



# Local Governing Bodies (LGBs)

## Terms of Reference

Policy owner	Head of Governance
Approved by	MAT Board
Approved	18 September 2024
Review frequency	Annual
Next review	September 2025

## **1. INTRODUCTION**

### **1.1 The Trust**

The Trust is a charitable company limited by guarantee. It has entered into a Master Funding Agreement with the Department for Education (DfE) and a Supplemental Funding Agreement in respect of each school (together the “Funding Agreements”) and so it is the Trust that is ultimately responsible to the DfE pursuant to the Funding Agreements.

### **1.2 The Directors**

The Directors are the Charity Directors (within the terms of section 177 of the Charities Act 2011) and responsible for the general control and management of the administration of the Trust in accordance with the provisions set out in the Articles.

### **1.3 Local Governing Bodies (LGBs)**

LGBs have been established by the Board and are a key component of the governance structure of the Trust. They are committees of the Board established pursuant to Article 100(a) of the Articles, which states that the Directors, “may appoint committees to be known as Local Governing Bodies for each Academy (and the same Local Governing Body may be appointed for more than one Academy)” and they have delegated responsibilities for one or more schools and their various ‘stakeholders’ – pupils, parents and staff.

## **2. COMPOSITION**

### **2.1 Size**

Each LGB should have a minimum membership of 4 governors which must include:

- a. 2 elected Parent Governors per school
- b. 2 Foundation Governors per school

Additional governors can include community governors. The number of Governors who are currently employed by the Trust must never exceed one third (rounded down) of the total Governors.

The LGB may continue to act notwithstanding a temporary vacancy in its composition.

### **2.2 Election / Appointment of Governors**

#### *Parent Governors*

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

#### *Foundation Governors*

Foundation Governors can be appointed by a member of a PCC within the Diocese such that they shall equal the number of Parent Governors

#### *Additional Governors*

Community Governors can be appointed by the Head of Governance acting under delegated power from the Board.

### *Staff Governors*

In general, we do not appoint Staff Governors but when we do, the preference is to appoint from outside of SLT.

On appointment each governor shall be required to signify that they will familiarise themselves with and agree to comply with: the trust's Articles of Association (especially upholding the Object of the Company in Article 4); the Funding Agreements; these Terms of Reference; the LGB code of conduct and the DfE Governance Handbook.

### **2.3 Term of office**

The term of office for any Governor is 4 years.

- When the term of office for elected Parent Governors comes to an end then a new election must take place.
- The Head of Governance can choose to re-appoint Community Governors.
- Parent Governors who were appointed may also be re-appointed.
- A Parent Governor can continue their term of office if their child ceases to be a pupil at the school.

### **2.4 Resignation and removal**

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

- a) they resign by giving notice in writing to the Head of Governance and LGB Chair
- b) a Staff Governor ceases to work at the school
- c) 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.
- d) the LGB decides that the governor is not able to make the required contribution to the effective local governance of the school (for example – limited attendance at meetings over a period covering several terms and with no reasons offered). Any such decision should be voted on at a quorate LGB meeting and the Head of Governance informed in advance.

### **2.5 Disqualification of Governors**

A Governor is disqualified from serving on the LGB if they 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 elected by the LGB. Employees of the Trust are not eligible to be elected as Chair.

- The term of office of the Chair and Vice Chair is one year (elections should ideally be held during the summer term each year).
- The Chair and Vice Chair may resign from office at any time by giving notice in writing to the Head of Governance.
- The Chair or Vice Chair will cease to hold office if:
  - o they are no longer a Governor

- o become an employee of the Trust
- o in the case of the Vice Chair, they are appointed to become Chair
- The Trustees may remove the Chair or Vice Chair from office at any time.
- 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 Headteachers**

The Headteacher shall be expected to attend meetings of the LGB but shall not be a Governor.

## **3. MEETINGS**

### **3.1 Frequency**

LGBs should meet every term and shall hold such other meetings as may be necessary. Dates of the termly meetings shall be circulated no later than the start of each academic year.

### **3.2 Format**

Meetings will be held in person. Remote access may be available subject to advance notice from a Governor and the availability of suitable equipment.

### **3.3 Attendance**

All Governors shall be expected to attend the termly meetings. If they are unable to attend, they should advise the Head of Governance and LGB Chair in advance, giving the reason why they cannot attend.

### **3.4 Agenda & papers**

Each LGB will follow the core agenda as provided by the Head of Governance at its termly meetings. Additional items may be added to the agenda by Governors via the Chair who will agree them with the Head of Governance in advance. The Head of Governance will aim to circulate the agenda and papers at least one week before the meeting.

### **3.5 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 and the Chair or Vice Chair must also be present. A non-quorate meeting can be held for the purposes of sharing information or discussing governance matters but no formal decision / vote can be taken.

### **3.6 Voting**

Should the LGB be required to vote on a decision then If there is an equal division of votes the Chair of the meeting has the casting vote. Voting shall be on a show of hands. A governor may not vote by proxy.

### **3.7 Conflicts of Interest**

Conflicts of interest or loyalty, pecuniary interests and related parties are defined and explained in the Trust's Conflicts of Interest policy. The Head of Governance and Governors need to be aware of this policy and apply it as required during every LGB meeting. Any governor who is also an employee of the trust shall withdraw from that part of any meeting at which any matter related to their employment is to be considered.

### **3.8 Minutes of meetings**

Minutes must be taken at every LGB meeting using the Trust template. In the absence of the Head of Governance or a Clerk appointed by the LGB then any person attending the meeting can take the minutes with the exception of the Headteacher and the Governor chairing the meeting. A copy of the minutes as approved by the Chair shall be provided to the Directors.

## **4. LINK DIRECTOR & LINK GOVERNORS**

### **4.1 Link Director**

Subject to the availability of a sufficient number of Directors, the Board will appoint a Link Director to each LGB. They will attend the termly meetings as an observer, escalate any appropriate matters to the Board and review the half termly monitoring forms on behalf of the Board.

### **4.2 Link Governors**

Subject to the availability of a sufficient number of governors, the LGB should appoint link governors to the following roles for which the Board shall provide role descriptions: Christian distinctiveness; child protection and safeguarding; health & safety; pupil data; pupil premium; SEND; PE & sports premium: and staff wellbeing.

## **5. RESPONSIBILITIES**

### **5A – Priority Monitoring areas**

Each LGB shall carry out a monitoring visit at each school every half term using a template provided by the Directors which should be completed and returned to the Head of Governance, once seen and approved by the relevant Head.

The priority monitoring areas, including but not limited to the half termly visits are:

- 5.1 Safeguarding
- 5.2 Attendance and exclusions
- 5.3 Curriculum and pupil outcomes
- 5.4 Provision for SEND / PP
- 5.5 Staff development / welfare
- 5.6 Christian distinctiveness
- 5.7 Parental engagement

## **5B – Additional responsibilities**

5.7 As required, contribute to Headteacher performance management

5.8 Monitor parental complaints

5.9 Contribute members to panels (eg. exclusions, complaints)

5.10 Scrutinise the permanent exclusion of a pupil (as a panel)

5.11 Monitor school website compliance

5.12 Monitor health & safety compliance

5.13 Undertake link governor roles

## **5C – Trust Governance responsibilities**

5.14 Report to the Board

5.15 Actively contribute to collective governance of the Trust

5.16 Participate in training & development (completing online modules advised by the trust)

5.17 Self-evaluate effectiveness (eg skills audits)

5.18 Elect Chair / Vice Chair