

Remits and Terms of Reference for Local Governing Bodies (LGBs)

Purpose

The Local Governing Body's role is to exercise leadership on behalf of the Trust in the running of individual academies and provide information to the Trust on the operation and performance of their academy.

In line with the overall vision, strategy, ethos, and broad policy framework of the Trust set the direction for each academy, monitor and evaluate its performance, be a critical friend to and hold leaders to account for the pace and rate of improvement and the achievement of all pupils/students, ensure compliance with all financial, statutory and regulatory requirements, and help the academy respond to, and meet the needs of, parents and the wider local community.

Ensure the academy complies with all legislation and effectively implements the Trust's policies and procedures relating to finance, procurement, the recruitment and employment of staff, the education of pupils/students, the safeguarding of children, the maintenance and use of its buildings and site, ICT, health and safety.

Each Local Governing Body has a key role to play in the overall success of the Trust and in contributing to joint working and sharing best practice between academies in the Trust.

Terms of Reference

Governance

- To interpret and implement the trust's vision for the academy, carry out and report to the Board on all duties and responsibilities delegated to the LGB from the Board, and comply with all trust-wide and framework policies and procedures established by the Board. Develop and approve all academy specific policies and plans. Formally adopt and keep under review all policies, plans and procedures.
- To ensure that the academy contributes significantly to the overall development and success of the Trust.
- To be a critical friend and offer support and advice to the academy's senior leadership team and other staff.
- To help the academy set high standards by planning for the academy's future and setting targets for improvement, monitoring progress, and reviewing outcomes: assure the academy's standards of conduct and values.

- To maintain a consistent focus on checking the effectiveness of the academy's improvement plans: recognise and celebrate achievement.
- To monitor overall performance and the achievement of objectives and KPIs, approve operational plans, and ensure that plans for improvement are acted upon.
- To establish and maintain a transparent system of prudent and effective internal controls and identify and manage risk.
- To ensure sound management and administration of the academy, and ensure that managers are equipped with relevant skills and guidance.
- To exercise its responsibilities and powers in partnership with the Principal, staff, and the Trust's directors. To advise the Trust's Board of Directors of any concerns about the running of the academy that cannot be resolved by the LGB and of any suspicions of fraud and irregularity.
- To help the academy respond to the needs of parents and the community.
- In line with the Trust's governance arrangements and scheme of delegation- to hold at least three Local Governing Body meetings a year; appoint a Vice-chair annually, appoint designated governors with specific responsibilities, for example for special educational needs or safeguarding, as required; make arrangements for the election of parent governors and a staff governor; appoint co-opted governors; and establish ad-hoc sub-committees, as required, from time to time.
- The LGB may establish working groups for specific time limited tasks or appoint an individual governor or member of staff to fulfil a task: such groups and individuals may only make recommendations to the LGB who will make decisions on these matters. The LGB will appoint the Chair of any working group and any ad-hoc sub-committee. Receive reports from any ad-hoc sub-committee that has been given delegated authority to act to ratify the decision: and receive recommendations from any working group, or individual to whom a task has been given to make a decision or consider whether any further action by the LGB is necessary.
- To implement clerking arrangements for LGB meetings, working group meetings, and ad-hoc sub-committee meetings as required.
- To determine any other constitutional matter in which the LGB has discretion; and review and report to the Board on the effectiveness of delegation arrangements annually.
- To ensure compliance with legal and statutory requirements: maintain a register of governors' business interests and adhere to procedures for registering and managing conflicts of interest.

- To ensure all governors undertake training and have support to develop their skills and have a good understanding of school performance, attendance, admissions, and exclusions data. Ensure all governors are kept fully apprised of the performance of the academy at all times.

