

Local Governing Body Terms of Reference

September 2021

The Local Governing Body (LGB) acts as a critical friend to the academy and is accountable for its decisions. It plays a key role in monitoring and improving the quality of provision in the academy, its relationship with stakeholders and the safety and well-being of its children and staff.

The LGB will nominate and recommend for appointment their chair annually. The LGB should ensure that there are at least two Parent Local Governors, elected or appointed to the LGB, one is the Headteacher, at least one of the LGB should be a staff Governor, the rest should be co-opted, such that no more than one third of the LGB are staff. The minimum number of governors is 6; it is up to the individual LGB to decide the maximum number.

Parent Local Governors of the LGB must be a parent, or an individual exercising parental responsibility, of a registered pupil at one or more of the academies overseen by the LGB at the time when he/she is elected or appointed.

Governors' term of office shall be 3 years and can be re-elected up to 3 consecutive terms and then must take one calendar year break.

Quorum: The quorum for a meeting of the LGB shall be 50% of the total number of Governors of the LGB [rounded up to a whole number] at the date of the meeting.

Key duties of LGB:

- To hold 3 'regular' meetings following the Trust agenda, and 3 single item agenda meetings to be determined by the LGB, each year;
- To recruit new governors as vacancies arise;
- To appoint or remove the Chair and Vice Chair;
- To elect a Chair and Vice Chair annually;
- To appoint a Whistleblowing governor;
- To appoint a SEND governor;
- To appoint a Looked after Children governor;
- To appoint a Pupil Premium governor;
- To appoint a Safeguarding governor;
- To appoint a Prevent governor;
- To appoint a Health and Safety governor;
- To appoint a Careers governor (secondary school);
- To appoint a wellbeing governor;
(A governor may hold more than one responsibility)
- To suspend a governor;
- To decide which functions of the LGB will be delegated to individuals or sub committees;
- To receive reports from any individual to whom a decision has been delegated and to consider whether any further action by the LGB is required;
- To receive reports from, and provide challenge and support to, the Headteacher on the quality of teaching and learning and the performance of the academy;
- To participate in the academy's self-evaluation processes;
- To ensure that safeguarding and health and safety of the academy is robust;
- To contribute to the academy development plan and its priorities;

- To make arrangements for staff disciplinary/conduct hearings;
- To contribute to the performance review of the Headteacher annually;
- To participate in the academy appointments panels and ensure the academy recruits the best possible staff in line with Safer Recruitment procedures;
- To devise, monitor and review the policies of the academy and make recommendations to Trustees on Trust wide policies;
- To assist the Headteacher in promoting good relations with parents and the community;
- To monitor the academy's website for compliance and raise any issues with the Headteacher;
- To form the pupil disciplinary panel in relation to serious breaches of school discipline;
- To approve the curriculum plan, being mindful of statutory requirements;
- To ensure the requirements of children with special education needs and disabilities are met;
- to follow the protocol as laid down in the Virtual Meeting Protocol Policy when using alternative arrangements to participate and vote in meetings.

[For fuller details see the Scheme of Delegated Authority]

Record of meetings

The minutes of the proceedings of a meeting of the LGB shall be drawn up and signed [subject to the approval of the Governors] at the same or next subsequent meeting by the Chair of the meeting.

The minutes shall include a record of all appointments of Governors and all proceedings at meetings of the LGB and of subcommittees of the LGB, including the names of all persons present at each such meeting. The minutes shall be recorded on the pro-forma developed by the Trust Board and agreed by the Chairs of the LGBs

The minutes should also include details of decisions taken, actions agreed, person responsible for taking action and timescales for completion. The agreed actions from a previous meeting should be included in the agenda for the next meeting.

The Chair shall ensure that copies of the draft minutes of all meetings, including any confidential item[s], of the LGB [and any subcommittees] shall be provided to the NCLT Clerk as soon as reasonably practicable and in any event within fourteen days of the meeting having been approved by the Chair of that meeting, and the Chair shall thereafter ensure that the NCLT Clerk is provided with updated copies of such minutes if later revisions are made.

The LGB shall ensure that a copy of:

- the agenda for every meeting of the LGB
- the draft minutes of every such meeting, if they have been approved by the person acting as Chair that meeting
- the signed minutes of every such meeting and
- any report, document or other paper considered at any such meeting

are, as soon as is reasonably practicable, made available at the academy to persons wishing to inspect them. There may be excluded from any item required to be made available any material relating to a named teacher or other person employed, or proposed to be employed, at the Academy, a named pupil at, or candidate for admission to, the academy and any matter which, by reason of its nature, the LGB is satisfied should remain confidential.

Local Governing Bodies:

For full details regarding membership of Local Governing Bodies, please see the individual academy websites which can be directly accessed through a link on our 'Academy's page or go to the 'Governance' tab on the NCLT website.