

## Terms of Reference

### Local Governing Committee (LGC)

#### 1. Introduction

Cidari Education Ltd (the “Trust”) is governed by a Board of Trustees (the “Trustees”) who are accountable to the Department for Education and have overall responsibility and ultimate decision making authority for all the work of the Trust, including the establishing and running of the academies operated by the Trust.

In order to assist with the discharge of their responsibilities, the Trustees have established a Local Governing Committee (“LGC”) for each of the Academies. The LGC shall be a committee established pursuant to Articles 100 to 104 (inclusive) of the Articles of Association of the Trust (the “Articles”).

#### 2. Authority

The Local Governing Committee (LGC) is a formal sub-committee of the Trust Board and has a range of powers delegated to it under the Cidari Scheme of Delegation. It should at all times seek to ensure that, in its pursuit of outstanding governance, it is acting in a way that is consistent with the Vision, Values, policies and protocols of Cidari.

#### 3. Membership and Administration

Members of the LGC shall be known as ‘governors’.

##### Membership:

Foundation Governors – For academies of religious character. Up to 7 governors appointed by the Cidari Board of Trustees with due regard to advice and recommendation from the church community, PCC and DBE, where available. Parents and Staff are eligible for appointment as Foundation Governors, subject to the total number of Parent members, or Staff members, on the LGC not exceeding one third of the total number of LGC Members. For academies of religious character, Foundation Governors should always be in the majority.

Trust Appointed Governors – For academies of non-religious character. Up to 7 governors appointed by the Cidari Board of Trustees. Parents and Staff are eligible for appointment as Trust Appointed Governors, subject to the total number of Parent members, or Staff members, on the LGC not exceeding one third of the total number of LGC Members

Parent Members (x2) – parents of registered pupils at the relevant School may apply to the LGC for selection as a Parent Governor. Parent Governors will cease to hold office when they no longer have a child registered at the school

Headteacher – the Headteacher shall be an ex officio member of the LGC, with full voting rights.

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Staff Governor – Staff members may be appointed to the LGC through an election, in which all eligible staff members may vote.

Community Governors – Each LGC may nominate up to 3 members of the local community to serve on the LGC. All nominations must be approved by Cidari.

Terms of office:	4 years, or; length of employment in the case of Staff; in the case of a parent, until they cease to have a child registered at the school.
In attendance:	Members of the leadership team as required, members of the Cidari Central Team as required, Cidari Trustees as required.
Chair:	The Chair is appointed by the Cidari Board of Trustees on an annual basis.
Clerk:	A Clerk will be appointed by Cidari.
Quorum:	3 governors, with non-staff members in the majority.
Attendance:	Unless previously agreed with the Chair, it is expected that all LGC Members will attend and participate in meetings on a regular basis. The Chair of the LGC may make a request to Cidari for the removal of LGC Members for non-attendance over a period of 6 months, or attendance of less than 75% within a year.
Frequency of meetings:	At least three times per year.
Minutes:	Draft minutes to be available to Trust Governance Officer within 10 working days of each meeting, and to the Trust Board on request.

The Trustees reserve the power to remove governors from office and change the governance structure, subject to the provisions of the Articles of Association. As long as Governors have acted honestly, for the benefit of the academy, reasonably, and within the law and terms of their delegated powers the Governors cannot be held personally liable for any liabilities incurred on behalf of the Company.

#### 4. Role

The LGC will be responsible for promoting high standards, aiming to ensure that all pupils are attending a successful school which provides them with a good education and enables them to flourish, academically, personally and spiritually. The LGC will also be responsible for monitoring the quality of provision and standards of achievement of school by:

- Monitoring performance against targets set by the Senior Leadership Team and Cidari.
- Monitoring the school self-evaluation and satisfying itself to the accuracy of this, including via reports from Cidari and other external advisory bodies.
- Monitoring and evaluating progress towards actions and objectives in the School Development Plan.
- Ensuring the school complies with statutory requirements.
- Providing robust challenge and support to school leaders.
- Monitoring and evaluating progress towards post-inspection or review action points.

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The LGC will hold school leaders to account, and be accountable to any interested party for the school's performance by:

- Knowing the strengths and areas for development of the school well, and understanding how the school performs in line with its context and local and national comparisons
- Receiving regular information from the Trust, Headteacher and SLT on the performance of all aspects of the school.
- Supporting the CEO with the performance management of the Headteacher, in line with the Cidari Performance Management policy and Scheme of Delegation, and monitoring progress towards agreed targets.
- Receive regular reports on and monitor standards of teaching.
- Liaising with the Headteacher and relevant school staff and listening to pupil and parent voice to triangulate evidence provided by the school and Trust with regards to the school's performance.

## 5. Responsibilities

The specific duties of the Local Governing Committee are set out in the Scheme of Delegation, and are inclusive of, but not limited to:

1. To set the vision and ethos of the school in line with the Trust-wide vision
2. To be champions for the school within the local Church and community
3. To work with the CEO to carry out the Headteacher's performance management
4. Agree targets and key priorities in line with the school's vision, taking into account the Trust-wide vision and priorities
5. Monitor and challenge school development/action plans to ensure targets and key priorities are being met
6. Monitor and challenge standards of teaching and learning and pupil attainment and progress, including the attainment and progress of vulnerable groups
7. Monitor and challenge pupil absence and persistent absence
8. Monitor and challenge the allocation and use of Pupil Premium and Sports Premium funding
9. To ensure a broad and balanced curriculum is in place and is implemented in line with the school's vision and values
10. To determine and agree school-specific policies ensuring that they reflect the school's ethos and values
11. Promote, develop and maintain a robust culture of Safeguarding that has at its heart the welfare and needs of all children and staff
12. To ensure legal requirements are being met in respect of pupils with SEND and Looked After Children
13. To consider certain exclusions and any representations, and implement an appeals process for excluded pupils
14. To review and approve an admissions policy, and any application and appeals decisions as required
15. To ensure RE and collective worship is provided according to Trust deed, the Christian ethos and statutory requirements
16. To ensure the Sex and Relationship Education policy and curriculum meet statutory requirements and reflect the Christian ethos of the school, where applicable
17. To ensure that requirements relating to Health and Safety are met, along with any actions identified through Health and Safety audits

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18. To ensure all statutory information is published on the school's website
19. To review annually the performance and impact of the LGC and prepare a plan to address any identified actions

In the event that the Local Governing Committee fails to fulfil their responsibilities under these Terms of Reference, Trustees may, in consultation with Central Officers, take one of the following actions:

- Remove individual LGC Members
- Supplement the LGC with Central Officers/Directors/External Members
- Disband the LGC and establish an Interim Local Board (ILB)

## 6. Review

These Terms of Reference may be amended by Trustees at any time, but shall review them at least annually, in conjunction with the Scheme of Delegation.

These Terms of Reference were adopted by the Cidari Board of Trustees on 14<sup>th</sup> December 2022.

To be reviewed September 2024