



Terms of Reference for the Local Governing Body

Membership:

All Local Governors, Head teacher, Link Trustee, or any persons at the invite of the Chair.

Quorum: 3 Members of the Local Governing Body

Dates of Meetings:

As per the Trust Schedule of Meetings.

Meets twice every half term, equalling twelve meetings a year. One meeting each half term focuses on Finance & Resources and one meeting each half term focuses on Performance and Standards.

Withdrawal from Meetings:

Any person employed to work at the school, other than the Head teacher, must withdraw from the meeting for discussions and decisions concerning the pay or performance of anyone employed at the school. The Head teacher must withdraw if his or her pay or performance is being discussed. Any governor or associate member must withdraw where there may be a conflict of interests with items declared on the 'Register of Business Interests' form.

Best Value

Where possible and reasonable the Local Governing Body will ensure the principles of Best Value are followed when making decisions.

The principles of Best Value are:

- Challenge - why, how and by whom an activity is carried out;
- Compare - performance against other schools and between parts of each school;
- Consult - involving stakeholders, especially pupils and parents;
- Compete - as a means of securing efficient and effective services.

Matters of Urgency

These may be dealt with by the Chair of the Local Governing Body, Vice Chair(s) of the Local Governing Body and Head teacher and reported at the next Local Governing Body Meeting.

Approved by the Trust

Signed by the Chair of the Board of Trustees:

Date:

Duties

The Board of Trustees has used its powers to delegate decisions to the Local Governing Body. It is the Board of Trustees, however, that in all cases remains accountable in law.

All delegated decisions must be reported to the Board of Trustees through the minutes from the Local Governing Body.

General
To act on matters delegated by the Board of Trustees.
Agree the LGB constitution and appointments, take to the Board of Trustees for approval.
To consider safeguarding and equalities implications when undertaking all functions.
To adopt, implement and monitor Trust Policies.
To approve, implement and monitor School Policies.
To approve and monitor the implementation of the School Improvement Plan.
To identify and celebrate pupil's achievement.
To annually review and evaluate the success of the School Improvement Plan and formulate an annual report to the Trust Performance and Standards Committee.
To assist the Head teacher in promoting good relationships and communication with parents and the community.
To ensure Information Governance is implemented effectively in accordance with Trust policy.
To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way
Receive updates on publicity issues and report to the Board of Trustees any matters that may affect the reputation of the Trust.
To produce and review a School Risk register and adopt and implement the Trust Business Continuity Plan.
To ensure that safeguarding requirements are met in line with national legislation and local guidance
To ensure the Trust Complaint's policy is adopted and implemented and any complaints that arise are dealt with correctly.

Performance and Standards Focus

To review the data package in the autumn term and report key messages on school performance, including benchmarking information.

Undertake the performance management of the Head teacher in conjunction with the Executive Head teacher

To agree the annual statutory targets for pupil achievement.

To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups

To consider recommendations from external reviews of the school (e.g. Ofsted or Challenge Partners), agree actions as a result of reviews and regularly evaluate the implementation of the plan.

Undertake consultations with staff and parents, evaluate results and create an action plan.

To contribute to school self-evaluation by understanding and agreeing the judgements that the school makes about its own performance and formulating an annual report to the Trust Performance and Standards Committee.

To monitor and evaluate the effectiveness of leadership and management.

Review national developments in curriculum and ensure statutory requirements for curriculum and assessment are being met

To receive and review information from the Head teacher and the staff about how the curriculum is taught, evaluated and resourced.

To oversee arrangements for educational visits, including the appointment of a named co-ordinator.

Monitor impact of Pupil Premium, Sports Funding, Children In Care funding, Yr 7 catch up funding etc as appropriate, ensuring their needs are identified and addressed.

Monitor attendance – including lateness, behaviour, exclusions & evaluate strategies implemented for improvement.

To annually review and agree the staffing structure and whenever a vacancy occurs.

Review the quality of teaching, CPD, induction of new staff and newly qualified teachers

Ensure Performance Management arrangements are in place for staff & implemented effectively

To make arrangements for interviewing and appointing staff, including agreeing governor involvement in different types of appointments and ensuring that safer recruitment is followed.

Monitor the impact of staff trends in absence, satisfaction, recruitment, retention and develop an action plan.

Finance and Resources Focus

To draft and propose to the Trust Audit and Resources Committee for approval, an annual school budget taking into account the priorities of the School Improvement Plan.

To adopt and monitor all Trust financial policies.

To monitor budgets for all funds under the Local Governing Body's control, including virement decisions, at least termly and to report significant variances from the anticipated position to the Trust Audit and Resources Committee.

To consider and approve non routine expenditure in accordance with the Trust Finance Policy.

To ensure the establishment and maintenance of an up to date 3 year financial plan, using current data and the Trust reporting format and software.

To monitor statistics, performance indicators and key ratios and other non financial data affecting budgets, directing action as appropriate in accordance with the Trust Finance Policy.

To receive safeguarding and H&S audit reports and ensure actions are acted upon.

To provide support and guidance to the head teacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.

To monitor and implement the School's Health and Safety Policy, based upon the model Health and Safety Policy provided by DCC and follow up from actions and recommendations following the annual H&S audit.

To ensure that an annual inspection of the premises and grounds takes place, including the effectiveness of H&S arrangements and a report is received identifying any issues.

To ensure an annual Fire Risk Assessment is completed and a report is received identifying any issues.

To set out a proposed order of priorities for maintenance and development and arrange professional surveys and emergency work as necessary.

To establish and approve an Accessibility Plan.

To monitor and review the effectiveness of Trust central services being provided to the school and report to the Trust Audit and Resources Committee on their effectiveness.

To make decisions in respect to Service Level Agreements for the school, which do not form part of a Trust SLA.

To oversee the preparation and implementation of contracts, ensuring best value principles are adhered to, in accordance with the Trust Competitive Tendering Policy.