



Local Governing Bodies-Terms of Reference and information

Purpose

Local Governing Bodies are an essential element of our governance structure at the Chelmsford Learning Partnership.

Each school must have a Local Governing Body (LGB). The role of the LGB is to:

- To support the vision of the Trust
- To govern admissions/exclusions/complaints
- To monitor and be accountable for standards in the school
- Monitoring the educational performance of the school/s and progress towards agreed targets
- To act as a critical friend to the school's Leadership Team
- To represent the views of and engage with the local community
- To agree a draft budget every year and submit this budget to the trustees
- To monitor the performance of the budget
- To authorise expenditure up to agreed levels in the Financial Regulations
- To ensure that the academy delivers 'value for money'
- To monitor appointments/appraisals of all academy staff excluding Headteacher/Head of School
- To oversee safeguarding procedures
- To oversee Data Protection procedures
- To monitor the School Improvement Plan

- To monitor and be accountable for the curriculum provision of the school
- To review and determine local policy
- To make representations to the board of trustees

Membership

Maximum of 11 Governors, minimum of 7 of which:

- Headteacher/ HOS must be a member of the LGB
- Link Trustee (Cannot be chair or vice chair of LGB) for
- Staff-no more than a third of LGB (elected)
- Parents-2 positions (elected)
- Community governors to make up the remaining places on the LGB

To be quorate, at least 50% of the LGB must be in attendance

The CEO and CFO may also attend meetings of the LGB.

Meetings

Minimum 1 per term-if LGBs wish to have committees/additional meetings then they can, however there is no expectation of this from the trust.

Terms of Office:

4 year term of office and current expiry date of term of office to be transferred at conversion

Delegated Authority

The Board of Trustees has delegated the following authority to the LGB:

- To approve expenditure within and up to agreed levels as set out in the finance regulations.
- To approve Leave of Absence requests outside of the Headteacher/Head of Schools authority.
- To appoint all school staff, with the exception of Headteacher/Head of School positions, within the agreed staffing structure
- To determine formal appeals against student discipline (via a Panel)
- To approve permanent and fixed term student exclusions where a student is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination.
- To directly reinstate an excluded student.
- To appoint and dismiss a clerk for the Local Governing Body
- To discharge duties in respect of students with special needs by appointing a “responsible person”

Business

To help ensure that the meetings of the LGB are targeted and focused, the following information should be covered in the LGB meeting. These can be dealt with as separate items or as part of a Headteacher's report. This list is not exhaustive but it sets out the minimum expectations of business to be covered:

- Progress towards Academic targets and key element of School Improvement Plan
- Financial review-including performance of the budget
- Curriculum Update
- Pupil Premium
- Attendance
- Behaviour, including Exclusion Figures, internal and external isolation data
- SEND Update
- Safeguarding
- Vacancies/staffing update
- CPD and staff development
- Governor development and training
- Governor Visits reports
- Trips and visits, including the approval of all trips/visits

Minutes of each LGB meeting should be forwarded to the Clerk to The Board of Trustees along with the Headteacher's Report and, if applicable, any actions that need to be considered by the board.

Duties of the LGB

- To monitor the quality of teaching and learning throughout the school
- To regularly monitor performance and strategies against the School Improvement Plan and challenge when targets are not being met.
- To regularly monitor the performance of the budget and challenge leaders on spending decisions
- To receive regular feedback on Faculty Improvement Plans and support where applicable (secondary only).
- To monitor the progress of Pupil Premium Grant students and ensure the Pupil Premium grant is being spent effectively.
- To make recommendations to the CEO of academic targets, as required by statute and to monitor progress towards such targets and analyse comparative data.
- To receive annually the school's curriculum plan, from the Headteacher/Head of School, and to advise the Chief Executive Officer of any changes proposed.
- To support the Academy Trusts vision and values.
- To receive regular reports from teaching staff with regard to the delivery of the curriculum and teaching methodologies, Special Needs provision and Behaviour.
- To consider curriculum complaints from parents where consultation with the Headteacher/Head of School has failed to resolve the difficulties, before referral to the CEO.
- To receive and consider proposed changes and developments of the curriculum.
- To review Post 16 provision and performance (secondary only)

- To review annually the curriculum lesson allocation per subject, per key stage (secondary only).
- To monitor attendance, to include whole school figures, year group figures, breakdown of minority groups and PA figures.
- To monitor behaviour, to include isolation figures, external isolation figures, exclusion data, and report on low level disruption.
- To monitor SEND, to include recording number of students, needs of students and how the school are meeting the needs of all the students.
- To monitor safeguarding, to include current status of SCR, training and numbers of referrals made.
- To monitor Data Protection within the school to ensure GDPR compliance.
- To review the achievement of more able students.
- To report back to the Board of Trustees through approved minutes of the meeting.

