'In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven.'

Matthew 5:16

Responsibility, Respect and Friendship

Local Academy Committee

TERMS OF REFERENCE

2026-2027

Ratified by:	**Board of Trustees**	In consultation with:	**Senior Leadership Team**
Signed by:	L. Davies, Chair of Trustees	Date:	**8th September 2026**
Policy Date:	**Autumn Term 1 2026**	Review Date:	**Autumn Term 1 2027**
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SECTION ONE

1.1 Introduction

The Severn Federation School Trust is governed by the Board of Trustees who are accountable to the Department of 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 in the Trust.

In order to assist with the discharge of their responsibilities, the Trustees have established a Local Academy Committee for each School, with the exception of English Bicknor & Aylburton schools and Iron Acton & Hawkesbury schools, who have a federated Local Academy Committee. The Local Academy Committee shall be a committee established pursuant to Articles 100-106 (inclusive) of the Articles of Association of the Trust (the "Articles").

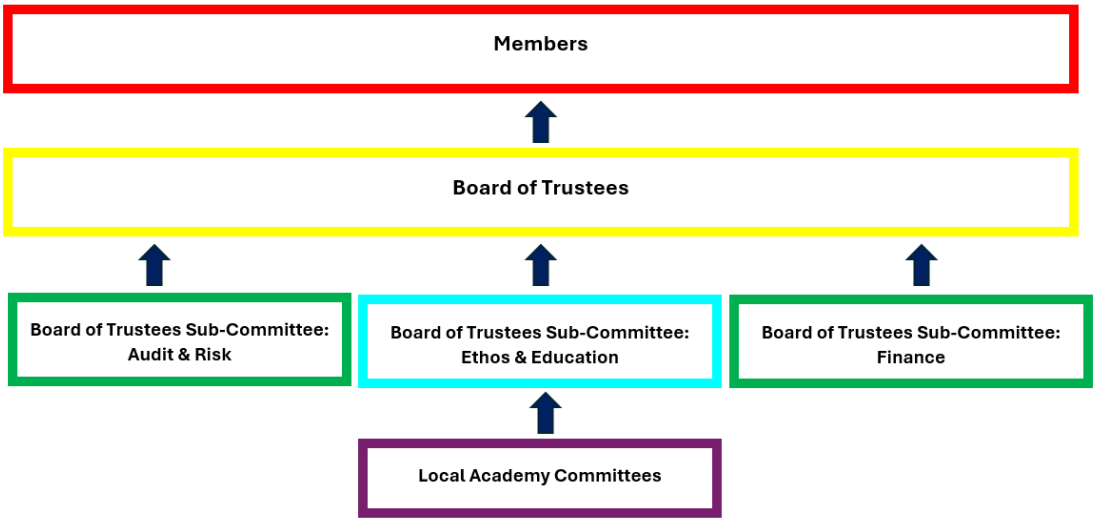
The Trustees may review these terms of reference at any time but shall review them at least annually.

These terms of reference may only be amended by the Board of Trustees.

A copy of the Trust governance structure is included in the Scheme of Delegation Key Information | Severn Federation Academy Trust (sfat.uk)

These terms of reference must be read in conjunction with the Scheme of Delegation. Where there is a conflict between the documents the Scheme of Delegation takes precedence. The Scheme of Delegation can be accessed here: Key Information | Severn Federation Academy Trust (sfat.uk)

1.1.1 Severn Federation Academy Trust Governance Structure



1.2 Constitution & Membership of the Local Academy Committee's.

Members of the Local Academy Committee's shall be known as committee members.

The Trustees have the right to appoint such persons to the Local Academy Committee's as they shall determine from time to time.

The composition of the Rangeworthy Local Academy Committee is as follows:

- The Headteacher
- One staff committee member
- Two Parent committee members
- Two Foundation committee members, appointed by the Diocese of Gloucester.
- Two Community committee members, co-opted by the committee.

The procedure for appointment and removal of committee members shall be set out in Section 2

The Trustees reserve the right power to remove local committee members from office and change the governance structure, subject to the provisions of the Articles of Association. As long as local committee members have acted honestly, for the benefit of the school, reasonably and within the law and terms of their delegated powers the local committee members cannot be held personally liable for any liabilities incurred on behalf of the company.

1.3 Relationship between the Board of Trustees and Local Academy Committee

The Local Academy Committee shall, in carrying out its role:

- Promote high standards and aim to ensure that pupils are attending a successful school which provides them with a good education and supports their wellbeing;
- Be responsible to the Trustees for its actions and follow the expectations of Committee members as laid down by this document and the Scheme of Delegation;
- Be responsible for all areas of curriculum and education standards within the school;
- Be responsible for ensuring that the religious character of the school is upheld;
- Establish that it is competent, accountable, independent and diverse, that promotes best practice in governance.
- Ensure that its committee members promote and uphold high standards of conduct, probity and ethics.

