



Rainbow Education Multi-Academy Trust

Terms of Reference

Local Academy Council

DOCUMENT CONTROL

Version Number	Author	Approved by	Date of Approval	Implementation Date	Next review Date	Summary of changes
v1	Executive Leadership Team	Trustees	Sept 2025	Sept 25/26	Summer 25/26	
v2	Governance Professional			Sept 26/27	Summer 26/27	• Document control table has been added • Introduction & Purpose sections added • Constitution & Membership sections combined • Role, Core Actions & Authority sections have been combined • LAC Annual plan and information on the application of Chairs Actions has been added to Proceedings of meetings • A new section on Governance support has been added • Clearer guidance on training has been added to the Induction & training section • Page numbers added

INTRODUCTION

These Terms of Reference are established by the Trust Board under the overarching authority of the Rainbow Education Multi Academy Trust Articles of Association.

While this document uses operational language to reflect daily school life, all roles, tiers and entities defined herein correspond directly to the formal legal terms used within the Trust's constitutional Articles of Association. For the purposes of interpretation, the following operational terms map directly to their legal equivalents in the Articles:

- "School(s)" refers directly to an "Academy" or "Academies" as established and defined within the Articles of Association.
- "Trust Board" or "Trustees" refers directly to the "Directors" of the Multi-Academy Trust.
- "Local Academy Council(s) (LAC(s))" refers directly to the local "Committees" appointed by the Directors under Article 105 to exercise delegated local governance functions.

In the event of any unintentional ambiguity or conflict between these Terms of Reference and the Articles of Association, the Articles of Association shall take absolute legal precedence.

PURPOSE

The Local Academy Council is a committee of the Board of Trustees. Its purpose is to provide focused, local-level governance that champions the unique identity of the school while operating seamlessly within the Multi-Academy Trust. They focus on monitoring and local assurance, ensuring that the school delivers an exceptional education, remains deeply connected to its local context and lives out the Trust's overarching values, focusing on Standards, Safeguarding, SEND and Stakeholder Engagement.

1. CONSTITUTION & MEMBERSHIP

1.1 Subject to the Articles of Association, the Trustees shall appoint separate committees to be known as Local Academy Councils for each school.

1.2 The Local Academy Council shall consist of:

- At least 2 elected parent representatives.
- Between 3 and 6 co-opted members.
- 2 staff members (including the Headteacher, ex-officio).
- At least 25% Foundation members (if a faith school).

1.3 The Local Academy Council will elect a Chair and Vice-Chair annually. Staff members are not eligible for these roles.

2. ROLE, CORE ACTIONS & AUTHORITY OF THE LOCAL ACADEMY COUNCIL

2.1 As a part of Rainbow Education Multi-Academy Trust, the governance is shared between the Trust Board and the Local Academy Council of each school. The role of the Local Academy Councils will serve as the single local advisory body squarely focused on providing insight into the experiences of pupils, parents, staff and the wider community.

2.2 The Local Academy Council will have duties delegated to them as per the Scheme of Delegation and it will be the responsibility of the board of Trustees to ensure that they are exercising these functions in line with the relevant duties.

- **Standards:** Help the school to set high standards by planning for the school's future and setting targets for school improvement.
- **Stakeholders:** Help the school respond to the needs of parents and the community and ensure the school is accountable to the public for what it does.
- **Safeguarding:** Safeguarding and promoting the mental, emotional and physical welfare of children in line with Trust strategic plans reflecting

safeguarding legislation, regulations specific to activities, statutory guidance, and the safeguarding expectations of the Charities Commission.

- **SEND, Inclusion & Disadvantaged Pupils:** Developing and maintaining an awareness of special educational needs provision in the school and supporting the implementation of the school's Special Educational Needs Policy.

2.3 CORE ACTIONS:

- Ensure that their membership is adequate to perform the roles assigned within this Scheme of Delegation and that members of the LAC are appropriately trained for their roles.
- Adopt and abide by the Trust Governance Code of Conduct including preparing for and attending all LAC meetings where possible. If they cannot attend, they will give suitable notice to the governance professional and explain their valid reason (see clause 5 of the Governance Code of Conduct [insert link]).
- LACs can sit on panels to consider decisions (if appropriate) and as stipulated in Trust policies with regard to admissions, exclusions, complaints and staff grievances and disciplinaries.
- LACs will appoint a lead member as a link role, to understand, oversee, monitor and develop a particular area of responsibility within a school.
- LACs will engage proactively with Trustees and/or the Trust leaders to ensure that Trust-wide activity is informed by their own work.
- LACs will monitor school specific risks along with procedures and controls for managing risk.

