

# Livability Education Local Advisory Boards

## Terms of reference

Effective Date: September 2022

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# 1. Introduction

1.1 As a charity and company limited by guarantee, Livability is governed by a Board of Trustees who are responsible for, and oversee, the management and administration of the organisation and the educational settings run by the Charity. This Protocol and Delegation (the Protocol) will apply to all settings for which the Charity is responsible (the “settings”) and details for each individual setting and any specific matters relating to that setting will be set out in Appendix One of the Protocol. Any reference to “the Setting” in the Protocol will be a reference to the setting so named in Appendix One.

1.2 The Trustees are accountable to external government agencies including the Charity Commission and the Department for Education (“DfE”) (including any successor bodies) for the quality of the education they provide, and they are required to have systems in place through which they can assure themselves of quality, safety and good practice. In addition, the Trustees are accountable to the Education and Skills Funding Agency (ESFA) for the receipt and application of public funds provided under the terms of a Master Funding Agreement and any subsequent variation (Master Funding Agreement) and Supplemental Funding Agreements entered from time to time in relation to each setting.

1.3 To discharge these responsibilities, the Trustees have appointed a Chief Executive Officer (the CEO) and a team of Directors with the delegated authority and responsibility to manage the operation and administration of the Charity and to hold to account the Head teachers of each setting for their academic and financial performance. In addition, the Livability Directorate have delegated to the Head teacher of each setting the authority and responsibility to manage the operation

and administration of that setting subject to the overarching responsibility of the CEO and Executive Team (Livability Directorate).

1.4 The Trustees acknowledge the role the settings play within their local communities and acknowledge the value of maintaining a good working relationship with the settings. To facilitate the relationship between Trustees and Local Advisory Boards, the Director for Education will endeavour to meet with the Chairs of the LLABs at least three times a year. Consequently, and in accordance with the obligations detailed in the Master Funding Agreement, the Trustees have established Livability Education Local Advisory Boards (LELAB) for each setting.

The purpose of the Livability Education Local Advisory Board is to contribute to the work of the Charity and the Setting in raising standards of achievement for all pupils and engaging with and establishing links with the parents of the pupils registered at the setting. This involves:

- 1.4.1 Providing support and advice to the Head teacher of the setting acting in an advisory capacity as detailed at clause 4.13;
- 1.4.2 Undertaking the responsibilities as detailed at clause 5; and
- 1.4.3 Supporting the maintenance of the unique characteristics of each setting and establishing strong links with the community the setting serves, especially the parents of the pupils registered at the school/college as detailed in clause 4.13.
- 1.4.4 Advising the Trustees in relation to the performance of and issues at the setting as detailed at clause 4.12.

- 1.5 This Protocol has been put in place by the Trustees from the Effective Date as detailed in Appendix One and it should be read in conjunction with these documents.
- 1.6 The Trustees will have the absolute discretion to review the Protocol periodically and to alter any provisions of it. Before making any material changes to the Protocol, the Trustees shall consult the bodies affected. In considering any material changes to the Protocol or any framework on which it is based, or any material change to the composition of the Livability Local Education Advisory Board, the Trustees will have regard and consider any reasonable views of the Head teachers of the settings and the Local Advisory Board and seek their consent to the proposed changes, such consent not to be unreasonably refused.
- 1.7 References to Head teacher shall include Head of School and/or Principal or Head of College and shall be reference to the Head teacher named in Appendix One.
- 1.8 “Members of the Livability Education Local Advisory Board” means the individuals who are appointed under clause 4.1.

## **2. Livability Education Local Advisory Board Adherence To Charity Object**

The Livability Education Local Advisory Board shall act consistently with the Charity’s object which is as follows:

**TO ASSIST OR EDUCATE ANY PERSON IN CHARITABLE NEED, AND IN PARTICULAR BUT WITHOUT LIMITATION ANY DISABLED PERSON AND THE PARENTS, GUARDIANS AND CARERS OF SUCH PEOPLE BY**

WHATEVER MEANS; AND TO PROVIDE FACILITIES, SUPPORT, ADVICE AND ASSISTANCE FOR CHRISTIAN CONGREGATIONS, OTHER CHRISTIAN GROUPINGS AND COMMUNITY GROUPS SEEKING TO ALLEVIATE CHARITABLE NEEDS, IN EACH CASE IN A MANNER WHICH AUTHENTICATES THE CHRISTIAN FAITH AND ITS MORAL PRINCIPLES IN A SPIRIT OF LOVE AND PRACTICAL CHRISTIAN SERVICE. FOR THE PURPOSES OF THESE OBJECTS 'CHRISTIAN FAITH' MEANS THE CHRISTIAN FAITH AS REVEALED AND EXPRESSED IN THE HOLY SCRIPTURES BOTH OLD AND NEW TESTAMENTS.