The Trustees shall support the work of the Local Academy Committee by:

- Setting a clear strategic vision to allow the Local Academy Committee to set and achieve its own objectives within the overarching vision;
- Ensuring that systems are put in place to allow the Committee members to be presented with timely and good data to allow the Local Academy Committee to analyse school performance in order to support and challenge the Headteacher and the Senior Leadership Team of the school.
- Ensuring that the Committee members have access to high quality training.

Without prejudice to the Trustees' other rights to remove any Committee member and the Trustees' rights to amend these terms of reference at any time, where the Trustees have concerns about the performance of any Local Academy Committee they may amongst other actions:

- Require the relevant Local Academy Committee to adopt and comply with a governance action plan in such form as determined by Trustees;
- Suspend or remove any or all of the matters delegated to the Local Academy Committee;

- Suspend or remove any or all of the Committee members of the relevant Local Academy Committee;

The Trustees may vary the matters delegated where:

- The Local Academy Committee act outside its delegated powers and limitations;
- The Local Academy Committee are in breach of these terms of reference;

The Trustees may remove Committee members where;

- The school is in material breach of its funding agreements;
- The Local Academy Committee is in material breach of these terms of reference or has persistently breached the terms of reference.

1.4 Delegated Powers

In the exercise of its delegated powers and functions, the governance of the Local Academy Committee:

- Ensure that the school business is conducted in accordance with the objects of the Trust, the terms of any trust governing the use of the land which is used for the purposes of the school, any agreement entered into with the Secretary of State for the funding of the school and these terms of reference;
- Promptly implement and comply with the Scheme of Delegation and any policies or procedures communicated to the Local Academy Committee by the Trustees from time to time
- Review its own policies and practices on a regular basis, in view of any advice or recommendations made by the Trustees;
- Work closely with the Trustees and act with integrity, objectivity and honesty in the best interests of the Trust and the school;
- Be open about decisions and be prepared to justify those decisions;
- Keep confidential all information of a confidential nature obtained by them relating to the school and the Trust; and
- Adopt financial prudence in managing the financial affairs of the Trust in so far as these relate to the school and are delegated to them.

Each Committee member shall be required to take part in regular self-review and is accountable for meeting his own training and development needs. It is a committee member's responsibility to consider if, and raise any concerns where, he/she feels that appropriate training and development is not being provided.

Committee members shall be expected to provide such data and information regarding the business of the school and the pupils attending the School as the Trustees may require from time to time.

The powers retained by the Trust and delegated from the Trustees to the Local Academy Committees shall be as follows:

- In respect of the sponsored or non- sponsored schools Local Academy Committee, the Scheme of Delegation sets out the powers retained by the Trust, the powers delegated to the Chief Executive Officer, Headteacher and Local Academy Committee.
- For the avoidance of doubt, where a power is not expressly delegated to the Chief Executive Officer, any Local Academy Committee or Headteacher it will be deemed to have been retained by the Board of Trustees regardless of whether it is specified in the Scheme of Delegation.
- The Scheme of Delegation 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 Local Academy Committee.

Notwithstanding the application of any provision of these terms of reference, if the Chair of the Local Academy Committee, is of the opinion that a matter of urgency exists and a delay in exercising the function would likely be seriously detrimental to the interests of the school, any pupil or their parent or a person who works at the school, then they may exercise any function of the Local Academy Committee which can be delegated to an individual after consultation with Chief Executive Officer and Headteacher.

1.5 Purpose of the Local Academy Committee

The Board of Trustees has delegated the Local Academy Committee the following powers and functions.

1.5.1 In Relation to Supporting Effective Local Governance

- To maintain a register of committee member interests, and to effectively manage any conflict of interest
- To ensure the policies listed in Section Three are in place and reviewed as per schedule.
- Ensure elected parent representation on the committee
- Appoint a named SEND committee member
- Appoint a named Safeguarding committee member
- Nominate a named Chair of Committee to the Board of Trustees on an annual basis
- Advise the Board of any necessary changes to the Terms of Reference
- Complete self-review of Local Academy Committee effectiveness
- Establish an annual Local Academy Committee Action plan
- Ensure the school website is compliant to statutory guidelines
- Ensure effective succession planning for governance roles
- To monitor safeguarding, and ensure safeguarding processes are effective

