



## Dawley CoE Primary Academy Local Area Committee (LAC)

### Standing Orders for the St Chad's Academies Trust LAC (extract from the LAC Handbook July 21 pp16-26)

The membership of the LAC shall not be less than 6 and shall not normally exceed 11, unless otherwise directed by the Trust and must include: 1 Staff Member, 2 Parent Members, 1 Principal (ex-officio) and 1 Trust Representative. The Principal is a member of the LAC by virtue of their office. There should be no more than 1 staff member on the LAC (not including the Principal). Staff Members are elected by the Academy staff. There should be 2 Parent Members, elected by parents of registered pupils at the Academy. A Parent Member of the LAC must be a parent/carer of a registered pupil at the Academy at the time of election. The Trust shall also be entitled to serve on the LAC and attend any meetings of the LAC. Any Trustee of the Trust Board attending the LAC shall count towards the quorum for the purposes of the meeting and shall be entitled to vote. The Principal may invite staff of the Academy to attend meetings on an occasion or regular basis. All staff members are there in an advisory role and have no voting rights, unless they have an additional role such as Staff Member. The Vice Principal may be invited to attend meetings of the LAC as part of their professional development.

The quorum for a meeting of the LAC, and any vote on any matter, shall be any three LAC members, or, where greater than half (rounded up to a whole number) of the total number of members of the LAC at the date of the meeting. The membership of the LAC does not include any vacant positions of the LAC. Every question to be decided at a meeting of the LAC is to be determined by a majority of the votes of the members present and voting on the question. Where there is an equal division of votes the Chair, or as the case may be the person who is acting as Chair for the purposes of the meeting, will have a second or casting vote. The meeting must be quorate for any vote to take place. The LAC may approve alternative arrangements for members to participate or vote at meetings including but not limited to by telephone or video conference.

Members will be required to withdraw from a meeting if they have any direct or indirect duty, personal interest, pecuniary or other business interest that is in connection with the Academy's business or may conflict with the duties of a LAC member. The LAC will annually create a register of business interests of its members in the form of consecutively numbered loose-leaf sheets, each sheet being completed and signed by the relevant member. This should be available at the Academy for inspection and should be published online.

Notice of meetings, together with the agenda, will be sent to arrive seven clear (working) days before the meeting, except where the Chair calls an urgent meeting at short notice. A copy of the agenda for every meeting, the draft minutes of every such meeting, the signed minutes and any reports, documents or other paper considered will be made available at the Academy, at all reasonable times, for inspection by anyone wishing to see them. All agendas, minutes and additional papers will be forwarded to the Trust after every meeting. The agenda for LAC meetings will not normally include provision for late items/ any other business but an opportunity will be provided for items to be identified for inclusion on the agenda of the next meeting.

A record must be kept of all persons attending a meeting of the LAC. For each member their attendance at LAC meetings over the last academic year must be published on the Academy website. If a member is absent without the permission of the LAC for 50% of the meetings held within an academic year, the member will cease to hold office. Members must provide a reasonable explanation for non-attendance.



## 2022-23 Dawley LAC Membership and Terms of Office

	<b>Name</b>	<b>Post</b>	<b>Specific Responsibility</b>	<b>Term start</b>	<b>Term ends</b>
1.	Nick Andrew	Ex-officio	Principal	N/A	N/A
2.	Matt Beer	Trust Representative	Chair	31/03/2021	30/03/2025
3.	Ffion Carr	Trust Representative	Safeguarding (including Prevent) and SEND LAC Link Members	19/10/2021	18/10/2025
4.	Sarah Davies	Trust Representative	-	12/09/2022	11/09/2026
5.	Shelly Everton	Trust Representative	Pupil Premium LAC Link Member	08/09/2022	08/09/2026
6.	Anna Gordon	Trust Representative	Vice Chair	16/12/2020	15/12/2024
7.	Emma Woodhouse	Trust Representative	-	08/09/2022	07/09/2026
	<b>In Attendance</b>				
8.	Kerri-Ann Houlston	Vice Principal			
9.	Julie Jones	Academy Business Manager			