



**omega**  
MULTI-ACADEMY TRUST

## **Local Governing Body Terms of Reference 2024/2025**

Version Number	1.2
Date policy last reviewed	August 2024
Policy Type	Mandatory
Owner	Trust Board
Approved By	Trust Board
Approval Date	8 <sup>th</sup> October 2024
Next Review Date	August 2025

## Review date and summary of changes

Date of review	Summary of changes
September 2023	Amended to reflect the changes within the Trust's Scheme of Delegation and Financial Policy and Procedures.
August 2024	<p><b>Section 3</b>  <b>Changes to the constitution added in:</b></p> <p>3.2 Primary Schools: There are to be 10 members of the LGB: 6 Co-opted governors, 2 staff governors, (one teaching staff and one support staff) and 2 parent governors.</p> <p>3.3 High Schools: There are to be 11 members of the LGB: 7 Co-opted governors, 2 staff governors, (one teaching staff and one support staff) and 2 parent governors.</p> <p>3.4 The Headteacher is not entitled to a staff governor role, ex officio. A Headteacher within the Trust is not permitted to be on the LGB of another academy within the Trust.</p> <p>3.7 The Trust Board has the discretion to disband an LGB and put into place a temporary Interim Executive Committee.</p> <p>3.8 <b>Removed</b>  <del>Employees of the Trust are permitted to be members of an LGB, but only a maximum of 1 member of staff is permitted on a governing body. However, employees are encouraged to put themselves forward as a co-opted governor for an academy or school they do not currently work in.</del></p> <p>3.11 <b>Amended</b>  Staff governors are to be elected from the staff at the school employed by the Trust, the Headteacher <b>may not</b> be a staff governor.</p> <p>3.12 Staff <b>may not</b> be co-opted as a governor on an LGB at any other school within the Trust.</p> <p><b>Section 6</b></p> <p>6.4 <b>Removed</b>  Model agendas for the academic year can be found in Appendix 1</p> <p>6.11 <b>Amended</b>  A register of attendance shall be kept for each meeting and will be published on the school's and Trust's website on an annual basis.</p>

Signed:

Chair of Trustees \_\_\_\_\_

Date: 8<sup>th</sup> October 2024 \_\_\_\_\_

Chief Executive Officer \_\_\_\_\_

Date 8<sup>th</sup> October 2024 \_\_\_\_\_

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## **Statement of intent**

In accordance with the Trust's 'Articles of Association' (AoA), this document outlines the delegation of governance powers within Omega Multi-Academy Trust and those delegated to each school / academy within the Trust, and the relevant members of the Local Governing Bodies (LGBs).

This document has been implemented to ensure the Trust's governance arrangements are compliant and in accordance with statutory and regulatory guidance, and to clearly outline the responsibilities delegated by the Board of Trustees.

The Trust is committed to providing a high standard of education and care, whilst ensuring that value for money is achieved. The governance systems outlined in this document will always be implemented with the aim of ensuring that the Trust acts in an effective and transparent manner.

The Terms of Reference (ToR) have been reviewed and approved by the Board of Trustees and will be reviewed and updated on an annual basis.

## 1. Legal framework

1.1 This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- [Academy Trust Handbook](#)
- The Companies Act 2006
- Omega Multi-Academy Trust Articles of Association

1.2 This policy operates in conjunction with the following Trust policies:

- Scheme of Delegation
- Finance Policy and Procedures incorporating the Scheme of Financial Delegation
- Local Governing Body Code of Conduct
- Governors Confirmation of Eligibility

## 2. The Local Governing Body

2.1 The Board of Trustees in a multi-academy trust can delegate some of their functions to a committee or a local governing body (LGB). The LGB does not assume responsibility for the school or academy it is installed to oversee, its role is to aid the Board of Trustees in fulfilling their duties by monitoring the performance of the school or academy.

2.2 To ensure the LGB is fulfilling its duties and supporting the Trust Board effectively, guidelines have been created relating to how the LGB will be formed, the duties it will carry out and a timeline for doing so. The ToR can be used to hold the LGB to account for its performance.

2.3 The Trustees will retain ultimate accountability and will retain responsibility for all items that aren't detailed within this document.

2.4 Trustees will work closely with the LGBs and may request periodic reports from the LGBs. This is to better understand further details about the school performance, any escalated issues, positive news, or information about best practice.

## 3. Membership and quorum

3.1 The members of the LGB are appointed by the Board of Trustees.

3.2 Primary Schools: There are to be **10** members of the LGB: **6** Co-opted governors, **2** staff governors, (one teaching staff and one support staff) and **2** parent governors.

3.3 High Schools: There are to be **11** members of the LGB: **7** Co-opted governors, **2** staff governors, (one teaching staff and one support staff) and **2** parent governors.