1.5.2 In relation to Vision & Strategy

- Set the individual school vision, ensuring that Church schools have a deeply rooted Christian vision
- Ensuring the Christian ethos of the Trust is reflected within the school's vision and values
- Determine school level policies as delegated by the Board of Trustees[1]
- Advise the Board of Trustees of any matter which may be necessary to add to the Trust Risk Register

1.5.3 In relation to Christian Character & Community

- To uphold the Christian character of the Trust
- To uphold the Christian character of Church schools
- To develop stakeholder partnerships across the Trust
- To develop stakeholder partnerships at school level
- In conjunction with the Headteacher, to monitor the quality, planning, delivery & assessment of Religious Education
- In conjunction with the Headteacher, to ensure that Collective Worship is compliant with the relevant school designation
- In conjunction with the Headteacher, to monitor the quality, planning, delivery & assessment of Collective Worship
- To advise in the production & monitoring of the SIAMs Self-Evaluation Form
- To monitor the implementation and review of the Religious Education policy

1.5.4 In relation to Finance & Estates

- In conjunction with the Headteacher, to monitor the school estate to ensure it is safe and well maintained
- To ensure that grants, such as Pupil Premium, are spent within the conditions of the grant, and to monitor the impact
- To monitor the Risk Assessments within the school

1.5.5 In relation to Human Resources

- Participate in interviews and advise the Chief Executive Officer/ Board of Trustees of a suitable candidate for the post of Headteacher.
- Participate in interviews and advise the Chief Executive Officer/ Board of Trustees of a suitable candidate for the post of Deputy Headteacher.

[1] The Board of Trustees may change the delegation of policy at any time

- Participate in interviews and advise the Headteacher of a suitable candidate for the appointment school level staff within the schools approved structure.
- To have an advisory role in overseeing school staff wellbeing, workload and working conditions
- To monitor school staff attendance

1.5.6 In relation to Education

- To have an advisory role in the setting and delivering of the curriculum and assessment in-line with the Trust approach
- To determine the Curriculum policy
- To have an advisory role in ensuring high standards in teaching & learning
- To advise in the planning and delivering of individual school improvement interventions and strategies
- To determine the School Behaviour policy
- To monitor the exclusions and suspensions of pupils, ensuring appropriate action has been taken to ensure exclusion is used as a last resort and pupils at risk of exclusion are appropriately supported.
- To have an advisory role in the review of the school Admissions policy
- To implement Complaints procedures as per Complaints policy
- To monitor the deliverance of EYFS stage, in-line with statutory requirements
- To monitor compliance with the SEND code of practice
- To monitor the delivery of support for Looked After Children
- To monitor pupil attendance and ensure that procedures are in place to support improving attendance
- To monitor pupil wellbeing
- To attend OFSTED and SIAMs inspections of the school
- To carry out exclusion panels & appeals in accordance with the Suspensions & Exclusions policy

SECTION 2

2.1 Appointment of Local Academy Committee members

2.1.1 The Headteacher (Ex-officio)

The Headteacher is deemed to be an ex-officio member of the Local Academy Committee by virtue of office as Headteacher of the school. If the school is being led by an Acting Headteacher, or Temporary Headteacher, the Acting or Temporary Headteacher will automatically be deemed a member of the committee until the Headteacher returns to duty.

2.1.2 Staff Committee members

The Headteacher will invite nominations from all staff employed under a contract of employment within the Severn Federation Academy Trust, whose place of work is Rangeworthy Church of England school.

Contested nominations will be resolved by the holding of a secret ballot.

All arrangements for the calling and the conduct of the election and resolution of questions as to whether any person is an eligible candidate shall be determined by the Trustees.

The Trustees may delegate the running of the election to the Headteacher.

2.1.3 Parent Committee members

Parent committee members of the Local Academy Committee shall be elected by parents of registered pupils at the school. He or she must be a parent of, or have parental/guardianship responsibility for, a pupil at the school at the time when he or she is elected.

The Trustees shall make all necessary arrangements for, and determine all other matters relating to, an election of the parent committee members. The Trustees may delegate the running of the election to the Local Academy Committee.

Where a vacancy for a parent committee member is required to be filled by election, the Headteacher shall take such steps as are reasonably practical to secure that every person who is known to them to be a parent of a registered pupil at the school is informed of the vacancy and that it is required to be filled by election, informed that he is entitled to stand as a candidate, and vote at the election, and given an opportunity to do so.

Any election of persons who are to be the parent committee members which is contested shall be held by secret ballot. The arrangements made for the election of the parent committee members shall provide for every person who is entitled to vote in the election to have an opportunity to do so by post or by having their ballot paper returned to the school office.

