



TERMS OF REFERENCE for LOCAL GOVERNING BODIES (LGBs)

November 2018

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1. INTRODUCTION

Crofty Multi-Academy Trust is governed by a Board of Trustees who have overall responsibility and ultimate decision making authority for all the work of the Trust, including the establishing and running of the schools within the Trust.

The Local Governing Bodies act as the eyes and ears of the Trust Board playing a crucial role in the governance of the trust. They are committees of the Trust Board that provide an independent view of each school, acting as “critical friends” to each school’s leadership. Local Governors are the public face of governance, promoting each school and celebrating their successes.

These Terms of Reference can be revised by the Board at any time and will be reviewed annually as part of the Governance Scheme of Delegation.

2. MEMBERSHIP

2.1 Size

Each LGB will have the following minimum membership (6 governors):

- a. Headteacher / Head of School
- b. 1 elected Staff Governor
- c. 2 elected Parent Governors
- d. 2 appointed Community Governors

The number of Governors employed by the Trust must never exceed one third (rounded up) of the total Governors.

The LGB can appoint upto two additional Associate Governors.

Associate Governors have no voting rights when decisions are made and must not be involved in discussions concerning individual employees of the Trust.

The LGB can nominate an Associate Governor to fill any eligible vacancy, but their appointment is at the discretion of the Trustees. If an Associate Governor subsequently becomes a ‘full’ Governor their term of office continues without a break.

2.2 Appointment of governors

Staff Governors

The LGB will invite nominations from all staff employed by the Academy (*exception – SLT members*) and if there are two or more nominations will hold an election by secret ballot.

Parent Governors

Parent Governors are elected. Nominees must be the parent of or have parental responsibility for a child at the school at the time the role becomes vacant.

If the LGB cannot find a parent to nominate the Trustees will appoint a parent from another school in the trust, or if this is not practical then any parent of a child of school age.

Community Governors

The Trustees will ratify the appointment of Community Governors following nomination by the LGB.

Appointment procedure for Community and Associate Governors.

The LGB can use a variety of methods to identify new Governors to fill vacancies or to increase the size of the LGB including advertising, personal recommendation and self-nomination.

Any potential candidate must complete a Skills Audit, be sent a copy of the Governor Code of Conduct and be interviewed by a panel consisting of a minimum of the Headteacher and the Chair or Vice Chair of the LGB.

Details of any Governors nominated must be sent to the Trust Secretary who will request confirmation from the Trustees.

2.3 Term of office

The term of office for any Governor is 4 years, with the exception of the Headteacher who remains a Governor as long as they hold that role within the school.

Any person may be re-appointed as a Governor.

2.4 Resignation and removal

A Governor serving on the LGB shall cease to hold office if:

- a) he resigns his office by giving notice in writing to the Clerk of the LGB
- b) the Headteacher or a Staff Governor ceases to work at the school
- c) the Chair of the LGB decides that the governor is not able to make the required contribution to the effective local governance of the school (*for example, less than 50% attendance at meetings over a 12-month period*)
- d) the Board terminates the appointment of a Governor whose presence or conduct is deemed by the Trustees, at their sole discretion, not to be in the best interests of the Trust or the school.

The reasons for removing a Governor should be recorded and sent to the Trust Secretary.

A Parent Governor can continue their term of office if their child ceases to be a pupil at the school.

2.5 Disqualification of Governors of the LGB

A Governor is disqualified from serving on the LGB if he would not be able to serve as a Trustee in accordance with the Trust's Articles 68-80.

2.6 Appointment and removal of Chair and Vice Chair

The Chair and Vice Chair of the LGB are nominated by the LGB and appointed by the Trustees, who may remove them from office at any time.

The term of office of the Chair and Vice Chair is upto two years (re-appointments should be made during the summer term of the second year in office). Subject to remaining eligible to be

a Governor, any Governor may be re-appointed as Chair or Vice Chair of the LGB unless employed by the Trust.

The Chair and Vice Chair may resign from office at any time by giving notice in writing to the Trust Secretary. The Chair or Vice Chair will cease to hold office if:

- a) they are no longer a Governor
- b) become an employee of the Trust
- c) in the case of the Vice Chair, they are appointed to become Chair

When the Chair is absent from any meeting or the office is vacant the Vice Chair will act as the chair for the meeting or until a new Chair is appointed.

2.7 Committees and Panels

There will be occasions when a panel of three Governors may be required to consider pay awards or a disciplinary hearing (*for example*). It is recommended that the membership for these is chosen as required but includes either the Chair or the Vice Chair (but not both).