3.4 The Headteacher **is not** entitled to a staff governor role, ex officio. A Headteacher within the Trust **is not** permitted to be on the LGB of another academy within the Trust.

- 3.5 For a school or academy that is classified by Ofsted as 'Good' or 'Outstanding', then the LGB is free to co-opt and appoint governors themselves, but these appointments will need to be ratified by the Trustees at the next available Trust Board meeting. The Governance Professional will be responsible for informing the Trustees of any new appointments, for ratification, or rejection, by the Trust Board.
- 3.6 For a school that is in an Ofsted category for improvement ('Special Measures' or 'Requires Improvement'), then the members of the LGB are to be appointed by the Trust Board.
- 3.7 The Trust Board has the discretion to disband an LGB and put into place a temporary Interim Executive Committee
- 3.8 A Trustee should not be a member of an LGB.
- 3.9 Individuals with the requisite knowledge and skills to effectively engage with and challenge the Trust will be appointed to an LGB.
- 3.10 Staff governors are to be elected from the staff at the school employed by the Trust, the Headteacher **may not** be a staff governor.
- 3.11 Staff **may not** be co-opted as a governor on an LGB at any other school within the Trust.
- 3.12 To ensure effective parental engagement, the LGB will include two parent governors. These parent governors are to be elected from parents of any children currently in the school or academy. A parent governor can continue as a governor, even after their child has left the school or academy, until their term of office expires.
- 3.13 There are no provisions in the ToR for any associate members.
- 3.14 The quorum of the LGB will be one half of the numbers of the board rounded up to the nearest full number e.g. if the LGB comprises nine members, then a minimum of five members must attend the meeting to meet the quorum. Vacancies are excluded for the purpose of defining the quorum.
- 3.15 A Governance Professional to the LGB will be appointed by the Trustees to minute meetings and ensure effective governance, by providing support, guidance, and advice to the board.
- 3.16 To be eligible to be a governor a person must have no convictions, have never been declared bankrupt or insolvent, or disqualified from being a company director or trustee, or removed from public office.
- 3.17 It is the policy of Omega Multi-Academy Trust to provide equal opportunities without regard to race, religion, ethnicity, gender, sexual preference, age, or disability.

## **4. Election/Appointment of the Chair of Governors**

- 4.1 For a school or academy that is classified by Ofsted as 'Good' or 'Outstanding', then the LGB is free to elect and appoint a Chair of Governors themselves, but this position must be ratified by the Trustees.
- 4.2 For a school or academy that is in an Ofsted category for improvement, then the Chair of Governors will be selected and appointed by the Trust Board.
- 4.3 The LGB is free to elect a Vice-Chair of Governors, but this is not essential. If the LGB wishes to appoint a Vice-Chair then they must also follow the same process, as stipulated in 4.1 and 4.2.

## **5. Term of office**

- 5.1 The term of office for members of an LGB body will be for four years and shall hold office from either the date of their appointment until their resignation, or their omission from membership of the LGB on subsequent consideration by the Board of Trustees, whichever occurs first.
- 5.2 If a governor misses four or more meetings during a year, then it will be escalated to Trustees to decide if they are removed from office. Trustees will then review the decision and discuss the matter with the Chair of the LGB to understand if there are any exceptional circumstances for the absences. Unless the absentee is the Chair of the LGB, in which case the Trustees will review this with the Headteacher. The Trustees will then inform the Governance Professional of the decision, and any notification of removal will be issued in writing (email will be accepted as suitable notification) by the Governance Professional to the governor in question and the LGB.
- 5.3 The Trustees will have ultimate responsibility for appointing and removing members of the LGB. Trustees will exercise the right to remove a governor if the Trustees believe there has been a breach of the ToR or the Code of Conduct. This will be done in consultation with the Chair of the LGB, unless the breach has been by the Chair of the LGB, in which case the matter will be consulted with the Headteacher.

## **6. Meetings**

- 6.1 The LGB will meet as often as is necessary to fulfil its responsibilities, but at least once per half-term (i.e. six meetings a year).
- 6.2 The Chair of the LGB or any three governors may, by giving notice in writing to the Governance Professional, call unscheduled meetings as long as appropriate notice of at least seven days is given to the other members of the LGB.
- 6.3 The frequency and dates for LGB meetings will be considered before the first meeting in the Autumn Term of the academic year.

