

# Local Governing Body Terms of Reference

To be read alongside the Scheme of Delegation

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<b>Prepared by</b>	Central Team
<b>Approved by</b>	Trust Board
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## Version Control

Version	Revision Date	Revised By	Section Revised
V1	May 2023	D Temperton	None



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## 1 INTRODUCTION

- 1.1 Local Governing Bodies (LGBs) will have oversight and scrutiny of their respective school within an overall strategic direction and framework determined by the trust board.
- 1.2 The chair of the LGB will attend a Chair of Governors network with other chairs to support the work of the trust and have a voice in ensuring the best outcomes, procedures or resourcing is achieved across the trust.
- 1.3 It is expected that the LGB will comprise of between 6 and 8 members. The head teachers will be in attendance and the governance professional will clerk the meetings. A minimum of three committee members to be quorate

## 2 THE LOCAL GOVERNING BODY DELEGATED RESPONSIBILITIES (LGB)

### Delegated functions include:

- Building an understanding of how the school is led and managed
- Monitoring whether the school is working within agreed policies and is meeting the agreed targets
- Managing its finances well
- Engaging with stakeholders
- Being a point of consultation and representation, reporting to the board

### Visions and Values

- To carry forward and ensure the school is adhering to the trust vision and values
- To set the school vision and strategic plans, agreeing key priorities against which progress can be measured

### Governance

- To appoint a chair in consultation with the trust
- To manage the appointment of all community, staff and parent governors in line with trust policy
- Work with the trust compliance officer to ensure there is an induction of new governors tailored to reflect the individual structure of the school
- To oversee all of the school's activities



- To hold the headteacher and school leadership to account for the achievement, curriculum, quality of teaching, behaviour and safety and leadership and management of the school
- To appoint a pay committee to oversee performance appraisal including oversight of performance management processes
- To appoint governors with specific areas of responsibility for safeguarding and SEND
- To continually monitor and evaluate the developing excellence plan and school self-evaluation
- All governors are required to have an enhanced criminal records certificate from the Disclosure and Barring Service (DBS) and to complete safeguarding training within one month and other mandatory training as directed by the trust

### **Policies**

- To implement all policies prepared and approved by the trust
- To approve policies in line with the scheme of delegation

### **Recruitment**

- To work with the trust to appoint a headteacher (in line with the scheme of delegation)
- To work with the trust to appoint a senior leadership positions
- To make other appointments of staff with their remit and in a way consistent with any policy or procedure as may be determined by the trust

### **Financial Management**

- To ensure compliance with the overall financial plan of the school
- To observe appropriate levels of delegation and protocols in conjunction with the accounting officer and chief financial officer
- To inform the trust of any need for significant unplanned expenditure and work with the trust to identify available funding
- To review risks at a local level, ensuring that significant risks are incorporated into the overall trust risk register
- To ensure that recommendation from internal and external audit visits have been implemented effectively in a timely manner
- To track the pupil premium and sports premium ensuring that it fully meets the criteria set and that the LGB can demonstrate impact

## **3 MEETINGS**

The LGB will meet at least 3 times a year as a full board. Minutes of the meetings will be shared with the LGB

- Autumn
- Spring



- Summer

Committee meetings:

- Pay Committee
- Finance Audit and Risk

