



Terms of Reference for the Local Academy Board (LAB) of Oakwood Primary Academy

Effective 1 September 2026

Mission

Aurora Academies Trust (Aurora) exists to provide opportunity and create success for all our pupils.

Vision

- Aurora is dedicated to providing the best possible standard of education to pupils in our nursery, primary and secondary schools across the south-east of England.
- As a trust, we are committed to doing everything we can to support our schools and pupils to achieve personal excellence.
- We want pupils to leave our schools achieving their potential and enjoying learning with the ambition, resilience, curiosity and self-belief for success in life.
- Our ambition is for all our schools to be excellent and inclusive schools serving their local communities with achievement levels above similar schools nationally.
- Over the next five years Aurora plans to grow because we want to support more schools and pupils.

1. Purpose of the LAB:

Aurora is a charitable company governed by a board of trustees which has overall legal responsibility for the trust and its schools.

The Academy Trust Governance Guide published by the Department for Education explains that, in trusts, the purpose of governance is to provide:

- strategic leadership
- accountability and assurance
- strategic engagement.

The trustees have delegated responsibility for the day-to-day operation of the trust and its schools to the senior central team and the headteachers.

The trustees have also delegated certain governance functions to a number of committees, including:

- Education, Standards and School Performance
- Finance and Resources
- Audit and Risk
- A local academy board for each school (LAB).

The LAB's primary purpose is to provide trustees and school and trust leaders with qualitative assurance about the experience of pupils, staff and parents at the school as well as using their influence to bring about improvements for these stakeholders.

For the purposes of Ofsted inspection, the board of trustees is responsible for the governance of the trust and its schools. Overall responsibility for governance is described in the scheme of delegation. However, Ofsted may wish to speak to LAB members to collect evidence for certain aspects of the inspection.

2. Roles and responsibilities of the LAB

The LAB's role is to help deliver the trust's vision for Oakwood to be an excellent and inclusive school serving its local community. It does this by gathering and evaluating and communicating to the trust qualitative information on pupil, parent and staff experiences, specifically in relation to the extent to which the school:

- creates opportunity and success for pupils
- supports and develops staff
- makes a strong contribution to the community it serves

The LAB also has a number of specific delegated responsibilities as follows:

- To approve the school's equalities objectives and annually monitor progress made against them
- To consider complaints in accordance with the school's complaints policy.
- To act as the governing board for exclusions, suspensions and off-site directions in line with statutory guidance
- To participate in admissions processes as required under the school's admission arrangements
- In exceptional circumstances, to sit on a staff disciplinary panel in accordance with the Aurora Employment Handbook.

3. Evidence gathering

The LAB may consider a wide range of quantitative and qualitative evidence, with a particular emphasis on the first-hand experience of pupils, staff and families.

Sources of evidence may include

- Results of staff, pupil and parent survey
- Structured conversations with pupils and staff
- Engagement with parents through forums, events and targeted discussions
- Pupil attendance and behaviour data with analysis for specific groups
- The school's SEND annual information report
- HR trends including retention and absence patterns
- Themes arising from complaints, compliments and parent feedback
- Feedback from external partners, local organisations, feeder and destination schools.

This is not an exhaustive list and the LAB may ask the school and/or trust to provide additional information to support its evaluation of the school.

4. Members of the LAB

The composition of the LAB shall include:

- Two parent members (elected by parents)

- One staff member (elected by staff)
- Between three and five co-opted members (appointed by the LAB) bringing relevant skills and community links.

The headteacher shall attend all LAB meetings, and other members of staff may be invited to attend LAB meetings, but they shall not be members of the LAB, have a vote or count in the quorum.

5. LAB procedure

- The [board of trustees] [LAB] shall appoint a chair [annually] at their first meeting from either the parent or co-opted category.
- The LAB shall appoint a vice chair annually.
- The LAB shall meet at least [four] times per year.
- Meetings are quorate when 50% of members are present.
- Aurora shall appoint a governance professional to support the LAB who shall prepare agendas and minutes and ensure LAB records are kept up to date.
- The agenda and papers for LAB meetings shall be uploaded to GovernorHub at least 7 days in advance of the meeting. Additional papers may be uploaded within 7 days of the meeting with the approval of the Chair.
- Minutes of each LAB meeting shall be made available for inspection at the school.

6. Specific duties of the LAB Chair

- Supported by the governance professional, to ensure the LAB operates within these terms of reference.
- To act as the primary link between the LAB and the board of trustees by contributing to the LAB Chair's Forum
- Participating in quality assurance visits commissioned by the trust.
- To support the Governance Manager and local governance professional in ensuring LAB members comply with the trust's requirements around declarations of interest, confirmations and training.

These duties may be delegated to the Vice Chair as necessary.

7. Appointment of LAB members

- The appointment of all LAB members is subject to suitability checks being carried out in accordance with Aurora's Recruitment and Selection Policy.
- The parent members shall be elected following an open and transparent election process as outlined in the Aurora LAB Member Recruitment and Induction Procedure.
- Where the number of parents standing for election is less than the number of vacancies, the LAB shall appoint parent LAB members. An appointed parent LAB member shall be a parent or grandparent at the school or, where this is not reasonably practical, a parent or grandparent with one or more children or grandchildren within the age range of the school.

- References to a parent shall include those exercising parental responsibility.
- Parents who are members of staff at the school are not eligible to stand for election as parent LAB members. However, under certain circumstances – see below – they may be appointed to the role.
- The staff LAB member shall be elected following an open and transparent election process where all members of staff at the school shall have a vote.
- A member of staff at the school may serve as co-opted LAB member, or as appointed parent LAB member if they have children at the school, provided the number of staff members on the board does not exceed one third of total actual membership.
- When the term of office of a parent or staff LAB member expires, that LAB member cannot be re-appointed, but an open and transparent election process must be held. The expiring LAB member may nominate themselves for re-election.
- All LAB members serve a term of office of four years. LAB members may stand for re-election or re-appointment when their term expires.
- All LAB members shall abide by the Aurora Code of Conduct for Members, Trustees and LAB members.

8. Removal of LAB members

The LAB may remove a LAB member (other than the Chair) for one or more of the following reasons:

- the LAB member being absent without the LAB's permission from all meetings within a six-month period or
- the LAB member's ineffectiveness, following a formal review of performance by the LAB Chair or
- a significant breach of the Code of Conduct.

This decision must be clearly recorded in the LAB meeting minutes and communicated to the Governance Manager.

The board of trustees has the right to remove any LAB member for any reason.

9. Governance Manual and LAB Member Recruitment and Induction Procedure

The trust's Governance Manual found on GovernorHub contains further information for LAB members including opportunities for training and details of how to claim expenses.