The LGB or school can create a time-limited working party whose membership can be drawn from any combination of Trustees, Governors, employees, volunteers and parents. The majority (rounded up) of working party members must be either Governors or Trustees.

2.8 Exclusions

- a. SLT members cannot be the elected Staff Governor but can be invited to attend governor meetings.
- b. No central team members can be a member of any Trust LGB.

3. MEETINGS

3.1 Frequency

LGBs must meet at least once per term, but can meet more frequently.

3.2 Quorum

The quorum for a meeting is any three Governors or, where greater, one third of the total number of Governors in post. Non-employees of the Trust must represent the majority of Governors present.

Associate Governors do not count towards this quorum.

3.3 Decision making

Any responsibilities delegated by the Trustees to the LGB must be agreed by a majority of Governors present (or unanimously if only three are present), and recorded as a Delegated Decision in the minutes.

If there is an equal division of votes the Chair of the meeting has the casting vote.

A written resolution – sent to all Governors electronically by the Clerk to the LGB – is as valid and effective as one passed at a meeting.

3.4 Conflicts of Interest

Conflicts of interest or loyalty, pecuniary interests and connected persons are defined and explained in the Trust's Conflicts of Interest policy. The clerk and Governors need to be aware of this policy and apply it as required during every LGB meeting.

3.5 Minutes of meetings

Minutes must be taken at every LGB meeting. In the absence of a clerk then any person attending the meeting can take the minutes with the exception of the Headteacher and the Governor chairing the meeting.

Once the draft minutes have been approved by the Chair a copy must be emailed to the Trust Secretary within 2 weeks of the meeting. Signed copies should be retained and held at the school.

Guidance note to sections 4 and 5

Numbered paragraphs are specific responsibilities as set out in the Governance Scheme of Delegation – they are the **‘What’** the LGB should do.

The italic bullet points are **examples** of **‘How’** the LGB can meet these responsibilities.

This list of examples will be reviewed regularly and updated based on experience. Suggestions can be sent to the Trust Secretary at any time.

4. DELEGATED DECISIONS and RESPONSIBILITIES

Based on the current Governance Scheme of Delegation (July 2018) the following decisions are delegated to the LGB:

4.1 Determine Admission Arrangements annually and carry out statutory consultation when required – in line with Trust policy

- *Discuss the suitability of the school's PAN.*
- *Propose any changes to the Trust board.*
- *Oversee any stakeholder consultation.*

4.2 Maintain and publish statutory governance information

- *Ensure that governor information on the school website is up date.*
- *Clerk will have tasks relating to Trust website and GIAS.*

4.3 Ensure regular stakeholder engagement to include annual parent and pupil surveys

- *Use the Crofty surveys and other appropriate means to canvas stakeholder opinions.*
- *Collate the findings from Parent and Pupil surveys in a timely way to support the school's leadership in school development planning.*
- *Report the findings to the Trust Board.*

4.4 Agree permanent exclusion of pupil

- *When required, populate a panel to consider permanent exclusions*

5. ADDITIONAL LGB RESPONSIBILITIES

The following list is based on the current Governance Scheme of Delegation (July 2018) and may be revised or amended at any time by the Trustees.

'Responsibility' for the LGB can include any combination of being consulted, taking part in, monitoring of – but not agreeing or approving unless listed in section 4 above.

5.1 Strategic Planning

5.1.1 Contribute to the development of the School Improvement Plan.

- *This would be evident in minutes of governor meetings.*

5.2 Governance

5.2.1 Nominate Chair / Vice Chair

5.2.2 Recruit and nominate new Community Governors for approval to the trust board

5.2.3 Elect staff / parent Governors

5.2.4 Delegate responsibilities to individual Governors

5.2.5 Comply with requirements of Governance Scheme of Delegation

5.2.6 Each governor to attend training appropriate to their roles and responsibilities

5.2.7 Report to the Board using agreed reporting systems

- *Use the governor reporting template and send to the relevant trustee. Forward the termly HT report to the Board.*

5.2.8 Contribute to the school's Self-evaluation

- *Gathering the views of parents / carers and pupils.*

5.2.9 Be open to sharing best practice, collaboration with and support for other LGBs

- *This could involve helping other LGBs to form panels or offering expertise / advice to less experienced governors or LGBs.*

