



*Inspiring Educational Excellence for Everyone*

**ARDEN** *forest*  
C of E Multi Academy Trust

## **TERMS OF REFERENCE for LOCAL GOVERNING BODIES FOR THE ACADEMIC YEAR 2025/26**

### **Our Multi-Academy Trust – The Way It Works**

The Arden Forest C of E Multi Academy Trust has been created to serve the needs of schools through strong collaboration ensuring high quality education built on Christian values. The MAT is run by a Trust Board and is accountable to the Department for Education ('the DfE').

Each Academy has its own Local Governing Body (LGB). The Governors who serve on the LGB are appointed by the Trust Board. They include an equal representation of co-opted (25%), foundation (25%), parent (25%) and staff representatives (25%).

Please Note:

- In non-church schools, there are no foundation governors; co-opted governors represent 50% of the LGB;
- In VA schools there are no co-opted governors, therefore foundation governors must represent 50% of the LGB.

The intention is all academies within the MAT work in partnership to maximise outcomes for all.

### **The Local Governing Bodies**

The local governing bodies will take a strategic role, support and challenge senior leaders of their academies and be accountable for their decisions. Each LGB will appoint a Chair and a Vice.

All delegated roles and functions must be clearly recorded in the LGB meeting minutes and on Governor Hub.

### **Role of the Chair of Governors**

The Chair of Governors plays a critical leadership role in ensuring the effectiveness of the Local Governing Body. The Chair is appointed annually by the LGB and is expected to:

- Lead and facilitate all LGB meetings, ensuring effective time management and inclusive discussion.
- Liaise regularly with the Headteacher to provide support and challenge, and ensure timely communication between school leadership and governors.

- Represent the LGB within the wider MAT governance structure and participate in Chair network meetings where applicable.
- Participate in the Headteacher's performance management process alongside the CEO.
- Act as Commissioning Manager in matters relating to staff discipline, capability, or formal HR procedures involving the Headteacher.
- Review and monitor the application of the Complaints Policy, and participate in panel hearings or appeals as required.
- Oversee governor recruitment, induction, and development in conjunction with the Clerk and MAT Governance Lead.
- Promote governor wellbeing and uphold the values of collaboration, fairness, and accountability.

The Chair must ensure that decisions are carried out in line with the Trust's Scheme of Delegation and that the LGB maintains a clear focus on school improvement and pupil outcomes.

### **Circle Model Structure**

The Arden Forest C of E Multi Academy Trust operates a Circle Model of governance for Local Governing Bodies (LGBs). This means:

- Each LGB conducts all core governance functions within the full governing body meetings.
- Every governor is assigned one or more link roles with clearly defined responsibilities.
- There are no standing committees except:
  - The Pay Committee, to fulfil statutory duties.
  - The Foundation Committee, to uphold and monitor Christian distinctiveness in Church of England schools.

All delegated roles and functions must be clearly recorded in the LGB meeting minutes and on Governor Hub.

### **Responsibilities of the Full Local Governing Body**

In addition to link governor monitoring roles, the full Local Governing Body is responsible for key strategic and statutory functions which must be exercised collectively. These include:

- Receiving and reviewing whole-school attendance data, including persistent absence trends and interventions.
- Approving and reviewing the school's vision, values, and strategic priorities in alignment with Trust-wide objectives.
- Holding the Headteacher to account for the educational performance of the school and the well-being of staff and pupils.
- Overseeing financial planning and monitoring for delegated budgets, and ensuring sustainability.

- Monitoring implementation of Trust and school-level policies that are not assigned to a specific link governor (e.g. Data Protection, Whistleblowing, Cybersecurity).
- Monitor progress against the school’s Sustainability Plan and Climate Action commitments, including Let’s Go Zero, and receive updates from the school’s Sustainability Champion.
- Reviewing statutory documents such as the School Development Plan (SDP), Self-Evaluation Form (SEF), and pupil performance data.
- Monitor staff wellbeing through review of staff survey results, feedback from link governor visits, and relevant HR or leadership updates.
- Participating in formal panels and hearings where required (e.g. exclusions, staff discipline, complaints, admissions appeals).
- Ensuring compliance with the Trust’s Scheme of Delegation and promoting transparency in decision-making.
- Supporting stakeholder engagement, including parents, carers, staff, and the wider community.
- Upholding a culture of collaboration, equity, inclusion, and continuous improvement across the LGB and school community.