2.1 The Livability Education Local Advisory Board will act consistently with the vision and values of the Charity.

2.2 The Livability Education Local Advisory Board will support the Charity in the promotion of its Equality, Diversity and Inclusivity (EDI) Strategy and in particular the delivery of the strategy at the settings.

2.3 The Charity will put measures in place to support the settings if the need arises. The Livability Education Local Advisory Board acknowledges that each setting works collaboratively with others run by the Charity and the wider family of schools within their geographical area to share resources, knowledge and expertise as may be appropriate.

2.4 At all times, the Trustees, Director for Education and Head teacher, with the support of the Local Advisory Boards, shall ensure that the setting is conducted in accordance with the object of the Charity, as stated above,

the terms of the Charity and any agreement entered with the Secretary of State for the funding of the setting.

## 3. Trustees' Powers and Responsibilities

3.1 The Trustees have overall responsibility and ultimate decision-making authority for all the work of the Charity. This is exercised through strategic planning and the setting of policy. It is managed through business planning, monitoring of budgets, performance management, the setting of standards and the implementation of quality management processes, which are implemented by the CEO and Livability Directorate.

3.2 The constitution, membership and proceedings of each Livability Education Local Advisory Board is determined by the Trustees. The Protocol expresses such matters as well as acknowledging the authority delegated to the Livability Education Local Advisory Boards to enable the Livability Education Local Advisory Board to undertake the responsibilities detailed at clause 5.

3.3 To secure school improvement and high standards of teaching and learning, Trustees may appoint an improvement partner (the Director for Education) for the setting, who will support the Head teacher in delivering the setting's improvement plan and targets.

## 4. Livability Education Local Advisory Boards

### 4.1 Membership

Each Livability Education Local Advisory Board shall consist of:

- 4.1.1 A minimum of four members appointed by the Trustees in accordance with clause 4.4 below.
  - 4.1.2 Up to two parent members elected in accordance with clause 4.6 below.
  - 4.1.3 One staff member elected in accordance with clause 4.7 below.
  - 4.1.4 The Head teacher.
- 4.2 LELABs (Livability Education Local Advisory Board) may have up to 2 co-opted members to provide a particular skill, expertise or local link. The need for a co-opted member, and the nominee to fill such a position, shall be determined by the Trustees in consultation with the Head teacher and the Local Board, if appropriate. All approved appointments shall be for a period of one year from the date of appointment. The co-opted member shall act in accordance with the Protocol. Any specific remit of the co-opted member may be agreed by the Director for Education, the Head teacher and the Livability Education Local Advisory Board, subject to the approval of the Trustees.
- 4.3 Where co-opted member(s) are appointed, the number of members collectively appointed pursuant to clause 4.1.1 must be in a majority of 2. Where this is not the case, Trustee appointments under clause 4.1.1 shall increase proportionately to ensure that a majority of 2 members are appointed by the Trustees.
- 4.4 Trustees will seek to appoint members to the Livability Education Local Advisory Board with financial, business, human resources, educational, health and safety, marketing and/or buildings expertise. Prospective applicants must complete the form at

Appendix Two and submit it to the Charity who will confirm the appointment following consideration by the Trustees. When making such appointments, the Trustees will always have regard to the expertise and local representation needed.

4.5 Trustees will seek to appoint a member to the Livability Education Local Advisory Board who will represent the local community which the setting serves. We recognise the importance of diversity of talent where differences are valued and enhanced whilst delivering equity of opportunity as part of our inclusive culture. Such appointees will be nominated by the Head teacher in consultation with the Livability Education Local Advisory Board and invited to apply. The Trustees must approve such appointment. Where the Trustees will not approve the nomination, reasons must be given. In such circumstances, the Trustees retain the power to appoint their own nominee.

4.6 Parent elected members of the Livability Education Local Advisory Board shall be elected by parents of registered pupils at the setting and each parent member must be a parent of a pupil at the setting at the time when he or she is elected.