5.2.10 Contribute to preparations for external assessment

- *LA Health and Safety audit, financial audit, Ofsted.*

5.3 Finance

5.3.1 Assist with developing the annual school budget

- *Recorded in LGB minutes*

5.3.2 Monitoring the effectiveness of school expenditure

- *Local governors should review the latest finance figures (produced by finance team and reviewed with HT) within the LGB normal cycle of meetings. Recorded in minutes of meeting.*

5.3.3 Contribute to capital expenditure planning

- *Support the school's leadership to clarify a rationale for capital spends in excess of £5000*

5.4 Personnel and Staffing

5.4.1 Contribute to staff appointments (including Headteacher and Senior Leadership Team posts)

- *Be available if required to contribute to a recruitment selection panel.*

5.4.2 Contribute to Headteacher performance management

- *Support the CEO or SIO in evaluating the performance of the Headteacher.*

5.5 Pupil Outcomes and Curriculum

5.5.1 Monitor the effectiveness of school improvement processes

- *Receive the SEF and the SDP. Discuss and understand the identified priorities with the HT.*
- *Receive termly updates on progress against the priorities set out. Draw together information from other sources e.g. pupil / parent views*
- *Record this process on the School Improvement LGB monitoring pro forma.*
- *Consider how to complete this collectively.*

5.6 Pupil Personal Development and Wellbeing

5.6.1 Monitor the provision of sex education, RE and collective worship

- *Be aware of the school's policy and materials used to deliver these aspects of the curriculum.*
- *Monitor withdrawal rates from these areas.*
- *Include findings in the Governor Personal Development & Wellbeing report.*

5.6.2 Monitor the social, moral, spiritual, and cultural development of pupils – inc fundamental British values and the Prevent strategy

- *Use the Governor Personal Development & Wellbeing question set to independently canvass the impact of the school's curriculum and policies.*
- *Feedback the findings to school leadership to support development planning.*
- *Probably done by a named governor.*

5.7 Disadvantaged and SEND

5.7.1 Monitor the impact of the school's policy and provision on children with SEND.

- *Use the Crofty SEND governor question set to canvas the views of parents and carers with children with SEND.*
- *Seek the views of pupils with SEND on their experiences at school.*
- *Feedback the findings to school leadership to support development planning.*
- *Probably done by a named governor.*

5.7.2 Monitor the effectiveness of Pupil Premium and Sports Premium expenditure

- *Receive the PP / SP development plan.*
- *Check the up to date plan is published on the school website.*
- *Receive termly update on progress against action plan.*
- *Record this process on the School Improvement LGB monitoring pro forma.*
- *Probably done by a named governor.*

5.7.3 Monitor the provision of Free School Meals

- *Ensure the school is providing UIFSM and minute in a full LGB meeting.*

5.8 Safeguarding

5.8.1 Monitor safeguarding arrangements and outcomes in the school – including the Single Central Record

- *Consider information from:*
 - *External safeguarding and SCR reviews*
 - *the Safeguarding development plan*
 - *termly HT report to governors*
 - *S157/175*
- *Meet termly with the school's safeguarding lead to receive update on progress against action plan.*
- *Record this process on the LGB monitoring pro forma.*
- *Probably done by a named governor.*

5.8.2 Check whistleblowing arrangements are in place

- *Ensure whistleblowing policy is published on the school website*

5.9 Pupil Attendance, Behaviour and Exclusions

5.9.1 Contribute governors to be a member of permanent exclusion appeal panels

5.9.2 Monitor attendance and persistent absence levels

5.9.3 Monitor fixed term and permanent exclusions

- *Consider Termly HT report to governors.*
- *Minute accordingly.*

5.10 Risk, Safety, Security & Premises

5.10.1 Monitor Health and Safety arrangements and outcomes in the school

- *Consider information from:*
 - *H+S review*
 - *the H+S development plan*
 - *termly HT report to governors*
- *Meet termly with the school's H+S lead to receive update on progress against action plan.*
- *Record this process on the LGB monitoring pro forma.*
- *Probably done by a named governor.*

5.10.2 Confirm the school has an asset register

- *Minute this in a full LGB meeting.*

5.11 Operational Management

5.11.1 Monitor compliancy of school website

- *Consider the website audit feedback.*
- *Monitor progress against the action plan.*
- *Minute accordingly.*

5.11.2 Monitor parental complaints procedure is followed

- *Monitor through Chair and HT regular discussions.*
- *Monitor number of complaints raised to "formal" stage.*

5.11.3 Contribute members to complaint panels

- *Be available, if required, to populate a hearing panel for any Crofty LGB.*