Financial and Risk Management

- To effectively oversee the academy's financial, human, and physical resources and assets (in particular control over the spending identified in the academy's development/ improvement plan). To produce an annual budget for approval by the Board of Directors: once approved formally adopt the budget and monitor spend.
- To ensure the academy complies with all matters of regularity, propriety, and value for money in its use of its delegated budget.
- To ensure the powers and duties delegated to the LGB and to the Principal and other senior staff for financial management and controls, procurement of goods and services, staffing matters, maintenance and security of the buildings and site, ICT, health and safety, and the safeguarding of children are properly carried out in accordance with the scheme of delegation.
- To prepare, with the Principal, and in collaboration with the Management Team Director, a draft annual budget for recommendation to the Board for approval: once approved monitor spend at each meeting and authorise virement in line with the scheme of financial delegation.
- To make representation to the Board if deemed necessary and in line with the Trust's arrangements in respect of the impact of any pooled GAG budget on the academy.
- To receive reports from the Principal and academy finance staff, the Trust's Management Team Director, Finance Manager, and internal/external auditors on the financial management, end of year position, controls, systems and procedures in the academy: to take action to implement, any improvements or remedial action required.
- To ensure staff and governors are aware of the Trust's code of conduct for staff, code of practice for directors and governors, and the trust's whistle-blowing procedure: report any suspicion of irregularity or fraud to the Management Team Director, Finance Director, or Trust Board as appropriate.
- To authorise and monitor the procurement of goods and services in line with the Trust's procurement policy and procedures.
- To authorise the writing off of debts and disposal of assets in line with the scheme of financial delegation and authorities: oversee the establishment and

maintenance of an up-to-date list of contracts and an inventory of all furniture, equipment, machinery, vehicles, and plant.

- To monitor pupil/student admission preferences and forecast admission numbers and ensure these and any changes in the overall roll are made available to the Management Team Director and Finance Director.
- To monitor, manage and report on risk in line with the trust's risk assessment and risk management arrangements.

Education and Achievement and Pupil/Student Welfare

- To approve the academy's development/improvement plan, curriculum and behaviour and welfare policies and plans, plans for improving teaching and learning: challenge the Principal and senior leadership team to continually improve outcomes. Once approved monitor, evaluate and report to the Board on:
 - The effectiveness of the academy's curriculum policy and the quality of teaching and learning and their impact on pupil/student progress, attainment, achievement, standards and outcomes;
 - The impact of the academy's behaviour, classroom management, pupil/student welfare and reward policies and procedures on attendance and behaviour: check that pupils/students feel safe and secure in the academy ;
 - Compliance with statutory requirements relating to the curriculum, pupils/ students with SEND, looked after children (LACs/CLAs), pupil premium etc. The effectiveness of policies and provision for pupils/students with additional or special educational needs;
 - The resources required to deliver the curriculum and extracurricular activities and secure academy improvement in each academy. Assess the impact of academy improvement services and support on pupil/ student outcomes. Assess the impact of extracurricular activities on pupil attainment; and
 - The quality of the academy's premises and the learning environment and their fitness for purpose: establish and implement, working with the Management Team Director and Principal, a programme of improvement within funding constraints.
- To ensure the academy develops effective partnership working and sharing of best practice with other academies in the Trust, other local schools/ academies, the local authority, and other agencies.
- To approve and ensure the delivery of an effective marketing and communication strategy for the academy, the publication of information about the academy, and

a strategy for parental and community engagement. Monitor and evaluate their impact: report outcomes to the Board.

- To establish arrangements for considering complaints in line with the trust's complaints policy. Seek the views of parents and pupils/students about the ethos and quality of provision in the academy: take action to address issues raised and make proposals for improvements. Report findings to the Board.
- To keep under review, and report on, the impact of the academy's PAN, admissions policy, and oversubscription criteria and propose changes the Board.
- To make arrangements for consulting on and publicising the Trust's admissions arrangements for the academy, liaising with the local authority, and ranking applications when oversubscribed.