These collective responsibilities underpin effective governance and must be reflected in LGB agendas, records, and evaluation.

### Training for all governors on LGB

Training Title	Provider	Frequency	Links
Safeguarding for Governance	Adrian Over/GovernorHub	Annual and/or Within 3 months of appointment	<a href="https://schoolgovernors.thekeysupport.com/governor-training-resource-hub/safeguarding-for-governance/">https://schoolgovernors.thekeysupport.com/governor-training-resource-hub/safeguarding-for-governance/</a>  16th of September and the 6th of October at Henley in Arden C of E Primary School with Adrian Over. Governors need to attend <b>both sessions</b> to complete the course. The training runs from 6.00-8.45 pm.
The Prevent Duty	GovernorHub	Every two years	<a href="https://schoolgovernors.thekeysupport.com/governor-training-resource-hub/the-prevent-duty/">https://schoolgovernors.thekeysupport.com/governor-training-resource-hub/the-prevent-duty/</a>
Induction for academy governors on local governing bodies	GovernorHub	Within 3 months of appointment	<a href="https://schoolgovernors.thekeysupport.com/governor-training-resource-hub/induction-for-maintained-school-governors/">https://schoolgovernors.thekeysupport.com/governor-training-resource-hub/induction-for-maintained-school-governors/</a>
Cybersecurity	NCSC	Annual	<a href="https://www.ncsc.gov.uk/information/cyber-security-training-schools">https://www.ncsc.gov.uk/information/cyber-security-training-schools</a>

### The Role of the Foundation Committee (Church Schools Only)

The Foundation Committee is the only standing committee of the Local Governing Body in Church of England schools, aside from the Pay Committee. It plays a formal role in upholding and promoting the school’s Christian ethos and distinctiveness, in line with Section 48 SIAMS inspection requirements.

This is a collective body, not the responsibility of any one governor. Its membership includes:

- All governors who have been appointed as Foundation Governors (i.e. not parent, staff, or co-opted members)
- Other governors who may wish to attend and support the committee’s work

The Foundation Committee is responsible for:

- Reviewing and supporting the delivery of collective worship and the RE curriculum (as defined under SIAMS)
- Monitoring the school’s Christian character, vision, and values in practice
- Preparing or contributing to the SIAMS SEF and inspection readiness
- Liaising with the Diocese and advising the full LGB on matters of Christian distinctiveness

This committee ensures that the Church school’s faith foundation is actively maintained and meaningfully embedded across the life of the school.

### Training for Foundation Governors

Training Title	Provider	Frequency	Links
Foundation Governor Induction course	DBE	Within 3 months of appointment	Sent out by DBE to new Governors
SIAMs and other training as needed, please utilise the DBE training pathway	DBE	As required	<a href="https://coventrydbe.org/wp-content/uploads/2025/06/Governor-SIAMS-Learning-Pathways-March-25.pdf">https://coventrydbe.org/wp-content/uploads/2025/06/Governor-SIAMS-Learning-Pathways-March-25.pdf</a>

## Link Governor Roles

Each LGB is expected to assign the following link governor roles to individual governors. Where LGBs have smaller membership, governors may hold more than one role. Staff governors should not be assigned to monitor areas in which they are directly involved.

### Safeguarding Governor

- Meets regularly with the DSL (at least termly).
- Monitors the Single Central Record (at least termly).
- Reviews the impact of the safeguarding policy and training.
- Ensures safeguarding records and procedures are in place.