Where the number of parents standing for election is less than the number of vacancies, and the election will be retaken to fill the vacancy remaining. If there is no response to the second election the Local Academy Committee may appoint a person who is the parent of a registered pupil at the school or, where it is not reasonably practical to do so, a person who is the parent of a registered pupil of another school within the Severn Federation Academy Trust.

2.1.4 Co-opted Committee members

Co-opted committee members of the Local Academy Committee shall be elected by the committee. They must be: a) a person who lives or works in the community served by the school; or b) a person who, in the opinion of the committee, has the necessary skills set and is committed to the governance and success of the school.

The Committee may not appoint an employee of the Trust as a co-opted committee member.

2.1.5 Foundation Committee members

Foundation Committee members will be appointed by the Diocese of Gloucester. The Local Academy Committee or Trustees, in conjunction with the relevant PCC, may nominate a suitable candidate for this role.

All local committee members of a church school are collectively responsible for the distinctively Christian flourishing of the school. However, foundation committee members hold particular responsibilities in relation to this.

They are therefore expected to bring the following commitments, knowledge and skills to the Local Academy Committee:

- Commitment to uphold and develop the distinctively Christian character and foundation of the school, in accordance with its trust deed, ethos statement and vision, in all aspects of school life.
- Sufficient knowledge of, and value alignment with, the doctrines and practices of the Church of England to uphold the Christian distinctiveness of the school in accordance with these
- Commitment to encourage positive links between the school, parish church and the GDBE, and support the role of the clergy in the life of the school
- Commitment to support and challenge the school to ensure that all recommendations and requirements from the diocesan Education Team, acting on behalf of the GDBE, and from Statutory Inspection of Anglican and Methodist Schools (SIAMS), are considered and addressed

2.1.6 Associate Members

The Local Academy Committee can appoint Associate Members. Associate Members must have a specific role to fulfil.

Apart from the Headteacher and Staff Committee member, no other elected or appointed committee member can be employed by the Severn Federation Academy Trust.

2.2 Term of Office

2.2.1 Co-opted, Parent & Foundation Committee members

The term of office for Co-opted, Parent and Foundation Committee members shall be four years. Shorter terms of office may be assigned for Co-opted Committee members with approval of the Board of Trustees, and for Foundation Committee members with the approval of the appointing Diocese.

2.2.2 Staff Committee members

The term of office for staff Committee members shall be two years.

2.2.3 The Headteacher

The Headteacher remains a committee member until he or she ceases to work as a Headteacher at the School.

2.2.4 Associate Committee members

Associate Members have a term of one year.

2.2.5 Re-Appointments

Subject to remaining eligible to be a particular type of committee member, any person may be re-appointed or re-elected to the Local Academy Committee, by the original appointing body.

2.3 Resignation and Removal

A person serving on the Local Academy Committee shall cease to hold office if:

- They resign their office by giving notice in writing to the clerk of the Local Academy Committee;
- The Headteacher or a staff committee member cease to work at the school;
- The Trustees terminate the appointment of a committee member whose presence or conduct is deemed by the Trustees, at their sole discretion, not to be in the best interests of the Trust or the school;
- A committee member fails to attend 3 consecutive meetings without prior consent been given by the Chair of Committee

For the avoidance of doubt, a parent committee member shall not automatically cease to hold office solely by reason of their child ceasing to be a pupil at the school.

2.3.1 Disqualification of Members of the Local Academy Committee

A person shall be disqualified from serving on the Local Academy Committee if he would not be able to serve as a Director in accordance with Articles 68-80 of the Articles.

All members of a Local Academy Committee shall upon their appointment or election, and before exercising any duties as a member of the Local Academy Committee, give a written undertaking to the Directors and Members to uphold the Object of the Company. If they refuse to give such an undertaking, they shall immediately be disqualified from holding office.

All members of a Local Academy Committee appointed by the Diocese o shall on their appointment, and before exercising any duties as a member of the Local Academy Committee give a written undertaking to the Diocesan Corporate Member to uphold the designated religious character of the school which they serve as committee members. If they refuse to give such an undertaking, they shall immediately be disqualified from holding office.

2.3.2 Appointment and Removal of Chair of Committee

The Chair of the Local Academy Committee shall be nominated by the Local Academy Committee and appointed by the Trustees. The Board of Trustees reserve the right to remove from office an appointed Chair at any time.

The term of office of the Chair shall be one year. Subject to remaining eligible to be a committee member, any committee member may be re-appointed as Chair of the Local Academy Committee.

Committee members who are also employees of the Severn Federation Academy Trust are not eligible for the role of Chair of Committee.

