Local Governing Body

Terms of Reference

To be reviewed annually at Autumn Term meeting

Core Purpose

- To support the Trust in the expression of its core values, pursuit of its vision and overall aims
- To promote high standards ensuring that students attend a successful Academy
- To hold the Principal to account for academic performance, quality of care and provision
- To have strategic oversight of the day-to-day running of the academy including safety and wellbeing
- To manage the finance of the Academy in so far as it has been delegated
- To develop effective communication channels with all stakeholders

Membership

- The Principal
- A staff governor
- Two parent governors
- Up to six co-opted governors, who may not be employees of the Trust

The Trustees retain the right to appoint to the LGB from time to time, as they see fit. They further retain the right to vary the terms of reference of an individual LGB depending on the performance of any academy for which the Trust has responsibility. Election of the Chair of the Governing Body should be approved by the Board of Trustees.

Proceedings

In carrying out its role, the Governing Body will aim to be competent and accountable, promoting and upholding high standards of conduct, probity and ethics

- All governors must sign up to the Trust's Code of Governance

- The term of office for all governors, other than the Principal (who remains a governor for as long as he/she is in post), will be four years
- The Chair will be appointed by the Trust for a period of two years
- The LGB will meet at least once per term
- The quorum will be a minimum of 50% of membership
- The LGB may establish committees as it sees fit inviting such people as it needs to provide information and advice; they will not, however, be members with voting rights
- Members of the Governing Body will annually complete the register of interest and DBS for governors and establish procedures for dealing with conflicts of interest
- The Governing Body will conduct an annual skills' audit to ensure its ongoing efficacy
- The Governing Body review its own development and performance on an annual basis
- The Trust Board may invite such people as it sees fit to provide information and advice to the LGB or committee. Such persons shall not be entitled to vote should a vote be necessary

The Trust will support all LGBs by:

- Setting a clear strategic vision for the Trust which allows the LGB to achieve its own aims and objectives within that vision
- Ensuring systems are in place to allow for the timely scrutiny of clear and consistent data in order for the LGB to challenge and support the Academy's SLT
- Ensuring all governors have access to appropriate training

Responsibilities

Strategic Leadership

- Recommend an Academy Development Plan that supports the Trust's overall vision and aims
- Keep under review the strategic aims of the Academy, challenging progress against targets and the Trust's KPIs
- Hold the Principal to account for the performance of the school, working with the Executive Principal
- Ensure the safety and well-being of students
- Comply with all Trust-wide policies and review Academy-specific policies
- Ensure the Academy's overall financial planning secures value for money within its delegated budget

- Ensure effective communication across the Academy so that all stakeholders have a voice
- Ensure that Safeguarding processes are effective in all of the Trust's Academies

Standards

- Recommend to the Board appropriate targets for teaching, achievement, attainment, attendance, behaviour, stakeholder satisfaction and review performance and KPIs regularly in line with published reporting schedules
- Keep the Academy's curriculum under review to ensure it continues to meet the needs of its students
- Provide appropriate challenge and support with regard to the quality of teaching
- Through the regular monitoring of data hold the Principal to account for student progress ensuring that each child has the right levels of challenge and is receiving appropriate support to meet his/her targets
- Keep the special needs of students under review to ensure they receive appropriate provision
- Determine and review how Student Premium funding is spent at the Academy and its effectiveness in raising standards
- Review student progress at the Academy, for all cohorts, on a regular basis

Finance and Resources

- Review the appropriate financial controls and ensure value for money within the delegated budget
- Consult with the Executive Principal regarding the Academy's requirements
- Determine, in consultation with the Executive Principal, a maintenance strategy that provides security for the Trust's assets and premises
- Comply with Trust-wide procurement policies
- Ensure the delivery of an annual budget to the Board
- Review the Academy's risk register in accordance with Trust documentation
- Comply with and deliver the Trust's admissions policy
- Ensure that safeguarding and Health and Safety requirements are met
- Comply with the Trust's public relations and media strategies

Personnel

- Work with the Executive Principal when appointing a Principal
- In consultation with the Executive Principal, appoint staff
- Review compliance with Trust-wide HR policies, including recruitment, discipline, staff absence, capability, grievance, appraisal
- With the Executive Principal, undertake the Principal's performance management
- Review the outcome of the performance management of staff and carry out any appeals
- In consultation with the Executive Principal be cognisant of the capability and dismissal of staff
- Report any issues arising on HR or disciplinary matters to the Board and the Executive Principal
- To implement the governance aspects of the disciplinary and capability policies attending hearing panels when required.
- To hear staff grievances as necessary in line with Trust Policy
- Keep under review any expectations regarding staff as set out in the Trust's Staff Handbook, such as dress code, attendance, punctuality, standards of behaviour