# Local Board Communication Model

# Local Board Development Group meeting

This meeting run by the Academy Trust Improvement Lead and is designed to discuss current issues in education facing our Trust - it is a forum for debate and clarification to ensure Governors are confident when going into schools and are focused on achieving the required scrutiny and evidence gathering linked with the Annual Focused Visit Programme. The Chair would usually attend this group, but this can be passed to another member of the Local Board if appropriate. Other members can attend if they find it useful. Feedback at the Local Board Meeting is a standard agenda item, these then must be posted on the Academy Website and kept fully updated.

# Local Board Academy Visits

Local Board Governors are expected to visit individual Academies to support and consider the development of Teaching and Learning that takes place within them. These visits involve Governors going into Academies and reflecting, alongside the Academy Head, on structures, processes, and systems linked to the Curriculum that support day to day running and development. The Learn, Support and Challenge system enables Governors to learn about an area of practice in detail, then support and challenge an Academy Head in order to ensure the best possible practice is followed and developed. The termly focused visit detailed on the ‘Local Board Focussed Visit Calendar’ must be completed and reported to the Standards and Curriculum committee, but other visits may also take place in consultation with the ATSIP or AH to support Academy development. Visit notes are used as a record of ‘learn, support and challenge’ and these are reported at the Local Board Meetings, as well as being used in support of the report to the Standards and Curriculum committee if required.

# Local Board Meeting

These take place half termly and are organised by the Chair, following a standard agenda available from The Clerk to the Trust. It is an opportunity for visit notes to be collated and shared. A maximum of two AH’s from the Hub will attend on a rolling programme basis in order to clarify any upcoming queries and support the Trust picture. Any further queries can be fed back to the ATIL who will manage and resolve these. The Clerk sets the agenda with the Chair, records the minutes and uploads them once agreed as a true record.

# Summary Report to Standards and Curriculum Committee

This report will be requested by The Clerk to the Trust two weeks before the date of the meeting. It is a summary report compiled from the focussed visit and other visit notes from all Local Board Governors. The Summary report should follow a standard reporting procedure including main findings, outcomes and actions. The members of the S&C committee will read these reports and consider queries, patterns and possible areas of action individually or across The Trust. The S&C committee also have access to the minutes from the previous Local Board meeting.

# Attendance at Standards and Curriculum Committee

A representative from each Local Board is expected to attend The Standards and Curriculum Meeting. This meeting gives a platform for Trustees to learn, support and challenge Local Board members in their work, seek further clarification and request further action if necessary. The minutes from The Standards and Curriculum meeting will go to the Full Board meeting where they will be further scrutinised, and possible future action will be requested through the S&C committee.