

## CLF Academy Councils

### Constitution

The Trust's Articles of Association provide for each Academy of the Cabot Learning Federation (CLF), to provide local governance arrangements on behalf of the Board.

### Membership and Administration

Membership:	Up to five Board-appointed councillors, including the Chair; an Executive Principal/Senior Principal; two parent councillors; LA nominated councillor/Community Representative; teacher councillor; support staff councillor; student advocate; Academy Principal. In exceptional circumstances, the Academy Council may appoint up to 2 additional Sponsor Councillors to ensure the right skills and capacity of the Council. All Councillors are required to complete a written declaration to confirm they are not disqualified from serving as an Academy Councillor.
Elected councillors:	Self-nomination is offered to parents or carers and staff councillors. Should more nominations than positions be received, the Academy should hold an election process.
Link roles:	Appoint link roles for Pupil Premium, Safeguarding, Health and Safety, Looked After Children, SEND, RHSE and Careers (for secondary phase provision only). Full details of link roles can be found on the Governance Intranet.
Terms of office:	4 years (or length of employment in the case of Principal and Executive Principal / Senior Principal); Academy Councillors may serve no more than 2 consecutive terms of 4 years. Once a Councillor has served 2 terms they must have a break in service of at least 1 year before reapplying to the same Academy Council. They may, however, transfer to a different Academy Council without a break in service.
In attendance:	Members of the Academy leadership team as required, members of the Executive Team as required.
Chair:	The Chair is appointed by the CLF Board. The Academy Council will appoint from their number a Vice Chair.
Clerk:	The Director of Corporate Services will appoint a clerk on behalf of the Academy Council.
Quorum:	5 members
Attendance:	Unless previously agreed with the chair, it is expected that all Councillors will attend and participate in meetings on a regular basis. The Chairs of Academy Council may consider the removal of Councillors for non-attendance over a period of 6 months, or attendance of less than 4/6 meetings within a year.
Frequency of meetings:	At least five times per year plus the strategic meeting at the start of the year.
Minutes:	Available to COAC and to the Board on request; published on academy website and on Teams

### Authority

The Academy Council is a formal sub-committee of the CLF Board and has a range of powers delegated to it under the CLF Scheme of Delegation. It should at all times seek to ensure that, in its pursuit of outstanding governance, it is acting in a way that is consistent with the Core Purpose (HEART), Mission, Strategic Plan, policies and protocols of the CLF.

### Role

Academy Councils are expected to draw upon the professional governance work, diagnosis and analysis undertaken by the CLF Executive Team when assessing the progress of their academy. It should not seek to duplicate governance taking place elsewhere, but should focus on driving up standards and outcomes in the academy, holding leaders to account for the quality and effectiveness of the academy experience of the students under their care.

To that end Academy Councillors should:

- seek to ensure that the Principal has created a culture that enables pupils and staff to excel. In line with the Core Purpose of the CLF (HEART), the academy should be committed unwaveringly to setting high expectations for the performance and conduct of pupils and staff. Relationships between staff and pupils should be exemplary.
- focus on the degree to which the Principal and their team are uncompromising in their ambition, consistently improving outcomes for all pupils, but especially for disadvantaged pupils.
- systematically challenge senior leaders so that the effective deployment of staff and resources, including the pupil premium (as detailed on page 3 of this document), the primary PE and sport premium, Year 7 literacy and numeracy catch-up premium and special educational needs funding, secures excellent outcomes for pupils. Academy Councillors should not shy away from challenging leaders about variations in outcomes for pupil groups and between disadvantaged and other pupils nationally.
- seek to maintain a deep, accurate understanding of the academy's effectiveness informed by the views of pupils, parents and staff. They use this to keep the academy improving by focusing on the impact of their actions in key areas.
- challenge senior leaders to ensure that teaching is highly effective across the academy and that the curriculum is broad and balanced and inspires pupils to learn. This should include pupils' spiritual, moral, social and cultural development and, within this, the promotion of fundamental British values.
- challenge senior leaders to ensure that safeguarding is effective and that the work to protect pupils from radicalisation and extremism is exemplary.
- both support and challenge the Principal and academy leadership to secure the improvements set out in the Academy Improvement Plan (AIP)
- seek any information it requires from the academy, via the Principal or Vice Principal, who are requested to cooperate with the Council in the conduct of its work.

## Responsibilities

The specific duties of the Committee shall be:

1. To monitor the implementation and impact of the Academy Improvement Plan, reporting any significant exceptions to the Executive Principal.
2. To engage in relevant training and coaching that will support highly effective governance.
3. To monitor progress towards local academy targets including but not limited to student attainment, including narrowing educational gaps, progress, attendance, behaviour, and wellbeing, and to hold Principals to account for achieving these.
4. To monitor the Academy's risk register, via the Chair of the AC, ensuring that risks and responses are appropriately identified, and that mitigation measures are appropriate in addressing risks, escalating significant risks to the Board as appropriate.
5. To undertake monitoring of the improvement work of the academy with the Senior Leadership Team as part of the academy self-evaluation processes.
6. To monitor any improvement plans recommended in Ofsted inspection and DfE reports
7. To ensure that academy policies and procedures are in place in line with the CLF guidance.
8. To review reports on behaviour and exclusions and review the effectiveness of provision to support pupils vulnerable to exclusion.
9. To have oversight of the Academy's annual staffing plans to ensure that the staffing structure can effectively support the Academy's priorities
10. To receive high-level reports from the Finance Manager on the Academy's financial plans to ensure that resources are being directed appropriately, to monitor the Academy's overall financial position and, remain alert to the need for central finance team to take remedial action where necessary
11. To be engaged in Academy recruitment processes, in particular for senior Academy leaders and Principal appointments.
12. Chair of AC to feed into the appraisals of Academy Principals.
13. To ensure good employment practice and promote positive staff relations. This includes the swift resolution of staffing issues and membership of HR panels convened to hear employment cases. Councillors should ensure that they operate according to CLF guidelines and in line with CLF HR guidance at all times.
14. To ensure that the Health and Safety and Safeguarding Policies are correctly implemented and to secure the health, safety and wellbeing of staff and students. Receives assurance that the Principal ensures statutory training requirements are met.
15. To approve and periodically review the Academy's critical incident plans and procedures to ensure that they remain effective.
16. To ensure that the Academy has adequate arrangements in place for reporting accidents.

## Terms of Reference

---

17. To review and act on the reports of the Academy's health and safety committee and Designated Safeguarding Officer.
18. To carry out any other duties as may be occasionally required by the Board or Chairs of Academy Council sub-committee.

### **Use of the pupil premium**

Academy Councillors must monitor and hold the Principal to account in relation to:

- the level of pupil premium funding received by the academy in the current academic year and levels of funding received in previous academic years;
- how the academy proposes to spend the pupil premium, the rationale for this spending and its intended impact;
- the impact made to the learning and progress of disadvantaged pupils as shown by outcomes data, internal and external reviews and inspection evidence.