

The Go Shine Church of England Federation

LOCAL ADVISORY BODY TERMS OF REFERENCE

At the establishment of the Federation it was agreed that each school would have a Local Advisory Body (LAB). The LAB is a stakeholder voice group and provides a mechanism for engagement with pupils, staff, parents, and the local church / PCC to ensure that there is an awareness of the specific context of each school and the views of each stakeholder group at each school.

- 1) LAB Composition is:
 - a) The Executive Headteacher (this can be delegated to the Head of School)
 - b) 2 elected parents
 - c) 1 elected member of staff
 - d) 6 Foundation appointments
 - i) a Link Governor appointed by the Federation GB (who is a foundation governor)
 - ii) 1 appointed by LDBS and
 - iii) 4 appointed by the PCC - expected to include the parish clergy (usually the incumbent). Where a school serves more than one PCC, each PCC would appoint 2 LAB Governors, and these would be expected to include the parish clergy (usually the incumbent).
- 2) Terms of office for all members are 4 years with the exception of parish clergy and the Executive Headteacher / Head of School) who are ex-officio.
- 3) At the date of the establishment of the LABs all currently serving Governors at the member schools will automatically be eligible to be members of their school's LAB for the remaining duration of their Governor terms of office. Then appointments / reappointments would be made as set out in point 1 above.
- 4) The Link Governor, as appointed by the Federation Governing Body, leads the meetings. In their absence, this can be delegated to a foundation member (usually clergy) or the EHT. A Clerk will be appointed to the LAB by the Federation Governing Body.
- 5) The LAB will endeavour to hold at least 3 meetings a year. The quorum will be one half (rounded up to the nearest whole number) of the membership of the LAB, excluding any vacancies.
- 6) All LAB members are subject to the safeguarding eligibility requirements for as if they were Governors and to the Federation's Governance Code of Conduct.
- 7) The LAB's remit is to:
 - a) champion and foster the Federation's mission and principles in the school
 - b) support and challenge leaders for the implementation of the school's vision, aims and objectives
 - c) consider feedback from the school community (pupils, parents and staff in particular)
 - d) have a good knowledge of the school, its standards, its strengths and its areas for development through receiving and considering information from the Executive Headteacher and Head of School
 - e) engage in the development of Federation policy, procedure and practice in partnership with other LABs and the Federation Governing Body

- f) communicate its advice and recommendations to the Federation Governing Body termly through the minutes of LAB meetings and verbal reports from the LINK Governor
- g) raise a Formal Concern* with the Federation Governing Body if necessary
- 8) The LAB will appoint a foundation member (usually clergy) who will undertake RE, worship and Christian life checks at the school in accordance with the school's Christian vision. Reports will be provided to the LAB and Federation Governing Body.
- 9) Draft minutes of LAB meetings will be provided to the next meeting of the Federation Governing Body.

* The LAB can raise a **Formal Concern** with the Federation Governing Body. A Formal Concern is where the LAB reasonably considers that:

1. The standards of performance of pupils at the school are unacceptably low;
2. There has been a serious breakdown in the way the school is managed or governed;
3. The safety of pupils or staff is threatened, including due to breakdown of discipline; or
4. It is probable that the threshold for requesting to leave the Federation would be met if a relevant stakeholder group was consulted (parents of 20% of pupils at the school or 40% of staff paid to work at the school).

Prior to submitting a Formal Concern the LAB must have:

- Raised the issue(s) with the Executive Headteacher and the Chair of the Federation Governing Body through the Link governor with the support of the majority of the LAB (excluding the Executive Headteacher and Head of School); then
- Discussed the issue(s) at a LAB meeting at which the issue(s) is an identified agenda item, to which the Head of School and Executive Headteacher were invited and able to present on the issue(s); and
- Decided by majority vote at the LAB meeting, following the input of the Executive Headteacher / Head of School, to submit a Formal Concern to the Federation Governing Body.

A Formal Concern must be submitted in writing to the Chair of the Federation Governing Body, outlining the issue(s), the basis for the LAB's concerns, and any proposals from the LAB for how to address the issue(s).

The Federation Governing Body must investigate the Formal Concern and must provide a written response within one month (excluding school holidays) of receipt.

The LAB must consider the Federation Governing Body's response at its next meeting, alongside any updates from the Executive Headteacher / Head of School.

If the Formal Concern related to points 1 to 3 above, the LAB may not resubmit the same, or substantially similar, Formal Concern for at least 4 months from the date of the Federation Governing Body's response.

If the Formal Concern related to point 4 above, the LAB must determine whether to seek written support of parents and / or staff to their request to leave the Federation.

If the LAB decides to seek the written support of parents and / or staff to leave the Federation the process would be undertaken in accordance with legislation and DfE guidance.

Staff shall be eligible to sign a request for a school to leave a federation if they are paid through the payroll of that school.

These terms of reference were agreed by the Federation Governing Body on 3rd June 2025