

## Local Governing Body Terms of Reference

### A. Introduction

The terms of reference should be read in conjunction with the Trust's Scheme of Delegation and Policy Matrix.

### B. ASST Composition and Appointment of Local Governing Bodies

Each Governing Body should determine their composition within the parameters set out in the table below:

	VA	VC	Community	Federation with any VA	Federation with any VC	Federation other
Exec Head or Head of School	1	1	1	1	1	1
Staff	1	1	1	1	1	1
Parent	2	2	2	1 per school	1 per school	1 per school
Trust appointed	1	1	1	1	1	1
Foundation	Majority (min 6)	2 (no more than 25%)	None	Majority (min 6)	2 (no more than 25%)	None
Co-opted	0-3	1-4	2-7	0-2	1-4	2-6
<b>Total</b>	<b>11-17</b>	<b>8-11</b>	<b>7-12</b>	<b>11 +</b>	<b>8 +</b>	<b>7 +</b>

<b>Meeting Frequency</b>	minimum of 4 times per year, with at least one meeting per term
<b>Quorum</b>	One half of the number of Governors entitled to vote
<b>Venue</b>	Member School or via video conference
<b>Chair/Vice Chair</b>	If not appointed by Board of Trustees, appointed by majority vote of Governors entitled to vote. Any vote will be by secret ballot. Written nominations can be submitted ahead of the meeting, and verbal nominations submitted at the meeting. If an election takes place nominees should be asked to leave the room whilst it takes place.
<b>Term of Office</b> Governors Chair/Vice Chair	4 years 1 year
<b>Appointment:</b> Exec Head / HOS Staff Parent  Trust Foundation Co-opted	Ex officio Elected by staff of the Member School Elected by parent/carers of registered pupils at the Member School, or Schools if a federated governing body. All contested elections will be by secret ballot. Board of Trustees appointment Diocesan Board of Education appointment by Local Governing Body

### **C. Purpose**

To provide local strategic direction and secure school improvement through effective challenge and support. The governors shall exercise the powers, responsibilities and duties delegated by the Trust Board in accordance with the Scheme of Delegation and Policy Matrix, and in particular the areas noted in section D.

### **D. Powers, Responsibilities & Duties**

1. Ensure safeguarding is effective and SCR is up to date.
2. Review local SEND provision, pupil premium, pupil achievement and pupil behaviour, and monitor effectiveness.
3. Monitor risk including review of health & safety.
4. Monitor parental and community involvement strategies.
5. Keep up to date and publish register of interest for Governors.
6. Review and monitor the school 1 & 3 year plans to achieve the approved school performance targets. Monitor school performance targets,
7. Review and approve extended services on site.
8. Review and monitor permanent exclusions.
9. In line with the schools admission policy, approve allocation of places.
10. Review and approve the school website and GIAS information.
11. School budgets and year end accounts should be received by each LGB.
12. To monitor the following:
  - i. School times, terms and holiday
  - ii. Change of school age ranged
  - iii. Expansion of school PAN
  - iv. Extension of school provision

### **E. Governance, Agendas and Sub-committees**

1. The Trust Board shall have the right to intervene in the governance of the school where it has serious concerns, including:
  - i. The standard of performance of pupils in the school are unacceptably low,
  - ii. There has been a serious breakdown in the way the school is governed or managed,
  - iii. The safety of pupils or staff is threatened,
  - iv. There is concern about possible financial mismanagement or failure to operate within budget.
2. Notice will be given of all meetings at least 7 (seven) clear days before the date of the meeting. Notice of the meeting will be sent to the Clerk of the Trust Board.
3. Minutes will be signed by the Chair at the next meeting to verify that the minutes are a true record of the meeting.
4. Each question to be decided at a meeting shall be determined by a majority of votes of Governors present and eligible to vote on the question. In the event that there are equal votes on the question then the Chair shall have an additional casting vote.
5. LGBs shall establish such sub-committees as it deems necessary to fulfil its powers, responsibilities and duties. Terms of Reference and membership will be agreed and reviewed at the first meeting of the LGB each school year.
6. The Trust Board shall appoint the Clerk, and will seek recommendations from the LGB.