The Head teacher shall make all necessary arrangements for, and determine all other matters relating to an election of the parent members, including any question of whether a person is a parent of a registered pupil at the setting. Nominations shall be invited from the parents of registered pupils at the setting. Where the post is contested, the election shall be by a secret ballot.

The arrangements made for the election of the parent members of the Advisory Body shall provide for every person who is entitled to vote in the election to have an opportunity to do so by

post or email or, if preferred, by having the ballot paper returned to the setting by a registered pupil at the setting.

Where a vacancy for a parent member of the Livability Education Local Advisory Board is required to be filled by election, the Livability Education Local Advisory Board shall take such steps as are reasonably practical to secure that every person who is known to them to be a parent of a registered pupil at the setting is informed of the vacancy and that it is required to be filled by election, informed that he or she is entitled to stand as a candidate, and vote at the election, and given an opportunity to do so.

The number of parent members of the Livability Education Local Advisory Board required shall be made up by persons appointed by the Trustees if the number of parents standing for election is less than the number of vacancies. In appointing a person to be a parent member of the LELAB, the Trustees shall appoint a person who is the parent of a registered pupil at the setting; or where it is not practical to do so, a person who is the parent of a child of compulsory school age. Such appointment shall be made in consultation with the Director for Education, the Head teacher, and the setting's Advisory Board.

- 4.7 The staff member of the Livability Education Local Advisory Board shall be elected from those persons who are employed at the setting. Nominations shall be invited from all staff employed under a contract of employment (excluding the Head teacher) at the setting and, where the post is contested, the election shall be by a secret ballot. All arrangements for the calling and the conduct of the

election and resolution of questions as to whether any person is an eligible candidate shall be determined by the Head teacher.

The staff member of the Livability Education Local Advisory Board shall be appointed by the Trustees if the number of staff standing for election is less than the number of vacancies. In appointing a person to be a staff member of the LELAB, the Trustees shall appoint a person who is employed at the setting other than the Head teacher; or where it is not possible to do so, a person who is employed at another Livability setting other than the Head teacher of that setting. Such appointment shall be made in consultation with the Director for Education, the Head teacher, and the Local Advisory Board of the relevant setting.

- 4.8 Employees of the Charity may be appointed to hold office as a Charity appointed member on a Local Advisory Board of another setting within the Charity, but not their own. They may undertake all duties of an Local Advisory Board member, including sitting on exclusion and complaints panels, however they may not sit on any panel that may consider remuneration appeals or staff disciplinary and grievance panels.
- 4.9 Save for in the case of a staff elected member, where a Livability Education Local Advisory Board member, after his/her appointment, becomes an employee of the Charity working at the setting, the member must notify the Charity. It is at the Charity's discretion as to whether the appointment shall continue.
- 4.10 All members are appointed for a term of four years. All members are required to sign the Livability Code of Conduct for Members.

## 4.11 Reappointment procedure

4.11.1 Charity appointed members who wish to serve for a further term of four years, must indicate their willingness to do so to the Head teacher of the setting prior to the end of their term. In consultation with the Head teacher of the setting, the Charity Board will consider their application and, where appropriate, will re-appoint the member.

4.11.2 Parent and staff elected members who have served their full term of four years will cease to be members of the LLAB at the end of their term and elections will be held. Previous members of the LLAB are welcome to stand again and, if elected, are permitted to serve a further four-year term. For parent members, their term will be for a maximum of 4 years or until their child leaves the setting. For a staff member, for a maximum of 4 years or until such time as they leave employment with the Charity.

## 4.12 Disqualification from being a member

4.12.1 An LLAB member appointed to the Livability Education Local Advisory Board shall cease to be a member of the relevant LLAB from the date agreed by Trustees.

4.12.2 A person serving on the Livability Education Local Advisory Board shall cease to hold office if he resigns his office by notice to the Head teacher. A person serving on the Livability Education Local Advisory Board shall cease to hold office if he is removed by the Trustees. Such person is not eligible for re-appointment for a period of 5 years thereafter.

4.12.3 Where a person serving on a Livability Education Local Advisory Board fails to attend all the meetings held within a period of six months and fails to provide a reason for their absence which is accepted by the meeting, the Trustees may remove that person at the request of the Chair of the

Livability Education Local Advisory Board and/or the Head teacher of the setting.

4.12.4 If a staff elected member ceases to work at the setting, then he/she shall be deemed to have resigned and shall cease to serve on the Livability Education Local Advisory Board automatically on termination of work at the setting.

