusions hearings.

6.2 Resolutions Team representatives will receive annual training and refreshers in accordance with best governance practices and statutory training compliance requirements (KCSIE).

6.3 Membership to the Resolutions Team will not be time limited but all representatives will be asked to confirm their willingness to continue to serve on the Team on an annual basis in the summer term, in preparation for each academic year commencement.

7. Chair and Vice Chair of Local Community Committee

7.1 The Chair of each LCC is appointed by the Board of Directors on an annual basis.

7.2 In line with succession planning and delegated responsibility, the LCC will recommend a Chair

annually, in the summer term to the Board of Directors, in readiness and preparation for the next academic year. Further, the LCC will retain awareness of succession planning for the role of Chair.

- 7.3 The main role of the Chair is to chair meetings of the LCC and to be an effective community anchor, providing stewardship in the work of the LCC in achieving the strategic aims of the WAT family.
- 7.4 In chairing the meeting of the LCC, the Chair will be responsible for leading the committee, ensuring effective discussions and facilitating the collaborative development and oversight of the Civic Action Plan, following the key principles:
- Meeting Facilitation:
 - *Setting the Tone*: Create a welcoming and inclusive environment that encourages open dialogue and respectful collaboration.
 - *Agenda Management*: Ensure the Civic Action Plan is a key agenda item, allocating sufficient time for discussion and input.
 - *Guiding Discussion*: Chair the meeting with the Civic Action Plan in mind, guiding discussions to ensure all representatives have an opportunity to contribute.
 - *Focusing on Outcomes*: Keep discussions focused on shaping the plan, identifying actions and supporting progress.
 - Leadership and Direction:
 - *Empowering the Civic Lead*: Support the Civic Lead in presenting their plan and fielding questions, providing a supportive environment for their work.
 - *Leveraging Representative Strengths*: Encourage representatives to draw on their specific expertise and community connections to enrich the plan.
 - *Synthesising Input*: Help synthesise diverse feedback into actionable insights for the Civic Lead.
 - Oversight
 - *Ensuring Scrutiny*: Ensure that the LCC provides appropriate scrutiny of the Civic Action Plan's deliverables, holding the Headteacher and Civic Lead accountable for progress.
 - *Feedback to Board*: Ensure that the LCC's collective feedback and insights regarding the Civic Action Plan are effectively collated and provided to the WAT Board of Directors via the LCC Link.
 - *Action Tracking*: Assure identified actions related to the Civic Action Plan are recorded and progress is tracked.
- 7.5 The Chair has no special powers or rights over any other representative. If the Chair is to carry out certain specific functions then these must be expressly delegated to him or her by the Board of Directors.
- 7.6 It is recognised that periodic changes to the Chair can be beneficial and the Board therefore expects that neither the Chair nor Vice chair will hold the same role for more than six years.
- 7.7 The Board of Directors will develop succession plans and invest in the development of Representatives to prepare them for the role of Chair.

7.8 The Board of Directors may remove from office the Chair or any appointed Advisers.

8 Meetings of the LCC

- 8.1 There will be a minimum of three meetings of the LCC each academic year. Meetings will take place at times set by the LCC within the parameters set down by the Board of Directors, to enable timely communication and coordination.
- 8.2 The quorum for meetings will be three LCC members.
- 8.3 The agenda for each LCC meeting each term will be set with the Head of Governance, Board of Directors Governance Link and Headteacher, in line with the civic action planning and school priorities.
- 8.4 Dates for meetings should be advised to members of the LCC as far ahead as possible, and no less than seven days before a proposed meeting. Agendas should be issued at least five school days before the meeting date, accompanied by relevant documentation to support effective contributions and working at meetings.
- 8.5 Meetings will not be formally minuted but an action note will be produced with an update to the Board of Directors to ensure two-way communication in line with the areas of remit and responsibility of the LCC.
- 8.6 LCC representatives may claim reasonable expenses in line with the WAT Travel, Subsistence & Expenses Policy.

