

Local Governing Body Terms of Reference

APPROVAL and REVIEW

Review date: ***Sep. '18***

Approval needed by: ***Trust Board***

Adopted: ***Sep. '18***

Next review date: ***Sep. '20***

1. The role of the Local Governing Body

- 1.1 Exercise leadership, on behalf of the Trust, in the running of an individual school. The Local Governing Body (LGB) and its Headteacher have full delegated responsibility for the leadership and management of the school.
- 1.2 Provide information to the Trust Board on the operation and performance of the school.
- 1.3 Exercise responsibilities and powers, in partnership with the Headteacher and staff of the academy, the Trust's Core Team and the Directors of the Trust.
- 1.4 Contribute to the overall development and success of the Trust, including sharing best practice and, as agreed, sharing resources across schools in the Trust.
- 1.5 Ensure that appropriately high standards are set for the school's ongoing work and improvement planning.
- 1.6 Collectively, as a team of Governors, act as critical friends for the Headteacher, providing support whilst holding the Headteacher to account for students' outcomes and the rate of improvement.
- 1.7 Ensure sound management and administration of the school, ensuring that staff have appropriate qualifications, skills and experiences to carry out their duties.
- 1.8 Ensure compliance with all financial, statutory and regulatory requirements.
- 1.9 Ensure that the school responds constructively to the needs of the community.
- 1.10 Ensure that Governors are skilled in understanding school performance data and are kept regularly, accurately and comprehensively informed of the school's performance profile.
- 1.11 Ensure that Governors have the skills, knowledge and information to assess the school's financial performance.

2. Governance responsibilities of the Local Governing Body

- 2.1 Approve the school's Development Plan, in line with the Trust's overall mission and Strategic Plan, ensuring that the school makes a significant contribution to the overall development and success of the Trust.
- 2.2 Monitor and evaluate performance in relation to Key Performance Indicators and other Development Plan priorities. Report progress to the Trust Board in the format requested.
- 2.3 Ensure the implementation of Trust-wide policies and procedures, as prescribed by the Scheme of Delegation.

- 2.4 Determine and approve school-specific policies and procedures, as prescribed by the Scheme of Delegation, monitoring their implementation and evaluating their impact.
- 2.5 As required, determine other constitutional matters over which the LGB has discretion.
- 2.6 Maintain and publish, through the Clerk, a register of business interests of staff and Governors, in line with the Trust's procedures. Circulate this information to the Clerk to the Trust Board in order that an accurate, comprehensive central record can be maintained.
- 2.7 Establish, as required, standing ad-hoc committees.
- 2.8 Delegate, as appropriate, functions of the LGB to committees, sub-groups and individuals, receiving reports and considering further actions.
- 2.9 Carry out, and report on, all responsibilities delegated to the school by the Trust Board.
- 2.10 Ensure that the school complies with all legal and statutory requirements.
- 2.11 Appoint Governors with specific responsibilities, to include Special Educational Needs and Disabilities (SEND), Looked After Children (LAC (i.e. 'Children in Care') and 'Most Able' students, and in line with any statutory requirement.
- 2.12 Publish minutes of meetings of the LGB and (where applicable) its sub-committees, in line with the Trust's arrangements.
- 2.13 Advise the Trust Board of any concerns about the running of the school that cannot be resolved by the LGB and of any suspicions of fraud or financial irregularity.

3. Organisational characteristics and arrangements

- 3.1 Each LGB has a minimum of seven Governors, ideally no more than eleven. This includes the Headteacher (where the Headteacher wishes to take up this position), two elected Parent Governors and up to two Staff Governors. The appointment of all other Governors is subject to approval by the Trust Board.
- 3.2 The Trust Board appoints the Chair of each LGB annually, following a recommendation from the LGB. In most cases, the Chair also serves as a non-executive Director of the Trust.
- 3.3 LGBs appoint their own Vice-Chair and the Chairs of any committees, also annually.
- 3.4 Meetings are quorate when a majority of the Governors are present.

- 3.5 The term of office, for LGB members, is four years. The Headteacher holds office ex-officio as long as they are in post.
- 3.6 The LGB meets on at least three occasions each year (once per term). Where a committee structure is not employed, at least five meetings per year should be held. As required, other meetings may be convened.
- 3.7 Where a decision is decided on a vote, Governors have one vote each and (as required) the Chair has the casting vote.
- 3.8 The Headteacher has delegated powers with regard to the overall leadership, management and performance of the school.
- 3.9 Additional 'professional advisers' (staff with specific responsibilities and external agents), are invited to LGB meetings, as appropriate but have no decision-making remit.
- 3.10 The LGB may wish to invite the Executive Director and/or Chair of the Trust Board to attend a meeting of the LGB, but there is no automatic right for anyone other than Governors of the academy to attend.
- 3.11 In some circumstances (where there are clear concerns or where major organisational change is anticipated), the Executive Director and/or Chair of the Trust Board may attend a LGB meeting, following consultation with the LGB Chair.

Stuart Jones; Sep. '18