### Recommended training for Safeguarding Governors

Training Title	Provider	Frequency	Links
Safeguarding Link Governance	GovernorHub	Annual	<a href="https://schoolgovernors.thekeysupport.com/governor-training-resource-hub/safeguarding-link-governor/">https://schoolgovernors.thekeysupport.com/governor-training-resource-hub/safeguarding-link-governor/</a>

### Looked-After Children (LAC) Governor

- Meets termly with the Designated Teacher for LAC/PLAC.
- Reviews Personal Education Plans (PEPs).
- Monitors attendance, attainment, and well-being.
- Ensures effective engagement with the Virtual School.

### Recommended training for LAC Governors

Training Title	Provider	Frequency	Links
Pupil Premium	NGA	Annual	<a href="https://nga.vc-enable.co.uk/Learn/Learning/All">https://nga.vc-enable.co.uk/Learn/Learning/All</a>

### Behaviour & Attendance Governor

- Reviews behaviour and exclusion data.
  - Monitors attendance trends and policy implementation.
  - Liaises with pastoral leaders (Typically, Headteacher or SENCo) termly.
  - Ensures provision supports a positive school culture.
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### Recommended training for Behaviour and Attendance Governors

Training Title	Provider	Frequency	Links
Training for Behaviour Governors	Beacon School Support	Annual Wednesday 12 <sup>th</sup> November,	NA

		6pm at Henley-in-Arden	
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### SEND Governor

- Meets termly with the SENCO.
- Reviews the SEND Information Report and provision maps.
- Monitors progress and inclusion of pupils with SEND.
- Supports statutory compliance with the SEND Code of Practice.

### Recommended training for SEND Governors

Training Title	Provider	Frequency	Links
SEND Link Governor	GovernorHub	Every two years	<a href="https://schoolgovernors.thekeysupport.com/governor-training-resource-hub/send-link-governor/">https://schoolgovernors.thekeysupport.com/governor-training-resource-hub/send-link-governor/</a>

### Equality & Inclusion Governor

- Reviews the school's Equality Objectives and published Equality Information (annually).
- Ensures policies and practice align with the Equality Act 2010.
- Liaises with senior leaders on the Public Sector Equality Duty.
- Reports annually to the LGB.

### Recommended training for Equality and Inclusion Governors

Training Title	Provider	Frequency	Links
Equality, diversity and inclusion programme	NGA	Every two years	<a href="https://nga.vc-enable.co.uk/Learn/Learning/All">https://nga.vc-enable.co.uk/Learn/Learning/All</a>

### Pupil Premium Governor

- Reviews the school's Pupil Premium Strategy.
- Meets with the PP lead to discuss targeted interventions (termly).
- Monitors impact and value for money.
- Tracks performance of disadvantaged pupils.

### Recommended training for Pupil Premium Governors

Training Title	Provider	Frequency	Links
Pupil Premium	NGA	Every two years	<a href="https://nga.vc-enable.co.uk/Learn/Learning/All">https://nga.vc-enable.co.uk/Learn/Learning/All</a>

### Curriculum Governor

- Meets with curriculum lead (or subject lead where appropriate e.g. English Lead).

- Reviews curriculum intent, implementation, and impact.
  - Ensures breadth, balance, and ambition.
  - Monitors progress and outcomes across key stages (termly).
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### Recommended training for Curriculum Governors

Training Title	Provider	Frequency	Links
Your organisation: understanding school structures and what children should learn	NGA	Every two years	<a href="https://nga.vc-enable.co.uk/Learn/Learning/All">https://nga.vc-enable.co.uk/Learn/Learning/All</a>

### Health & Safety Governor

- Conducts site visits with the Headteacher (termly).
  - Reviews risk assessments and compliance reports.
  - Monitors implementation of H&S policies.
  - Raises concerns to the Headteacher and LGB.
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### Recommended training for Health and Safety Governors

Training Title	Provider	Frequency	Links
Health and Safety Link Governor	GovernorHub	Every two years	<a href="https://schoolgovernors.thekeysupport.com/governor-training-resource-hub/health-and-safety-link-governor/">https://schoolgovernors.thekeysupport.com/governor-training-resource-hub/health-and-safety-link-governor/</a>