9 Risk Management

- 9.1 The Trust's statements of recommended practice ("the SORP") set out requirements for reporting on the risks to a charity, and the Trust Board will wish to ensure that risks are identified, and managed and mitigated as appropriate
- 9.2 The LCC must therefore be alert to potential risks and advise the Board of Directors of major risks that apply to the Academy, with advice on how these may be mitigated.

10 The Management of Conflicts of Interest

- 10.1 The LCC must at all times act in the best interests of the Academy and of the Trust as a whole.
- 10.2 The Trust's Articles of Association require members of LCCs to declare their interests annually, and update the declaration as required. And, in the case of any conflict of interest, a LCC member must:
- Declare the nature and extent of any interest in any matter relating to the Trust;
 - Avoid any conflict of interest between that interest and the interests of the Trust.
- 10.3 Further details are set out in the Trust's Conflicts of Interest Policy with which LCC members are obliged to comply.

11 Membership of the Local Community Committee

- 11.1 The LCC will be constituted as follows, with no maximum membership limit.
- Headteacher - Ex-officio
 - Civic Lead - Ex-officio
 - 2 x parents, as required by the Trust's Articles of Association. The LCC will be required to hold an open election for parent vacancies.
 - Healthcare Civic Partner
 - Other Civic Partners (e.g., faith groups, local clubs).

- 11.2 Parent members of the LCC are encouraged to bring the perspective of a parent but must appreciate that they are appointed in a personal capacity and not as a representative of the parent body.
- 11.3 In appointing a parent member of the LCC, the Board shall appoint a person who is the parent or legal guardian of a registered pupil at the Academy at the time when he or she is appointed or, where it is not reasonably practical to do so, a person who is the parent of a child of compulsory school age.
- 11.4 The Articles of Association make the Trust Board responsible for ensuring that members of the LCC are not disqualified from taking this role. Those disqualified from becoming members of the LCC include those:
- who are disqualified as a company director or charity trustee
 - who are aged under 18 at the date of his/her election or appointment
 - who are current pupils of any of the Academies in the trust
 - who are incapable by reason of mental disorder, illness or injury of managing or administering his or her own affairs
 - who are absent without the permission of the LCCs from all their meetings held within a period of six months and the Trust Board resolves that his office be vacated
 - Whose estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or is the subject of a bankruptcy restrictions order or an interim order
 - subject to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)
 - convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 72 of the Charities Act 1993
 - included in the list kept by the Secretary of State under section 1 of the Protection of Children Act 1999; or is (b) disqualified from working with children in accordance with Section 35 of the Criminal Justice and Court Services Act 2000; or (c) barred from regulated activity relating to children (within the meaning of section 3(2) of the Safeguarding Vulnerable Groups Act 2006).
- 11.5 Where a person becomes disqualified from holding, or continuing to hold office as a local representative and they are, or is proposed, to become a LCC-member, he or she shall upon becoming so disqualified give written notice of that fact to the Head of Governance.
- 11.6 The Trust Board will ensure that there is a system in place which ensures that all relevant checks, including an enhanced DBS check, are completed before a LCC member takes up position.
- 11.7 It is the duty of a new LCC member to ensure that they are familiar with the Objects of the Trust; its history and ethos and the nature and extent of its activities; and the content of the Trust's Articles of Association.
- 11.8 The Directors shall provide each new LCC member with:
- the Academy Trust's Articles of Association
 - these terms of reference
 - the Scheme of Delegation
 - the Code of Conduct for Members of LCCs
 - the Conflicts of Interest Policy
 - all other relevant policies.

11.9 Members of LCCs are required to sign the WAT LCC Member Declaration within two weeks of appointment, and within two weeks of any agreed revised Declaration.

12 Training and Development of Members of LCCs

12.1 Representatives of the LCC will receive appropriate training in line with statutory responsibility and in line with the WAT strategy (civic responsibility) and will declare annually their understanding in relation to Keeping Children Safe in Education.