- 6.4 The Governance Professional to the LGB will circulate an agenda, copies of minutes of the previous LGB meeting, and any papers to be considered, no fewer than seven working days prior to the meeting.
- 6.5 Local governors will withdraw from the meeting if there is an identified or potential conflict of interest, or there is a motion to question their ability to remain impartial. Conflicts of interest are declared before the start of each academic year and at the beginning of each LGB meeting.
- 6.6 The Governance Professional will take minutes of the meeting. These will be approved, by the Chair of the LGB, as accurate representations of the meeting before they are handed to LGB members for final approval at the next LGB meeting. Following approval, the Governance Professional will distribute the minutes to the Board of Trustees.
- 6.7 Confidential minutes will only be shared with local governors who were present at the meeting where the confidential item was discussed.
- 6.8 The LGB may invite visitors to meetings to assist or advise on a particular matter or issue. Visitors will not be entitled to vote on any matter.
- 6.9 Every matter to be decided upon will be determined by a majority vote, where there is an equal division of votes, the Chair will have the deciding vote. Each member of the LGB who is present at the meeting will be entitled to one vote.
- 6.10 A register of attendance shall be kept for each meeting and will be published on the school's and Trust's website on an annual basis.
- 6.11 There are no requirements for the LGB to operate any sub-committees, however, this is an optional decision for each LGB to decide upon for how they wish to operate.
- 6.12 Where there is a need for the LGB to act as the escalation point for any complaints, appeals, or disciplinary processes, for staff, pupils, or parents, any such panel will be convened to do so in accordance with the Trust's Scheme of Delegation, appropriate policy and/or Terms of Reference.

## **7. Delegated Responsibilities**

In accordance with the Trust's Scheme of Delegation the following duties have been delegated to the LGB by the Board of Trustees.

### **7.1 Strategy and Leadership**

- To monitor the school's or academy's compliance with all obligations in the Academy Trust Handbook and legal regulations.
- To be compliant in the completion of annual declarations and confirmations and for taking ownership of personal governor CPD.
- To approve the individual school /academy character or focus within the corporate identity, mission & values.



- To approve the strategic objectives for the individual schools / academies in the School Improvement Plan and Key Performance Indicators.
- To approve new plans to address any under performance against the school / academies' individual SIP and KPIs and approving new plans to address performance.
- To review and approve school / academy specific policies and procedures.
- To review those risks faced by the school / academy based upon the school's / academy's operational risk register and approve any mitigating actions.
- To conduct an annual review of the school's approach to risk management and approve significant changes or improvements to key elements of its processes and procedures.
- To support the process for stakeholder engagement, including regular staff, parent and student voice opportunities and consultations on school-based planning and delivery (including any changes to the school day or opening hours)
- To review and ensure action is taken on stakeholder survey outcomes.
- To review exclusions and suspensions in accordance with the Department for Education guidance and the Governors Disciplinary Committee Terms of Reference.

## **7.2 Education and Curriculum**

- To review the effectiveness of the curriculum, ensuring it is fit for purpose with clear intent, implementation and impact.
- To review the pupil 'school experience', including personal development, welfare, and behaviour.
- To ensure regulations relating to SEND and LAC are in place and reviewed regularly to incorporate changes to guidance/legislation.
- To review practice for all additional funding, including Pupil Premium Strategy and Catch-Up provision, (and PE funding in the primary schools or academies) ensuring value for money and challenging achievement gaps.
- To have direct involvement in Ofsted inspections management.

## **7.3 Safeguarding and Wellbeing**

- To receive assurance that the Single Central Record in each individual school / academy is correctly maintained.
- To monitor compliance with statutory guidance.
- To ensure compliance with Trust-wide policy in individual schools/academies.
- To approve the appointment and ensure the relevant training of a Designated Safeguarding Lead.
- To ensure that all governors undertake safeguarding training annually.
- To monitor trends of attendance, suspensions and exclusions.
- To monitor admissions to the school / academy
- To review and approve the school / academy specific Behaviour policy.

## **7.4 People**

- To approve the process and final decision of staff appointments/dismissals in schools / academies in line with agreed staffing structures, including the Senior Leadership Team, but not the Headteacher and Deputy Headteacher.

- To provide support in the selection process and appointment of the Headteacher and Deputy Headteacher.
- To monitor compliance with equalities legislation within the school or academy.
- To ensure that development priorities are appropriately set and reviewed in accordance with the Professional Development Review Policy,

#### **7.5 Finance and Estates**

- To maintain financial oversight of the individual school / academy budget, through the monitoring of the monthly management accounts and forecasts, ensuring appropriate expenditure and delivery within budget and accountability for variances that arise.
- To review and approve the individual school /academy, site-specific policies, systems and practices.
- To monitor the Health and Safety Policy and practice, ensuring compliance to national standards and statutory guidance.

### **8. Monitoring and review**

- 8.1 This document is reviewed annually by the Board of Trustees, or sooner if updates to the 'Academy Trust Handbook' require changes to be made.
- 8.2 Any changes to this policy will be communicated to Chairs of the LGB by the Chair of the Trust Board.
- 8.3 This document will be issued to all members of all LGBs via GovernorHub.
- 8.4 All members of the LGBs will be required to sign via GovernorHub to say they have read and accepted this document. Any governor who does not sign will not be eligible to continue as a governor.
- 8.5 The scheduled review date for this policy is August 2025