

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
Total	11-17	8-11	7-12	11 +	8 +	7 +

Meeting Frequency	4 times per year Clerked through schools choice, with at least one meeting per term. Other meetings arranged by the LGB, should be Clerked from within the school or the school's budget.
Quorum	One half of the number of Governors entitled to vote
Venue	Member School or via video conference
Chair/Vice Chair	If not appointed by Board of Trustees, appointed by majority vote of Governors entitle 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.
Term of Office Governors Chair/Vice Chair	4 years 1 year
Appointment: 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, pupil, 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. The Executive Headteacher / Headteacher will note any issues identified at LGB meetings which Governors feel ought to be brought to the attention of the Trustees. In the first instance, these will be discussed at the next Leadership Group meeting to determine whether the issue is school specific or Trust wide. The CEO will determine a way forward with the matters raised and will bring any matters requiring Trust Board approval to the Board for review.
4. Once approved by the LGB, minutes will be electronically signed on Governor Hub by the Chair to verify that they are a true record of the meeting.

5. 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.
6. 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.
7. The Trust Board shall appoint the Clerk, and will seek recommendations from the LGB.