

## APPENDIX E

### Terms of Reference Local Governing Body for

[ ACADEMY NAME ]

#### 1. Purpose

- 1.1 The Local Governing Body ('the LGB') will provide challenge and support for the Headteacher and will ensure that it holds senior leaders to account for robust 'quality of education' and outcome targets and ensures that statutory obligations are met, including those that it delegates to its Academy Committee(s).

#### 2. Duties

In addition to any delegated authority given to it from the Trust Board, the LGB shall:

##### Clarity of vision, ethos and strategic direction

- 2.1 Enact the educational and religious character and mission of the Academy ensuring that it is consistent with the vision of the Trust.
- 2.2 Ensure that the Academy promote the Gospel values, 'British values' and adheres to equality legislation.
- 2.3 Ensure that the Academy have a medium to long term strategy for school improvement and governance and ensure that there is a plan in place for achieving that strategy.
- 2.4 Ensure that all actions undertaken by the LGB and its Committees are consistent with the Trust's policies and procedures.

##### Educational Performance

- 2.4 Responsible for the curriculum proposed by the Headteacher.
- 2.5 Monitor the quality of teaching and learning, and the progress and attainment of all pupils, with particular attention to those with special educational needs, a disability or in receipt of Pupil Premium Funding.
- 2.6 Participate in the recruitment of a new Headteacher (Academy Principal) and make a recommendation to the Executive Team.
- 2.7 Regularly liaise with the Chief Executive Officer on the performance of the Headteacher advising where disciplinary action may be required;
- 2.8 Ensure that the Academy remains compliant with the Memorandum on the Appointment of Staff in Catholic schools as issued by the Catholic Bishop's Conference;
- 2.9 With the CEO or his/her delegate, participate in the appraisal discussions for the Headteacher with advice from the Director of School Improvement or his/her representative;
- 2.10 Support the Headteacher in the development and review of an appropriate structure for the Academy and for the appointment of Senior Academy staff to ensure that the Academy remains fully staffed.

##### Financial Performance

- 2.11 Review the Academy budget and three-year plan and recommend this to the Finance and Resources Committee for approval;
- 2.12 Monitor the financial performance of the Academy against the Academy budget;

- 2.13 Review the responses from the Headteacher on audit reports;
- 2.14 Review contracts in line with the Scheme of Delegation and the agreed budget.

Governance

- 2.15 Recruit a co-opted Governor who has been identified as having a specific skill set
- 2.16 Publish up-to-date details of the structure and remit of the LGB including full names of governors and business and pecuniary interests and attendance records;
- 2.17 Ensure that the DfE Edubase website is up to date with Governor details;
- 2.18 Ensure that each Governor is allocated a specific responsibility for special educational needs, child protection, pupil premium, RE and financial matters to monitor and report back to the LGB regularly;
- 2.19 Recommend the appointment of a Clerk to the LGB to the Company Secretary;
- 2.20 Monitor the single central record;
- 2.21 Review and approve Academy specific policies ensuring that they are in line with the Trust Policy or Directive from the Archbishop and publish on the Academy website;
- 2.22 Note the Trust Policies and publish on the Academy website and monitor implementation;
- 2.23 Ensure systems are in place in line with the Trust's strategy at the Academy for effective communication with pupils, parents or carers, staff, parish or Diocese and the wider community;
- 2.24 Contribute to the development of the Academy prospectus;
- 2.25 Support the Headteacher with regard to pay and performance recommendations for Academy staff, in line with the Pay and Reward Policy.

Admissions

- 2.26 Approve and publish the Admissions Policy for the Academy.
- 2.27 Undertake consultation, publish admissions and determine arrangements as required in accordance with the School Admissions and Appeals Codes, this includes the Diocese guidance for Admissions to Catholic Schools
- 2.28 Make recommendations to the Trust regarding school expansion who will seek consent from Education Commission.
- 2.29 Make arrangements for determining and hearing admissions appeals
- 2.30 Ensure effective arrangements are in place for pupil recruitment

Health, safety, risks and estates

- 2.31 Review the risk register of the school and report any issues of concern to the Director of Finance and HR
- 2.32 Implement the Trust Health and Safety policy
- 2.33 Support the Director of Finance and HR in developing a long-term estate management strategy that has due regard to all advice from the Education Commission and current legislation.

