



Local Governing Committee (LGC)

Terms of Reference

Purpose and Role of Local Governing Boards

Local Governing Committees are committees of the Trust. The scheme of delegation (SoD) sets out the detail of powers and responsibilities delegated to committees, including the LGCs, as well as responsibilities delegated to individual officers and headteachers.

The role of the LGC is to hold school leaders to account.

All activity in individual schools takes place within the framework of vision/values, the strategic direction and business processes established by the trust.

The role of the LGC is to provide the local context, challenge and support to the Headteacher, ensuring the very best local offer is given to each school. The LGCs also have a role in influencing and communicating with the Trustees on the strategic vision of the Trust.

The overarching responsibilities of the Local Governing Committees are:

- to ensure the school has a clear strategic vision in line with the School Self Evaluation (SEF), which agrees with the wider strategic direction of the trust
- to agree priorities, aims and objectives for their school, with an awareness of the school budget
- to maintain oversight of staff and pupil wellbeing
- to monitor the appropriateness and effectiveness of the curriculum
- to monitor standards and performance of the education provided so that it supports successful pupil outcomes
- to maintain oversight that effective safeguarding arrangements are in place and are operating in the school
- to maintain oversight of the health and safety of the premises and its occupants
- to maintain oversight of pupil admissions, attendance, behaviour and discipline and pupil personal development
- to approve local policies that are delegated to the LGC
- to provide a link with parents, carers and the local community that the school serves
- to communicate any strategic risks or concerns to the Trust executive or Trust Board
- to follow the consistent application of the Trust's Complaint Policy and to respond to complaints in line with the Policy
- to monitor the spend and impact of Sports Funding

- to monitor the spend and impact of Pupil Premium
- to be involved in the Head's Appraisal cycle
- to support with the appointment of school staff

The LGBs are not directly responsible for financial nor employment matters.

New local governors are expected to take part in the Trust's Induction Policy.

Membership

Membership of the LGC shall be a minimum of 5 and up to 9 members (governors), unless otherwise agreed with Trustees, and shall comprise:

- * A minimum of 2 and up to 3 elected parents/carers
- *1 Headteacher (ex officio)
- *1 teaching staff governor
- * 1 support staff governor
- * A minimum of 2 and up to 3 co-opted/appointed governors.

Employees of the Trust are permitted to be members of the LGB. (no more than 3)

The Headteacher and, with agreement of the LGC Chair, other senior staff will also attend the LGC meetings to enable the business to be transacted with efficacy.

LGCs will usually propose governor appointments to the LGC for approval by Trustees. Proposal will normally be accompanied by a skills audit to ensure that the Board is able to discharge its delegated responsibilities appropriately. Trustees may consider other factors such as equality and diversity and community representation when approving appointments.

Parent governors are elected by the parent body of the school and staff governors are elected by the staff body of the school.

To help inform decisions, the LGC may appoint non-voting members (Associates) to advise the LGC—approval of these appointments must be sought from the board of trustees.

All governors must be DBS screened/Section 128 checks prior to the formal appointment being confirmed.

All LGC governors must declare relevant pecuniary interests. It is possible to for an LGC member to be a member of another LGC as long as suitable declarations of interest are noted.

One LGC governor should be nominated to act as a safeguarding lead. Others may be nominated to serve in other functions LGCs deem necessary.

Trustees may remove or suspend any governor, including the Chair and Vice-Chair, where they deem that there are reasonable grounds for doing so. There would be a right to appeal.

Local governors will withdraw from the relevant part of a meeting if there is an identified or potential conflict of interest. Conflicts of interest are declared before the start of each academic year and at the beginning of each LGC meeting.

Sub-committees and working groups

The Trust does not formally recognise sub-committees of LGCs. However, LGCs may wish to designate timelimited working groups to support aspects of their work. The LGC may not delegate decision making powers to any working group, and such groups will not be clerked by the Trust.

Ad hoc committees

Specific ad hoc committees (Complaints, Pupil Exclusion Panel, etc.) may be convened by LGC to fulfil their responsibilities in line with the school or Trust policy in this area.

Each LGC will have a Performance Management and Pay Panel comprising of 3 governors.

Special Roles/Link Governors

SEN Link Governor

Safeguarding/Attendance Link Governor

Curriculum Link Governor

Well Being Link Governor

This is not an exhaustive list and may change to meet the priorities of individual schools.

Term of Office

LGC members serve a term of office for a period of [up to] four years, which may be extended by trustees for further terms. Elected parent/carers and nominated staff representatives are elected for a term of four years. Parent/carers representatives are eligible for re-election. The Headteacher will serve as ex-officio Governor for as long as s/he remains in office.

Clerking

Clerking for LGC meetings is provided through the school. Ideally all LGCs will use the same clerking service for consistency.

The Trust has agreed Standing Orders that outline the conduct of meetings.

The LGC meets usually at least three times a year. Extraordinary meetings may be called by the LGC Chair or by the Board of Trustees. All governors must be notified of any such meeting. Where there is overlap between business, it is possible for elements of one LGC meeting to be blended with another LGC meeting.

The clerk to LGC will circulate an agenda and paperwork at least one week before a meeting and it is expected that all governors will have read the papers prior to the meeting.

Attendance at Meetings

The LGC shall as often as is necessary to fulfil its responsibilities but as a minimum, the LGC shall meet at least once each term. Dates for these meetings will be agreed and sent out at the start of each academic year.

There is also an expectation that each local governor carries out 2 school visits each academic year. This may be in person or via teams. The SEND and Safeguarding Link Governor need to carry out termly visits.

The Trustees may request the Chair of the LGC to attend Trustee meetings and present a summary of issues discussed and recommendations made at LGC meetings.

The Chair will attend termly Chairs of LGC meetings with fellow LGC Chairs and the CEO.

Trustees may attend a meeting of a LGC

The CEO/CFO may attend a meeting of a LGC in an advisory capacity.

Quorum

The greater of 3 or one third of governors (excluding vacancies), and must consist of a minimum of two non-staff governors. Where voting is required, there is one vote per member. Absent members may submit a vote in writing or by written proxy. When required the Chair may exercise a casting vote.

The Chief Executive and/or Chief Operating Officer may attend meetings but do not have voting rights.

Trustees may attend meetings where there is reason to do so but do not have voting rights. Others, for example, senior school staff, may attend at the invitation of the LGC.

Undertaking of Governors

The Governors shall, upon their appointment or election, agree to uphold the objects of the Trust as set out in the Articles of Association and all policies and procedures agreed by the Trust or LGC. The Governors shall give an annual written undertaking of the Trust Code of Conduct for Governors.

Chairing

The election of the Chair is for one year and must be ratified by the Trust Board. The Chair role may be a job share and 2 people can be co-chairs. The LGC may appoint one or more vice-chairs with specific remits determined by the LGC as appropriate. Vice-chairs are elected on an annual basis.

Governance support

All members of LGCs have access to an annual programme of training and support.