Human Resources

- To ensure all staff in the academy have the appropriate qualifications, skills, experience, and training to carry out their duties.
- To ensure the implementation of all human resources related policies and procedures: monitor and report to the Board on their suitability and impact.
- To annually review and approve the staffing structure and establishment in line with the academy's curriculum plan and budget.
- To ensure the Trust's guidelines and best practice are followed in all recruitment procedures particularly those relating to the safeguarding of children. To ensure all staff appointments are in line with the staffing establishment and the scheme of financial delegation.
- To monitor the performance of the Principal: receive and comment on an annual report on the performance of the Principal and senior leadership team from the Management Team Director/ the Trust's academy improvement partner: advise the Board, of any issues and ensure any agreed recommendations are carried out.
- To review and agree the pay of all staff, except the Principal, annually in line with the Trust's pay policy: once agreed ensure changes to pay are enacted.

Buildings and Site, Health and Safety, and ICT

- To ensure full compliance with all health and safety and data protection and security legislation and compliance with the Trust's health and safety and security policies and procedures and good practice guidelines, and insurance requirements.

- In consultation with the Management Team Director and Principal, and within budget constraints, to plan and implement a programme of buildings and site maintenance and improvement.
- To ensure compliance with the trust's policies/ procedures/ plans relating to buildings and sites, health, safety, security, and ICT.

Membership- the list of current governors is set out in an insert to this handbook. The LGB may co-opt governors for a time limited specific task: co-opted governors may not vote. The Board of Directors appoints the Chair of the LGB annually. The LGB appoints the Vice-chair annually; and the Chair of any working group and any ad-hoc sub-committee as required.

Term of Office: Governors-4 years. Co-opted governors as specified. The Principal holds office ex-officio as long as he/she is in post. Governors may be re-elected or re-appointed. Co-opted governors may not vote.

Organisation: Terms of reference, constitution, and membership- to be reviewed annually. Quorum: The quorum necessary for the transaction of general business of a Local Governing Body shall be 3 or one third, whichever is greater, with the exception of the appointment of parent governors and staff governors which require two thirds of governors, eligible to vote, present in person or by telephone. One vote per governor. The Chair has a casting vote.

The Principal and Management Team Director, or their deputies, have the right to attend all meetings of a Local Governing Body, working groups, and ad-hoc sub-committees.

Professional Advisers to the Local Governing Body: the Principal of the academy, the Management Team Director of the Trust, the Finance Director, Project Director and any other member of staff with trust-wide responsibilities, as appropriate- and any additional advisers as appropriate.

Hearings and Appeals Ad-hoc Sub-committees of the LGB

Purpose

To form first and appeals committees for relevant staffing, admissions, exclusions, and complaints matters. Report outcomes to the LGB for ratification.

Terms of Reference: in line with human resources policies for academy based staff:

- To make any decisions of **a first committee** under the Trust's personnel procedures e.g. disciplinary, grievance, capability, redundancy hearings - where the Principal is the subject of the action.

- To make any decisions under the Trust's personnel procedures e.g. staff appointments and disciplinary, grievance, capability, redundancy **hearings and appeals**- relating to any member of staff other than the Principal (*unless delegated to the Principal*)
- To make decisions relating to admissions to the academy- **except appeals**.
- To make any decisions relating to the **fixed term exclusion** and to the confirmation, review and/or reconsideration (in cases where the independent Review Panel makes this judgement) of the **permanent exclusion** of a pupil/student.
- To make any decisions regarding complaints which are referred to the Local Governing Body.

Membership: Members of Hearings and Appeals Sub-committees shall be appointed by the Local Governing Body and shall be made up of at least 3 governors (excluding co-opted governors). No person may sit on both Sub-committees dealing with the same matter.

Disqualification: The Principal and any governor with any direct involvement in the focus of any grievance, disciplinary, capability, redundancy, or complaint matter.

Organisation: Chair appointed for each hearing or appeals Sub-committee. Terms of reference, membership, and constitution-to be reviewed annually. Quorum: 3

Professional Advisers to the Sub-committees- HR adviser and any additional advisers as appropriate.