- LACs will support the schools by contributing to Ofsted inspection processes as the representatives of governance.
- LACs will support the schools by engaging with local and Trust-wide development activities.
- The Local Academy Council shall agree on strategic principles (working with the Senior Leadership team) to ensure these principles are reflected in the operational plans.
- The Local Academy Council shall review, contribute to and monitor the implementation of the school development plan, ensuring there is focus on disadvantaged and SEND children and aligns with the Trust's strategic objectives.
- The Local Academy Council shall monitor the local implementation and impact of school-specific policies, ensuring they align with Trust priorities.
- The Local Academy Council shall support and challenge the Headteacher and Senior Leadership Team on progress and outcomes.
- The Local Academy Council shall maintain close attention on foundational areas such as attendance and behaviour.
- The Local Academy Council shall ensure the school complies with Child Protection and Safeguarding legislation and procedures.
- The Local Academy Council shall be available to support operational items, such as the review of a permanent exclusion.

3. AUTHORITY

- The Local Academy Council is authorised by the Trust Board to:
 - carry on any activity authorised by these terms of reference; and

- seek any appropriate information that it requires from any officer of the Trust and all officers shall be directed to co-operate with any request made.

4. PROCEEDINGS OF LAC MEETINGS

4.1 The LAC will meet as per the following annual plan:

- Autumn 1 (Sept): Annual review meeting (Headteacher, Chair, Governance Professional).
- Autumn 1 (Before Oct Half Term): LAC Meeting focused on Governance Setup, Compliance and Summer Outcomes/SDP review.
- Autumn 2 (January/February): Stakeholder Engagement meeting/school visits focusing heavily on the 4S' framework.
- Spring (Before May Half Term): Link LAC monitoring visits (SEND, Safeguarding, Curriculum) and feeding back to the Headteacher.
- Summer (Before End of July): LAC Meeting focused on SDP Review, Year-End Impact (SEND/Safeguarding) and Board Self-Evaluation.

4.2 Any two LAC members can request that the Chair convene a meeting by giving no less than 14 days prior notice.

4.3 The agenda for meetings will be agreed in advance by the Chair, Headteacher and Governance Professional and papers will be circulated at least seven clear days in advance of the meeting.

4.4 The Chair and Governance Professional shall ensure that a clerk is provided to take minutes at meetings of the Local Academy Council.

4.5 The Committee may invite attendance at meetings from persons who are not LACs or to assist or advise on a particular matter or range of issues. Such persons may speak with the permission of the Chair but shall not be entitled to vote.

4.6 According to the Trust's Articles of Association, the quorum for a meeting of the Local Academy Council, and any vote on any matter thereat, shall be any three LAC,

or, where greater, any one third (rounded up to a whole number) of the total number of LACs holding office at the date of the meeting.

4.7 Every matter to be decided at a meeting must be determined by a majority of the votes of the members present and voting on the matter.

4.8 Each LAC member present in person shall be entitled to one vote. Where there is an equal division of votes the Chair shall have a casting vote.

4.9 Any LAC shall be able to participate in meetings by telephone or by any suitable electronic means agreed by the Chair and by which all those participating in the meeting are able to communicate with all other participants.

4.10 A person participating by telephone or other communication shall be deemed to be present in person at the meeting and shall be counted in a quorum and entitled to vote. Such a meeting shall be deemed to take place where the largest group of those participating is assembled or, if there is no group which is larger than any other group, where the Chair of the meeting is located at that time.

4.11 A register of attendance shall be kept for each Local Academy Council meeting and published annually.

4.12 In the absence of the Chair, the Vice-Chair may act, but only if a delay would be seriously detrimental to the school, a pupil, or staff. Any such action must be immediately reported to the CEO and GP, and ratified at the next meeting.

5. GOVERNANCE SUPPORT

5.1 The Governance Professional will provide independent advice on regulatory compliance, statutory duties, the Academy Trust Handbook and the Trust's constitutional framework.

5.2 The Governance Professional will ensure that meetings are structured, legal framework requirements are met and minutes accurately reflect the challenge and assurances provided.

6. REPORTING PROCEDURES & EVALUATION

6.1 Within 28 days of each meeting the Local Academy Council will:

- produce and agree minutes of its meetings;
- provide a summary document identifying (i) decisions made, (ii) recommendations to the Trust Board, (iii) any items for the information of the Trust Board and (iv) items for further discussion by the Trust Board (if required).

6.2 The Local Academy Council shall conduct an annual review of its work and these terms of reference and shall report the outcome and make recommendations to the Trust Board.

7. INDUCTION & TRAINING

7.1 Induction will be supported by the Governance Professional and Headteachers. Local Academy Councillors must complete all mandatory induction and statutory training outlined in the Rainbow Education Multi-Academy Trust Recruitment Handbook and Governance Handbook for LACs and Trustees, recording completion on GovernorHub. [insert links]

7.2 For the statutory and recommended training requirements for this academic year, please refer to the [Training/Briefing document](#) for this academic year.

7.3 Training undertaken should be recorded on your profile on Governor Hub. If you require any support with accessing the training please contact your Headteacher or the Trust Governance Professional.

Schedule 2

Membership of the Local Academy Council

2026-2027

(Headteacher)

(Chair)

**Rainbow
Education**

MULTI
ACADEMY
TRUST