

LOCAL GOVERNING BOARDS TERMS OF REFERENCE

Version	SECTION	Changes	Date approved by Board
I		ORIGINAL	July 2017
1.1		<ul style="list-style-type: none"> Updated September 2017 for change of name to Local Governing Board. 	Sept 2017
1.2		<ul style="list-style-type: none"> Updated to add responsible for review of extra curricula activities. 	April 2018
1.3		<ul style="list-style-type: none"> Clarified delegated responsibilities Enhanced the wording on engagement with local communities and parents Introduced common agenda items for all LGBs Stronger links with Learner Experience Committee and link Trustees to reflect the updated Scheme of Delegation and accountability of the LGBs to deliver their responsibilities Included changes to the Chairs Advisory committee terms of reference. 	Feb 2020
1.4		<ul style="list-style-type: none"> Terms of office change to max 2 x 4-year terms in once school Trust Board to ratify appointment of chair Process for LGB members leaving / being removed Annual review of members performance Training logs for LGB Agenda to include update from Trust Board and items from Advisory council where relevant Reference to code of conduct, confidentiality, conflicts and register of interests. 	April 2021
1.5	4.8 3.	<ul style="list-style-type: none"> Process for removal of local governors added. Requirement to complete the annual LGB surveys on effectiveness and the annual declaration of interests. 	September 2021

I. Authority and Responsibility

I.1 Local Governing Boards

The Board of Tapton School Academy Trust (TSAT) has established Local Governing Boards (LGBs) to monitor, support and challenge school senior leadership teams in the delivery of the TSAT strategy and on the overall quality and effectiveness of learner experience in each local school.

LGBs have a delegated responsibility to ensure each school engages effectively with its local community and that the voice of local stakeholders, particularly parents and pupils, is heard and taken into account. (The details of these delegated responsibilities are outlined below and in the Trust Scheme of Delegation).

Local Governing Boards are accountable to the Trust Board for the delivery of their responsibilities. This is predominantly secured through the Learner Experience Committee of the Trust Board in the following ways:

- All LGB minutes are shared with Trustees
- LGBs have some common agenda items for their meetings determined by the Learner Experience Committee on behalf of the Trust Board.
- The Chair of each LGB has a link Trustee from the Learner Experience Committee – they meet a minimum of twice per year with a common agenda set by the Learner Experience Committee. The purpose of these meetings is to increase Trustees' understanding of individual schools but also to ensure LGBs are fulfilling their role effectively. Reports are made to the Trust Board.
- Meetings between the Chair and link Trustee are likely to be more frequent and cover more issues where a school faces specific difficulties.

I.2 Chairs Advisory Council

The Chair of each LGB is a member of the Advisory Council which advises the Board of Tapton School Academy Trust (TSAT) on key issues and strategic priorities.

It is made up of the Chairs of the LGBs, the Chair of the Trust Board, a representative of the LE committee and attended by members of the Executive Team.

The Advisory Council meets termly. Agendas include items specified by the Learner Experience Committee on behalf of the Trust Board as well as items from the Executive team, Trust Board and from Chairs of the LGBs. This offers the opportunity to share and develop best practice in school level governance and to develop collective approaches to areas of common interest or concern.



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The Advisory Council provides advice to the Board and TSAT Executive on:

- Development, implementation and impact of TSAT strategy, plans and policy
- The views of each local community, especially parents
- The learner experience, development and student voice in each school
- Local governance issues including membership of LGBs.

The role of the Council is also to:

- Share best practice in local governance and develop collective approaches to areas of common concern or interest
- Share specific school developments
- Celebrate school achievements and successes.

The Council is not a subcommittee of the Board of TSAT and acts in an advisory capacity only. The Council has no legal powers or operational responsibilities/duties.

There are separate terms of reference for the Advisory Council.

1.3 Headteachers

The **Headteacher** of each local academy has delegated powers from TSAT Board to manage the school within the approved curriculum, budget and overall policies of TSAT.

2. Role

The role of the LGB is to offer appropriate support and challenge to senior leaders at each school whilst reviewing and monitoring the following areas:

- The experience and welfare of learners including their curriculum, ensuring it is well matched to the needs of the whole school community; this includes extra-curricular activities.
- Compliance with legal requirements and Trust policy in respect of:
 - Sex & Relationship Education and Religious Education
 - Safeguarding
 - Data Protection
 - Health & Safety.



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- Provision for meeting the needs of learners with Special Educational Needs & Disabilities (SEND) and Looked After Children (LAC).
- Ensuring the LGB has a 'champion' for SEND, safeguarding, data protection, health and safety.
- Provides challenge to the School to ensure deployment of financial resource best fits the needs of the whole school within the framework of TSAT financial controls.
- To scrutinise in detail the use and impact of restricted funds for pupil premium, SEND, sports grant, and other restricted government grants.
- Stakeholder Engagement - Parents, Community and Pupils – ensuring the voice of all local stakeholders is heard and taken into account in the work of the Trust & school.

The TSAT Board are the body with responsibility for all the schools in the Trust and the role and responsibilities of the LGB are determined by the TSAT Board.

In addition the LGB has delegated authority to address complaints, staff capability and disciplinary matters and pupil exclusions. If the matters are not resolved locally the escalation procedure is to the TSAT Board as set out in TSAT policies.

