



# The Role of the Local Governor



**SIGMA TRUST**

[www.sigmatrust.org.uk](http://www.sigmatrust.org.uk)

## Role Purpose

The Trust Board establishes the local tier of governance and defines its functions. Local governors should read their Trust's scheme of delegation in order to fully understand the responsibilities delegated to them.

Local governors should also refer to their terms of reference for procedural information relating to their academy committee.

### Role Purpose

#### The Trust Board provides:

- **Strategic leadership** - defining the vision, fostering the Trust's culture and setting the strategy.
- **Accountability and assurance** - robust and effective oversight of Trust operations and performance.
- **Engagement** - strategic oversight of relationships with stakeholders, ensuring decision-making is supported by meaningful engagement.

**Responsibilities are delegated to school/academy committees (also known as local governance committees) to help the Trust Board fulfil this purpose and to strengthen MAT governance.**

# Responsibilities

## Safeguarding

- Ensure the school meets its statutory safeguarding duties, implements robust policies and maintains a safe culture.
- Monitor the implementation of safeguarding policies and the effectiveness of safeguarding arrangements, including staff training, managing concerns and working with external partners.
- Foster a culture that prioritises the safety and wellbeing of all pupils and staff in the school.
- Support and provide challenge, when appropriate, to the Designated Safeguarding Lead (DSL) to ensure that safeguarding procedures are effective.
- Monitor the school's safeguarding policy and practices to ensure the leaders are keeping children safe, and creating a strong safeguarding culture.
- Stay abreast of the latest developments in safeguarding legislation and best practice.

## SEND

- Ensure the school meets its statutory duties with regards to special educational needs and disabilities.
- Ensure that the school's policy and practices for pupils with special educational needs and disabilities (SEND) is implemented as per the SEND Code of Practice.
- Review the school Accessibility Plan to ensure it promotes equality of opportunity for all pupils.
- Ensure the school's resources are deployed efficiently and effectively to meet the needs of pupils with special educational needs and disabilities.
- Work in partnership with the Special Educational Needs Coordinator (SENCO) as well as other stakeholders and the wider MAT community to ensure that pupils with SEND are well-supported and included in all aspects of school life.
- Monitor the overall effectiveness of the school's SEND provision, referring to pupil outcomes, attendance, behaviour and participation data.

## Standards

- Ensure that the Trust's vision, ethos and strategy is adopted and applied by school leaders.
- Work with senior leaders to identify areas for improvement and develop strategies to address them in line with the Trust's strategic objectives.

- Monitor school performance and improvement through regular reviews of performance data, including exam results, attendance rates, and pupil progress, to ensure that the school is meeting its targets.
- Seek assurance that the school's curriculum is being provided to pupils in an appropriate manner for the school's context.
- Ensure that the required policies and procedures are in place and that the school is operating effectively in line with these policies.
- Establish a strong relationship with the headteacher in order to provide effective support and challenge.

## Stakeholder engagement

- Meet with stakeholders such as parents, staff and pupils, and use these insights to inform decision-making.
- Help stakeholders to understand the Trust's values and vision for the future.
- Via the LGC Chair, provide the Trust Board with insight into the challenges and opportunities faced by the school's local community.

## Panels and committees

When required, local governors may be expected to serve on panels in order to:

- hear staff grievances and disciplinary matters.
- review decisions to exclude pupils.
- deal with formal complaints in line with the trust's complaints procedure.

## Contribution to the Local Governance Committee

Local governors should ensure that they are making a positive and meaningful contribution to the committee by:

- attending meetings, reading papers, and preparing questions for senior leaders in advance.
- establishing and maintaining professional relationships with senior leaders and colleagues on the committee.
- getting to know the school, including visiting the school during school hours.
- undertaking induction training and engaging in ongoing development.

## Expenses

Local Governors receive out of pocket expenses incurred as a result of fulfilling their role as governor. The Trust has an expenses policy. Payments can cover incidental expenses, such as travel and dependency care, but not loss of earnings.