4.12.5 A parent elected member automatically ceases to serve on the Livability Education Local Advisory Board when his/her child is no longer a registered pupil at the setting.

4.12.6 No person shall be qualified to serve on the Livability Education Local Advisory Board unless he is aged 18 or over at the date of election or appointment. No current pupil of the setting shall be entitled to serve.

4.12.7 A person serving on the Livability Education Local Advisory Board shall cease to hold office if he becomes incapable by reason of mental disorder, illness, or injury of managing or administering his own affairs.

4.12.8 A person shall be disqualified from serving on the Livability Education Local Advisory Board if:

4.12.8.1 their estate has been sequestrated and the sequestration has not been discharged, annulled, or reduced; or

4.12.8.2 they are the subject of a bankruptcy restrictions order or an interim order; or

4.12.8.3 subject to a disqualification order or a disqualification undertaking under the Company

Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order); or

4.12.8.4 they would cease to be a director by virtue of any provision in the Companies Act 2006 or is disqualified from acting as a Charity by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision); or

4.12.8.5 they have not provided the setting with a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997. If the certificate discloses any information which would in the opinion of either the Chief Executive Officer or Head teacher confirm their unsuitability to work with children that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the Trustees. The determination of the Trustees shall be final.

4.12.8.6 they are a person in respect of whom a direction has been made under section 142 of the Education Act 2002 or is subject to any prohibition or restriction which takes effect as if contained in such a direction.

4.12.8.7 they have, at any time, been convicted of any criminal offence, excluding any that have

been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 72 of the Charities Act 1993.

## **4.13 Role of Livability Education Local Advisory Board**

### **Member**

Members of each Livability Education Local Advisory Board represent the setting's local community and will work as a team to support their school or college.

Members will receive updates from the Local Advisory Board Welfare Committee (LABWC) to monitor and support effective practice across the local Livability Education setting in relation to all aspects of safeguarding, including the fulfilment of statutory duties - as outlined within Working Together to Safeguard Children (2018), Keeping Children Safe in Education (2022), and the Prevent Duty.

In addition, members will take the necessary steps to understand the local context in which the setting is situated, its curriculum, educational needs, financial position and to undertake the role of a Member of the Livability Education Local Advisory Board as detailed below.

4.13.1 Subject to clause 5.2 below, the role is advisory and as such Members have no legal responsibility for the areas detailed below. This responsibility rests with the Head teacher, and Director for Education who is accountable to the CEO and to the Trustees. Members acknowledge the role of the Education Director who works closely with the Head teacher on agreed areas of improvement and collaboration. Members provide support and advice to the Head teacher including but not limited to the following:

4.13.1.1 Supporting and advising the Head teacher on how to ensure that the setting meets its responsibilities to its stakeholders and the wider community.

4.13.1.2 Advising the Head teacher and senior leadership team on the improvement plan for the setting and dovetailing it with that of the Charity.

4.13.1.3 Acting as an advisor to the Head teacher in relation to the priorities and aims as captured in the Setting Improvement Plan focusing particularly on the setting's performance targets.

4.13.1.4 Advising the Head teacher in relation to monitoring of the Quality of Education and potential improvements/interventions which could be made and acting as an advisor in this regard.

4.13.1.5 To work alongside the Director for Education and local leadership team to support the Head teacher in the event of an Ofsted inspection, if required.

4.13.1.6 Advising the Head teacher on senior appointments and being available at the request of the Head teacher to be on an appointment panel.

4.13.1.7 Advising the Head teacher in relation to the preparation of the setting's budget, financial monitoring against the agreed budget and potential improvements/savings which could be made.

4.13.1.8 Advising the Head teacher on the implementation of Livability Education policies and procedures.

4.13.1.9 Assisting the Head teacher in the quarterly review of the setting's website to ensure it is fully compliant and 'Ofsted ready'.

4.13.1.10 Acting as a 'sounding board' for the Head teacher in relation to safeguarding matters.

4.13.1.11 Acting as a link with the setting and local community and advising the Head teacher of any concerns which will impact on the setting community and a point of contact with all stakeholders.

4.13.1.12 Appointing a member of the setting's Livability Education Local Advisory Board to support the development and implementation of the setting's Wellbeing Strategy and Action Plan as part of the Welfare Subcommittee. To promote the wellbeing of pupils and staff through the setting's Wellbeing action plan.