### **3 Constitution, Membership and Quorum**

- 3.1 The LGB shall consist of no more than twelve (12) Governors including the Headteacher.
- 3.2 The LGB may appoint other members from time to time providing the constitution does not exceed 12 and the ratio of foundation governors remains as plus two.
- 3.3 The Chair of the LGB may invite standing attendees to the Meeting to act as advisors or to present on matters but they shall not be members and they shall have no voting rights.
- 3.4 The quorum for LGB meetings shall be three (3) Governors.

### **4 Appointment of Chair and Vice-Chair**

- 4.1 At the first meeting of the LGB each Academic year, the members shall appoint a Chair and Vice Chair from among their number of Foundation Governors.
- 4.2 The Chair and Vice-Chair shall hold office for one (1) year, and until the first meeting of the LGB of each Trust year.
- 4.3 At the end of the term of office, the Chair and Vice-Chair shall be eligible for re-appointment, subject to a maximum of 9 re-appointments, or a total of 9 years, unless agreed otherwise by the Trust Board of Directors.
- 4.4 If the Chair and Vice-Chair are absent from any meeting, the remaining members of the LGB shall choose one of their number to act as Chair for that meeting.

### **5 Secretary**

- 5.1 The Clerk shall act as Secretary to the LGB and will ensure that the LGB is provided with the relevant information and papers in a timely manner to enable full and proper consideration to be given to the issues.

### **6 Voting Arrangements**

- 6.1 Each member of the LGB shall have one vote which may be cast on matters considered at the meeting. Votes may only be cast by members attending the meeting.
- 6.2 If a matter that is considered by the LGB is one where a member, either directly or indirectly has a personal interest, that member shall not be permitted to vote on that matter.
- 6.3 Except where he/she has a personal interest, the Chair of the Committee shall have a casting vote.

### **7 Frequency of Meetings**

- 7.1 The LGB shall meet at least four (4) times per year at appropriate intervals. Additional meetings may be called as and when required.

### **8 Notice and Minutes**

- 8.1 Meetings of the LGB shall be convened by the Clerk at the request of any of its members, with the approval of the Chair, or at the request of the Chair if they consider it necessary.

- 8.2 The Clerk will normally circulate the agenda and papers for meetings at least five (5) working days before the date of the meeting.
- 8.3 The Clerk shall minute the proceedings and decisions of all meetings of the LGB, including recording the names of those present, absent and those in attendance.
- 8.4 Draft minutes of the meeting will be circulated promptly to the Chair. Once approved by the Chair, minutes will be circulated to all other members of the LGB unless it would be inappropriate to do so in the opinion of the Chair.
- 8.5 The Clerk will also provide a summary of the meeting proceedings and provide this in a summary slide together with the minutes of the LGB meeting and send these to the Trust Board, via the Company Secretary ([mboniface@kcsp.org.uk](mailto:mboniface@kcsp.org.uk)).

## 9 Authority

- 9.1 The Board has delegated the powers, authorities and discretions to the LGB as set out in this Terms of Reference and the Scheme of Delegation.
- 9.2 The LGB may sub-delegate (unless expressly prohibited by the Board) some of its powers and authorities, including the establishment of Academy committees to analyse particular issues or themes and report back to the LGB.
- 9.3 The LGB has authority to investigate any matter relating to the Academy for which it represents, in line with the Scheme of Delegations and the Trust's policies. It also has authority to:
- 9.3.1 seek any information it requires from any Officer or Employee related to an Academy in order to perform its duties;
  - 9.3.2 invite any Employee of the Trust Office to attend meetings of the LGB; and
  - 9.3.3 escalate any matter of concern to the Trust Board or a Board Committee via the Company Secretary.

## 10 Other Matters

- 10.1 The LGB shall;
- (a) have access to sufficient resources in order to carry out its duties, including access to the Company Secretary for assistance, as required;
  - (b) be provided with appropriate and timely training, both in the form of an induction programme for new members and on an ongoing basis for all members;
  - (c) oversee any investigation of activities which are within its terms of reference;
  - (d) work and liaise as necessary with the Board and all Committees of the Board; and
  - (e) arrange for periodic reviews of its own performance and, at least annually, review its constitution and terms of reference to ensure that it is operating at maximum effectiveness.

## 11 Reporting Procedures

- 11.1 The LGB shall report to the Trust Board after each meeting.

The LGB shall review these terms at least annually and recommend any changes to the Board.

Reviewed by the LGB on [ ] 2018.

Approved by the Board on [ ] 2018.