Governor visits

The Local Governing Body must continue to undertake visits to the school. Key areas for visits are:

- Academic Standards
- Health and Safety
- Pupil Premium
- Safeguarding & Child Protection
- SEND & Disadvantaged Students
- Single Central Record
- SIP
- Finance/Operations

Additional Information

Part 1: Parent governor roles

- Parent governors are elected by parents at the school to serve for 4 years.
- All governors are equal. Parent governors are not restricted to matters of parents only.
- Parent governors must abide by all legislation, regulations and Department for Education guidance.
- If parent governors wish to raise any matters with the local governing body, they should follow the procedures for putting items on the agenda for their local governing body. It is courteous to discuss such matters first with the Headteacher/ Head of School.
- It is not acceptable for parent governors to name and quote other governors outside meetings.
- It is not acceptable for parent governors to use their status to bypass school procedures or raise personal concerns directly with the LGB.
- All governors should be aware of the confidentiality of governors meetings and, unless otherwise agreed during a meeting, confidential matters discussed should not be reported until the minutes of the meeting have been confirmed. The same policy applies to other governors with a representative role, for example parent governors.

Part 2: Staff governor roles

The role of a Staff Governor can be both challenging and rewarding and presents an excellent opportunity for the individual member of staff to contribute to the decisions that are made by the Governing Body as well as to build strong links between the Governing Body and the staff of the Academy.

Experience of being a Staff Governor is also very useful for any teachers who aspire to move into Academy leadership and management.

- Staff Governors are elected by staff at the school to serve for four years.
- All governors are equal. Staff governors are not restricted to matters of staff interest only.
- Staff governors should not participate in discussion if they have a personal interest in the outcome.
- Staff Governors must abide by all legislation, regulations and Department for Education guidance.
- If staff governors wish to raise any matters with the local governing body, they should follow the procedures for putting items on the agenda for their local governing body. It is courteous to discuss such matters first with the Headteacher/ Head of School.
- Staff Governors will offer their own views as members of staff to the Local Governing Body.

- The Headteacher/ Head of School and Staff Governors would also be expected to represent the broad views and opinions of the staff at meetings, however elected staff governors are not delegates and are not obliged to express any views apart from their own or to vote in a particular way.
- Staff Governors should report in good faith any widely held staff views, even if in a vote they decide to vote differently.
- If a Staff Governor is going to be absent for some time (for example, on secondment, maternity or sick leave) and does not wish to resign, the Local Governing Body could consider inviting staff to elect a member to attend as an observer during the absence, this election is subject to approval by the local governing body. The observer would not have a vote.
- The Local Governing Body should discuss and record in the minutes what can be reported on, how and when Staff Governors can constructively share information and decisions with staff.
- It is not acceptable for Staff Governors to name and quote other governors outside meetings.
- All governors should be aware of the confidentiality of governors meetings and, unless otherwise agreed during a meeting, confidential matters discussed should not be reported until the minutes of the meeting have been confirmed. The same policy applies to other governors with a representative role, for example parent governors.
- Staff Governors can participate in decisions relating to personnel issues, such as staffing structures and appointments, if they feel comfortable with participating and their fellow governors wish them to serve on the relevant committee.
- All governors are required to declare whether they have any pecuniary interest, either directly or indirectly in any matter, which may be considered at a meeting. If such an interest is declared, the Governor may be required to withdraw from the discussion and have no part in any vote on the subject.
- A Staff Governor will not be deemed to have an interest as long as it is no greater than the general interest of any or all of the staff employed at the school. However he or she may have to withdraw from a discussion if he or she stands to gain personally from the outcome of a decision (for example, by promotion) or if he or she had been personally involved in a particular issue being considered (for example, an issue relating to a specific student or parent).
- A Staff Governor may not be the chair or vice-chair of governors.
- A Staff Governor may not be present at a meeting where consideration is being given to the pay or performance of any person employed at the school