4.13.1.13 Appointing a member of the setting's Livability Education Local Advisory Board to support the development and implementation of a Financial Sustainability Plan and represent the LELAB (Livability Education Local Advisory Board) on the LAB Resources Subcommittee.

4.13.1.14 Appointing a member of the setting's Livability Education Local Advisory Board to be responsible for safeguarding and develop an understanding of the setting's safeguarding responsibilities and provide support to the Head teacher and/or DSL (Designated Safeguarding Lead) in ensuring that the setting is complying with its safeguarding responsibilities as detailed in the setting's policies and related government guidance. Provide a termly report to the setting's Livability Education Local Advisory Board regarding safeguarding.

4.13.1.15 Supporting the Charity to establish meaningful and regular engagement with stakeholders by supporting the development of a Stakeholder Engagement Strategy. Including with parents through parental surveys, forums, and events. Analysing

parental feedback to establish areas of good practice and areas of improvement. Communicating the results of the analysis to the Head teacher and the Director for Education.

4.14 The Livability Education Local Advisory Board will support the Trustees in developing and maintaining effective links with each Setting and its community. Members will also promote collaboration with other settings within the Charity, actively seeking opportunities to further the Charity's Christian ethos, to identify and implement best practice and achieve economic efficiencies.

Through the function of Local Advisory Board meetings or via the Director for Education, advising the Executive Team in relation to the functioning of the setting and bringing to attention matters of concern relating to the setting, which had hitherto been raised with the Head teacher but not acted upon, such as: -

4.14.1 Financial concerns or irregularities.

4.14.2 Budgetary concerns.

4.14.3 Issues regarding the curriculum or setting standards.

4.14.4 Safeguarding.

4.14.5 Building maintenance and Setting resources.

4.14.6 Health and safety

4.14.7 Parental concerns

Members of each of the Livability Education Local Advisory Board will be expected to share expertise with other Livability Education settings on request.

4.15 The Trustees and Members of the Livability Education Local Advisory Board in such circumstances make the following commitments to each other:

4.15.1 to discuss openly any situation which may, in the opinion of either, potentially lead to specified remedial measures; and

4.15.2 to use all reasonable endeavours to agree the measures to be taken to improve standards and the performance of the setting and to support each other in the implementation of those measures.

## **4.16 Conduct of Members of Livability Education Local Advisory Boards**

4.16.1 Member conduct is underpinned by the following key principles:

4.16.1.1 To act in the best interests of the Charity and setting whilst knowing and understanding the prescribed regulatory framework and appreciating the need for confidentiality.

4.16.1.2 To always work as a member of a team, listening and respecting the views of others whilst expressing their own views clearly and succinctly and taking a fair share of work.

4.16.1.3 To be loyal to collective decisions made by the Charity and Livability Education Local Advisory Board but reporting any evidence of fraud, corruption, or misconduct to an appropriate person.

4.16.1.4 To recognise that all Members have the same rights and responsibilities unless responsibilities are conferred on them by the Trustees.

Members should:

4.16.1.5 Prepare for meetings by reading papers beforehand.

4.16.1.6 Take responsibility for their own learning and development as a member including attending training.

4.16.1.7 Attend meetings promptly, regularly and for the full time.

4.16.1.8 Maintain confidentiality of all data and information received.

## **4.17 Conduct of meetings**

4.17.1 The Livability Education Local Advisory Board shall meet at least three times each academic year, being once each academic term. The Chair will liaise with the Note Taker to ensure all relevant paperwork required i.e., the agenda for the meeting, the LELAB data sets and any other paperwork necessary to support individual agenda items, is provided in a timely manner to allow all members adequate time to prepare.

4.17.2 The Chair and, if necessary, the Vice Chair of the Livability Education Local Advisory Board shall be appointed by Trustees, in consultation with the Director for Education, from the membership of the Livability Education Local Advisory Board at the time. Where the Chair is absent from any meeting, the Vice Chair shall act as the chair for the purposes of the meeting. Where the Vice Chair is absent from the meeting, the Members of the Livability

Education Local Advisory Board shall elect one of their number to act as the Chair for the purposes of that meeting.

4.17.3 The Livability Education Local Advisory Board meetings will be clerked by a member of staff appointed by the Head teacher (the Note Taker) and a note of the meeting will be circulated by the Note Taker within a reasonable time after the meeting.