The Chair may at any time resign his office by giving notice in writing to the Trustees. The Chair shall cease to hold office if:

- He/she ceases to serve on the Local Academy Committee;
- Are removed from office in accordance with the Trust's Articles of Association or these Terms of Reference;
- He/she is employed by the Trust whether or not at the school.

Where the Chair is absent from any meeting or there is at the time a vacancy in the office of the Chair, the Local Academy Committee shall elect one of their numbers to act as Chair for purposes of the meeting.

SECTION THREE

3.1 Proceedings of the Local Academy Committee

3.1.1 Meetings

The Local Academy Committee shall meet at least once in every term and shall hold other meetings as may be necessary.

Meetings of the Local Academy Committee shall be convened by the clerk to the Local Academy Committee, who shall send the Committee members 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 may waive the need for seven days' notice of the meeting and substitute such notice as he thinks fit.

Any Committee member shall be able to participate in meetings of the Committee members by telephone or video conference by prior arrangement; provided that reasonable notice has been provided to the Chair and Clerk of the Local Academy Committee and that the Committee members have access to the appropriate equipment.

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 Local Academy Committee.

3.1.2 Quorum

The quorum for a meeting of the Local Academy Committee, and any vote on any matter at such a meeting, will be one half of the number of members within the committee, rounded up to the nearest full number.

Any Trustee, and/or a member of the Trust Education & Business team is entitled to attend any meetings of the Local Academy Committee.

3.1.3 Voting

Every matter to be decided at a meeting of the Local Academy Committee shall be determined by a majority of the votes of the Committee members present and entitled to vote on the matter. Every Committee member shall have one vote. Where there is a division of votes, the Chair of the meeting shall have the casting vote. A Committee member may not vote by proxy.

If a member of the committee has declared a personal interest of any items of the agenda which directly affects themselves or a member of their family, they should take no part in the matter and leave the meeting during the discussion and/or vote of the matter.

A resolution in writing, which includes a resolution in electronic form, agreed by such numbers as required if it had been proposed at a committee meeting shall be as effectual as if it had been passed at a committee meeting duly convened and held, provided that a copy of the proposed resolution had been sent to every committee member.

Associate Members have no voting rights.

3.2 Conflicts of Interest

Any Committee member 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 Committee member of the Local Academy Committee shall disclose that fact to the Local Academy Committee as soon as they become aware of it. A person must absent themselves from any discussions of the Local Academy Committee in which it is possible that a conflict will arise between his duty to act solely in the interests of the school and any duty or personal interest (including but not limited to any Personal Financial Interest).

A Committee member of the Local Academy Committee has a Personal Financial Interest if he, or any child, stepchild, parent, grandchild, grandparent, brother, sister or spouse of the Committee member or any person living with the Committee member as his or her 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 School.

All Committee members must register business interests annually, and immediately inform both the Clerk and the Chair of Committee of any new interests, or any changes to previously declared interests in writing.

In the interests of transparency and in line with clause 2.5 of the Academy Trust Handbook the trust will publish up to date information on its website regarding each Committee member.

3.3 Minutes of Meetings

At every meeting of the Local Academy Committee the minutes of the last meeting shall be an agenda item and, if agreed to be accurate, shall be signed as a true record.

Any confidential items should be minuted separately and agreed under a separate item of business.

The clerk to the Local Academy Committee shall ensure that a copy of the agenda for every meeting of the Committee, 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, are available on the Local Academy Committee secure area for oversight by Trustees.

SECTION FOUR

4.1 Policies

The Trustees have delegated the revision of some school-led policies to the Local Academy Committee.[2] All Trust policies are published on the website www.sfat.uk/policies; individual school policies will be on the individual school website. www.rangeworthyprimaryschool.co.uk/policies

4.1.1 List of Delegated Policies

- Accessibility Plan
- Assessment
- Attendance
- Behaviour
- Child Protection & Safeguarding[3]
- Collective Worship
- Curriculum
- EYFS
- Feedback & Marking
- Handwriting
- Homework
- Nursery Admissions[4]
- PSHE
- Religious Education
- Remote Learning
- School Equality Objectives[5]
- School Uniform
- Spirituality

[2] Additional school level policies may be adopted by the individual school
[3] With reference to the Trust model policy
[4] If applicable to the specific school
[5] With reference to the Trust Equality Objectives

- Spiritual, Moral, Social, Cultural
- Teaching & Learning
- Wrap Around Care[6]

This policy is available on the school website: Rangeworthy Primary School Policies
Paper copies are available from the School Office

[6] If applicable to the specific school