3. Duties

The duties of the LGB are to:

- Uphold and champion TSAT vision and values, ensuring each school is aligned to the Trust's strategic objectives and improvement strategy.
- Advise the TSAT Board and TSAT Executive team on the performance, strategic outcomes, risks and issues via the Chairs Advisory Council.
- Meet their accountability to the Trust Board through the Learner Experience Committee and deliver the role of the LGB as defined above.
- Assure and ensure that the plans and actions at a local level best meet the needs of all the learners in the school by appropriate structures, approaches and deployment of resources.
- Ensure all LGB members comply with the Code of Conduct.



- Ensure all LGB members complete an annual declaration (using the Trust proforma) for the register of interests form and update the school of any changes in (personal, business or financial) interests in the year
- To maintain confidentiality of matters discussed at meetings unless it has been agreed that the matters are for communication.
- Complete the annual LGB effectiveness survey
- Complete the annual declaration of interests and inform the Trustees of any changes in the year.

4. Administration

4.1 The LGB will meet at least once per term.

4.2 The LGB will consist of at least two parents, one staff, one community and one co-opted member. The Headteacher is an ex-officio member of each committee. Local Governing Board members are proposed by the LGB and ratified by the Trust Board prior to them becoming members of the LGB.

4.3 The LGB will be quorate if at least three or (if this would be higher) one third of members are present.

4.4 The Chair will be appointed for a one-year term commencing each September. The Chair will be proposed by the members of the LGB and approved by the Trust Board. The Chair may be reappointed for further years (by proposal from the LGB and approval by the Trust Board). The maximum term as a Chair is the same as the term of office as set out in 4.5 below. No LGB member employed at the Academy will act as Chair to the LGB or a committee. In the absence of the Chair the committee will elect a temporary replacement from among the members present at the meeting.

4.5 The term of office in one school's LGB will be a maximum of 2 terms of 4 years each (i.e. 8 years). After 4 years members may be reappointed for a second 4-year term. Reappointment will be proposed by members of the LGB and approved by Trust Board. After 8 years if the member wishes to remain in a role in a Trust they may look to be appointed at another LGB within the Trust or the Trust Board.

4.6 Vacancies will be advertised on the TSAT and school websites. Where necessary election will take place for staff and parent vacancies. As for all Local Governing Board members parent and staff members are proposed by the LGB and ratified by the Trust Board prior to them becoming members of the LGB. This will involve the Trust Board agreeing the nominees prior to being issued for election.

4.7 LGB members may resign as members by giving the Chair of the LGB notice. We would request, wherever possible, a terms notice is given to enable new members to be appointed.



4.8 LGB members may be removed from office for persistent non-attendance or significant breaches of the code of conduct or terms of reference. Where there are concerns about a governor the first stage would be to aim to resolve these informally by the Chair of Trustees with actions such as additional training and guidance. Where the matter escalates to consideration of removal the Chair of Governors should consult with the CEO to agree the action to be taken. The Governing Board can then propose to remove a member and this should be ratified by the Trust Board.

4.9 Administrative support will be provided by the clerk to the committee.

4.10 Agendas will be agreed in advance by the Chair (based on, but not limited to, a TSAT pre-agreed annual schedule of activity) and papers will be circulated least 5 working days in advance of the meeting.

4.11 The Agenda will include an update from Trust Board and any relevant items from the Advisory Council.

4.12 Minutes of meetings will be taken and once approved in draft by the Chair, be submitted to the next scheduled meeting of the LGB. They will be shared with the Trust Board.

4.13 Each LGB is authorised to invite attendees to its meetings from persons to assist or advise on a particular matter or range of issues, including parents and Academy staff who are not governors. Confidentiality and conflict of interest statements must be signed for such attendees.

4.14 Declarations of interest must be made on an annual basis (on the Trust proforma), where changes arise and at each meeting (where there are interests in specific agenda items). Generally, governors and Trustees must not be involved in discussions or vote on matters to which their conflict relates. Guidance will be given on when withdrawal from the meeting or non-participation in discussions will be required.

- Conflict of interests may arise when the interests of a governor in a matter may affect, or be seen to affect, the ability to take decisions that are impartial and in the best interests of the school. Conflicts of interest are not restricted to those declared on the register of interests. Governors and Trustees are also obliged to declare any potential conflicts of interest during meetings.
- Determining that a governor has a conflict of interest in a matter should come down to an assessment of how likely the governor is to exert (or be perceived to exert) undue influence or allow their personal circumstances to cloud their judgement.
- Of course, if there is any doubt then the Chair should acknowledge the interest, declare it and ask for the individual to withdraw from the meeting for the relevant item of business.

4.15 The LGB will review these terms of reference via the Advisory Council and self- assess its performance against these terms of reference on an annual basis.



4.16 The Chair will meet with each LGB member annually to discuss performance, training needs and whether the member wishes to change role within the LGB or Trust – i.e. a wish to become a chair of a subcommittee/LGB or if near their end of term whether they wish to remain on the LGB or move to another school in the Trust.

4.17 The LGB will keep a training log for LGB members.

4.18 The TSAT Board will review and approve these terms of reference annually.

5. Sub Committees

5.1 The LGB may establish sub committees and working groups to keep under review key aspects of the school's performance. Each subcommittee must have a minimum of three governors and the terms of reference be approved by the TSAT Board annually.

5.2 The membership of any subcommittee will be agreed on an annual basis at the first meeting of the whole governing body in the autumn term.

5.3 LGB Subcommittee agendas will be agreed in advance by the Chair (based on, but not limited to, a pre-agreed annual schedule of activity) and papers will be circulated to members at least 5 working days in advance of the meeting.

5.4 Minutes of LGB sub committee meetings will be taken and once approved in draft by the Chair, be submitted to the next scheduled meeting of the full LGB.

5.5 Minutes of the LGB subcommittee will be made available to TSAT Trustees.