



Delce Local Governing Body Annual Constitution and Attendance Report 2017-18

Introduction

This report sets out the current constitution of the Local Advisory Committee (LAC) and highlights any gaps or issues in accordance with the Scheme of Delegation and The Trust's Articles of Association. It also records the attendance of Governors at meetings, training and monitoring visits. This information assists the Trust to constitute the LACs for the following academic year, to ensure that their oversight and monitoring functions can be fulfilled effectively and in the best interests of pupils.

The report should be considered when reviewing the constitution of the LAC in July. A copy should accompany the LAC's recommendations for the constitution of the LAC in July and will inform the Board's decision in September.

The report should also be used to assist with succession planning for the LAC.

Current Constitution

What the Scheme of Delegation says:

Category	Total Required	Term of Office	How appointed
Staff Member	Up to 1	3 years	Nominations invited from all staff. Where contested, a secret ballot to be held.
Parent Members	2+	3 years	Elected by parents.
Community Member	Up to 1	3 years	By LAC, after consultation with the Board
The Principal/Executive Head	1	<i>Ex-officio</i>	By virtue of their appointment as Principal/Executive Head
The Head(s) of School		<i>Ex-officio</i>	By virtue of their appointment as Head of School
Director Appointed Members	4	3 years	By the Board
Directors	N/A	N/A	All or any of the Trust's Directors may serve as voting members on the LAC and/or attend meetings of the LAC.

How the LAC is currently constituted:

Category	Appointed Members (names)	Date appointed	Term of Office ends
Parent	Jane Baker-Davies	28-06-17	27-06-20
Parent	Caroline Dennis	16-05-16	15-05-19
Community	Joanne Langthorne	18-05-17	17-05-20



Principal	Karen White	03-12-15	<i>Ex officio</i>
Head of School	Colin Frost	03-12-15	<i>Ex officio</i>
Head of School	Caroline Webb	03-12-15	<i>Ex officio</i>
Director Appointed	Glenn Atkinson	11-03-16	10-03-19
Director Appointed	Claire Fletcher	17-05-18	16-05-21
Director Appointed	Joy Gundry	03-12-15	02-12-18
Director Appointed	Steven Mitchell	11-03-16	10-03-19
Director	Julia Knight	17-01-14	

Succession Planning

Please use this section to note any Governors due to leave within the coming academic year and succession plans in place.

The Chair of the Local Advisory Committee, Glenn Atkinson, has resigned from the LAC with effect from 31 July 2018 due to overseas relocation. A new Chair, Joy Gundry, has been elected with effect from 1 August 2018 to ensure seamless transition in time for the new academic year. Caroline Dennis' term of office as Parent Governor is due to end on 15 May 2019; a parent election will be held in order to fill that vacancy; in the event of no nominations, a suitable candidate will be identified and directly appointed in line with Trust procedure. Joy Gundry's and Steven Mitchell's terms of office are due to end on 2 December 2018 and 10 March 2019 respectively. Appointments or re-appointments to these vacancies will be determined by the Board.

Attendance at LAC meetings during this academic year

LAC Member (name)	Total meetings attended	Total meetings held (during membership period)
Glenn Atkinson	5	6
Jane Baker-Davies	4	6
Caroline Dennis	5	6
Claire Fletcher	1	1
Colin Frost	6	6
Joy Gundry	3	6
Julia Knight	5	6
Joanne Langthorne	3	6
Steven Mitchell	3	6
Caroline Webb	5	6
Karen White	4	6

Please note any members who have been absent from meetings for a period of more than six months, without the LAC's approval:

N/A.



Training attended during the current academic year

LAC Member (name)	Training attended
Glenn Atkinson	<ul style="list-style-type: none"> FGM: recognising & preventing FGM V3 (Home Office, 11-02-18). Progress and attainment: using data to improve educational outcomes (NGA Learning Link, 25-02-18). Safeguarding: The Governors Role (NGA Learning Link, 19-03-18). Prevent e-learning course (21-01-18). Analyse School Performance (Autumn 2017).
Jane Baker-Davies	<ul style="list-style-type: none"> Foundation First Aid for KCC Foster Carers (18 April 2018). Safe care training (KCC 11 June 2018). Foetal Alcohol Syndrome (FAS) training (KCC, 14 June 2018).
Caroline Dennis	<ul style="list-style-type: none"> Working Together: Building the Team and Improving the Organisation (NGA Learning Link, 15-06-18). NCTL Leading Learning Programme – ongoing. Cultural Leadership programme for the public sector – ongoing.
Joy Gundry	<ul style="list-style-type: none"> In-house Y6 training (22-02-18).
Joanne Langthorne	<ul style="list-style-type: none"> Female Genital Mutilation (FGM) Awareness (01-03-18, Virtual College). HM Government Prevent unit (28-02-18).
Caroline Webb	<ul style="list-style-type: none"> Child Sexual Exploitation awareness (one day course in 2017-18).

Monitoring visits conducted during the year

LAC Member (name)	Link Role (if applicable)	Monitoring visits conducted
Glenn Atkinson		<ul style="list-style-type: none"> 20-03-18 Heads of School 12-06-18 Heads of School
Jane Baker-Davies	Special Educational Needs (SEN)	<ul style="list-style-type: none"> 20-12-17 Christmas celebration and curriculum 17-01-18 SEN 16-02-18 Personal Education Plan (PEP) and creative writing group 28-03-18 Year 5 Production 08-05-18 SATs ratification 25-06-18 PTA coffee morning 29-06-18 SEN visit 02-07-18 PEP visit
Caroline Dennis		<ul style="list-style-type: none"> 20-03-18 Visit 27-04-18 Heads of School; lunchtimes & outdoor play opportunities

Joyce Gundry		<ul style="list-style-type: none"> • 16-01-18 Heads of School • 22-01-18 Visit to CEO; In-house Y6 training • 21-03-18 Heads of School; Maths book look • 28-03-18 Year 5 Production • 18-04-18 Heads of School • 27-04-18 Heads of School • 14-05-18 & 15-05-18 SATs monitoring • 11-06-18 Phonics monitoring • 19-06-18 Heads of School
Joanne Langthorne		<ul style="list-style-type: none"> • 22-01-18 Visit to CEO • 21-03-18 Heads of School; Maths book look • 10-05-18 Visit
Steven Mitchell	Safeguarding	<ul style="list-style-type: none"> • 13-11-17 safeguarding • 20-04-18 Safeguarding visit with CFO, including IT systems and single central register