4.17.4 Where it is necessary to have a committee or panel of the Livability Education Local Advisory Board for the purposes detailed at clause 5.2 below, the committee or panel members will be selected as detailed at clause 5.2 below. Subject to these committees and panel, there will be no other sub-committees of the Livability Education Local Advisory Board unless required by the Head teacher.

## 5. Delegated Powers

Subject to provisions of Funding Agreements and to any directions given by the Members of the Charity following a special resolution, the management of the business of the setting is delegated by the Trustees to the Director for Education and subsequently the Head teacher.

Consequently, the Livability Education Local Advisory Boards have no delegated powers in relation to the setting save as provided below:

### 5.2.1 Welfare

To appoint a local subcommittee comprising the local Head teacher, local Designated Safeguarding Lead plus up to three non parent members to provide close local review and oversight of all matters relating to the personal

development and welfare of learners - including safeguarding, behaviour, and attendance as well as all other aspects of pastoral care. The committee to meet half termly to validate local self-assessment judgements and evidence and to provide a written summary report to be received by the full Local Advisory Board and subsequently submitted to the Service Quality and Safeguarding Committee in line with organisational reporting requirements.

## **5.2.2 Resources**

To appoint a local subcommittee comprising the Director for Education, local Head teacher, Livability Education Business Manager plus Finance Business Partner and up to two non-staff and non-parent members to provide close local review and oversight of the leadership and management aspects of the Ofsted framework, including stakeholder engagement and the financial performance of each setting against agreed budgets and financial KPI set by the Director of Finance. The committee to meet termly with notes of the meeting to be prepared for full Local Advisory Board.

## **5.2.3 Quality of Education**

To appoint a local subcommittee comprising the Director for Education, local Head teacher, Livability Education Business Manager plus up to three members to provide close local review and oversight of all aspects of the Quality of Education relevant to the Ofsted framework. Summary report to be produced as 5.2.1.

## 5.2.4 Appraisal

Members from committees above may form a group from which to select one member who is not a staff or parent Member to be involved in Part 1 of the final annual appraisal of the Head teacher or Head of school.

The LLAB member will contribute to a consideration of the following:

- Pupil outcomes and leadership and management objectives only.
- Evaluation of Head teacher/ Head of School performance in relation to the unique identity of an individual setting.
- Evaluation of how Head teacher/ Head of School establishes links with the community the setting serves.

The CEO nominates the Director for Education to undertake the final annual appraisal of the Head teacher and to be involved in the setting of objectives bearing in mind the Setting and Charity development plans and strategy. The appraisal will be with reference to the CEO.

## 5.2.5 Intervention and Removal of Delegated Responsibility

If the Secretary of State requests that the Charity carry out Specified Remedial Measures or Further Remedial Measures in accordance with and as defined in a setting's Supplemental Funding Agreement, the relevant

Livability Education Local Advisory Board shall work closely with and support the Head teacher in promptly implementing any advice or recommendations made by the Charity.

## 6. Conflicts of Interest

6.1 Any Member of the Livability Education Local Advisory Board who has or can have any direct or indirect duty or personal interest (including but not limited to any Personal Financial Interest) which conflicts or may conflict with his/her duties as a Member of the Livability Education Local Advisory Board shall disclose that fact to the Livability Education Local Advisory Board as soon as he/she becomes aware of it. A person must absent themselves from any discussions of the Livability Education Local Advisory Board in which it is possible that a conflict will arise between their duty to act solely in the interests of the setting and any duty or personal interest (including but not limited to any Personal Financial Interest) if so, requested by the Director for Education.

6.2 For the purpose of paragraph 7.1, a person has a Personal Financial Interest if he is in the employment of the Charity, is in receipt of remuneration from the Charity, receives payment from the Charity under the terms of a contract for goods or services, is in control of a company which receives payment from the Charity under the terms of a contract for goods or services or the provision of any other benefit directly from the Charity or in some other way is linked to the Charity or the Setting. Livability Education Local Advisory Board Members must complete annually a declaration of business and pecuniary interest form.

# Appendices

## List of settings

Nash College

Victoria Education Centre (VEC)

Millie College

Name	Version
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Livability Education Local Advisory Board:  
 Terms of Reference 1.0

Date published	Date for next review
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September 2022 September 2023

Approved by	Signature	Date
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Livability Board of Trustees *Trustees* January 2023

History	Date	Author	Reason
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1.0 September 2022 Adele Audin Policy created