### Finance Governor

- Monitors reports on the delegated school budget (termly).
  - Reviews spending and value for money.
  - Meets with the Headteacher and MAT Finance Manager (in termly finance meetings).
  - Understands financial risks and sustainability.
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### Recommended training for Finance Governors

Training Title	Provider	Frequency	Links
Effective financial governance in schools and trusts	NGA	Every two years	<a href="https://nga.vc-enable.co.uk/Learn/Learning/All">https://nga.vc-enable.co.uk/Learn/Learning/All</a>

### Vision and Values Governor (non-C of E schools only)

- Monitors the alignment of the school's work with its vision and values.

- Reviews how values are embedded across the curriculum and community.
- Ensures inclusive and respectful culture.
- Supports pupil voice and wellbeing.

**There is no recommended training for this role.**

### Website Compliance Governor

- Uses the MAT checklist to review statutory information.
- Ensures timely publication of policies and content.
- Flags gaps or outdated information.

### Recommended training for Website Compliance Governor

Training Title	Provider	Frequency	Links
Compliance: Assuring your organisation and keeping it safe, secure and solvent	NGA	Every two years	<a href="https://nga.vc-enable.co.uk/Learn/Learning/All">https://nga.vc-enable.co.uk/Learn/Learning/All</a>

### Compliance Governor

- Coordinates training and development.
- Reviews governor attendance and engagement.
- Leads skills audits and succession planning.
- Reports to the MAT Governance Lead.

### Recommended training for Compliance Governor

Training Title	Provider	Frequency	Links
Compliance: Assuring your organisation and keeping it safe, secure and solvent	NGA	Every two years	<a href="https://nga.vc-enable.co.uk/Learn/Learning/All">https://nga.vc-enable.co.uk/Learn/Learning/All</a>

### Additional Clarifications

- **The Chair, Clerk and Compliance Governor** should work together to ensure all statutory link roles are assigned, and that governor engagement and visit records are kept up to date via Governor Hub
- **Headteacher Appraisal:** LGB representatives may contribute to the Headteacher's performance review process alongside the CEO.
- **Pay Committee:** Responsibilities for pay progression decisions are covered in the separate Pay Committee Terms of Reference.

- **Foundation Committee:** Exists only for Church of England schools. Non-faith schools (e.g., STI) should assign a Values & Ethos Governor to monitor equivalent areas of vision and culture.

### Additional training for specific roles/topics

Training Title	Provider	Frequency	Links
Parent governor/trustee	GovernorHub	Annual and/or Within 3 months of appointment	<a href="https://schoolgovernors.thekeysupport.com/governor-training-resource-hub/staff-governor/">https://schoolgovernors.thekeysupport.com/governor-training-resource-hub/staff-governor/</a>
Staff Governor	GovernorHub	Annual and/or Within 3 months of appointment	<a href="https://schoolgovernors.thekeysupport.com/governor-training-resource-hub/staff-governor/">https://schoolgovernors.thekeysupport.com/governor-training-resource-hub/staff-governor/</a>
Headteacher Appraisal and Capability	NGA	Every two years	<a href="https://nga.vc-enable.co.uk/Learn/Learning/All">https://nga.vc-enable.co.uk/Learn/Learning/All</a>
How to review suspensions and exclusions Handling complaints in schools and trusts	NGA	As required	<a href="https://nga.vc-enable.co.uk/Learn/Learning/All">https://nga.vc-enable.co.uk/Learn/Learning/All</a>
UK GDPR and data protection for governance	GovernorHub	Every two years	<a href="https://schoolgovernors.thekeysupport.com/governor-training-resource-hub/gdpr-data-protection-governance/">https://schoolgovernors.thekeysupport.com/governor-training-resource-hub/gdpr-data-protection-governance/</a>
Sustainability	Let's Go Zero	As required	TBC