

These Terms of Reference will come into effect on 1st July 2020

1. ESTABLISHMENT OF LOCAL GOVERNING BODIES

Stamford Park Trust (the Trust) is a company limited by guarantee. The Trustees are responsible for the leadership, management and administration of the Trust and the establishments within it. Under the powers of delegation set out in the Articles of Association, Trustees may constitute a Local Governing Body (LGB) for each establishment, and determine the constitution, membership and proceedings of all such committees. The following Terms of Reference set out the constitution, membership and proceedings of the Local Governing Body of *[name of establishment]* and shall be reviewed by the Trustees on an annual basis.

2. FUNCTIONS OF THE LOCAL GOVERNING BODY

2.1 The general role of the Local Governing Body is to provide the local context, challenge and support to the Principal, ensuring the very best local provision for the community. The Local Governing Body, through the Chairs' group, also have a role in influencing and communicating with the Trustees on the strategic vision of the Trust going forward.

2.2 The specific powers and roles delegated by the Trustees to the Local Governing Bodies within the Trust are set out in the Trust's Scheme of Delegation and are reflected in section 11 below.

3. COMPOSITION OF THE LOCAL GOVERNING BODY

3.1 The Local Governing Body will be composed, wherever possible, of up to 13 members:

- 7 independent Governors
- 1 Executive Principal (ex officio)
- 2 Parent Governor
- 2 Staff Governor (teaching and support)
- *[1 Student Governors (16-19 Academies only)]*

4. APPOINTMENT OF GOVERNORS

4.1 When appointing new members to the Local Governing Body, consideration must be given to the skills of existing members and the new appointment should address any skills gaps where possible.

4.2 Parent governors are elected by the parent body of the college. The Company Secretary shall make all necessary arrangements for an election of parent members. All reasonably practical steps must be taken to ensure that every qualified candidate is informed of the vacancy, their entitlement to stand as a candidate and their right to vote. Procedures will be put in place to conduct an election through secret ballot in the event of there being more than one candidate per vacancy, and all those entitled to vote in a secret ballot will have the opportunity to do so.

4.3 Staff governors are elected by the staff body of the college. The Company Secretary shall invite nominations from all eligible staff (dependent upon the vacancy – teaching or support) employed under a contract of employment at the college. If more than one nomination is received the Company Secretary shall put procedures in place to conduct an election by way of a secret ballot.

4.4 Independent governors may be nominated by all current members of the Local Governing Body. Recommendations for appointment will be made to the trustees, who also reserve the right to appoint independent governors subject to vacancies and with consideration to the skills required.

4.5 The Company Secretary of the Trust will maintain an accurate and up to date list of all Governors.

4.6 New governors will follow an induction procedure and will be provided with an Induction Pack of relevant documentation.

4.7 Governor(s) may be removed from office by the Trustees where he/she becomes disqualified from acting as Governor or where it is decided by the Trustees that he/she is not acting in the best interests of the college, its students or the Trust.

5 TERM OF OFFICE

5.1 The term of office for all Governors will be set by Trustees on appointment, except the Principal, who will serve as ex-officio Governor for as long as he/she remains in office.

6 UNDERTAKINGS OF GOVERNORS

6.1 The Governors shall, upon their appointment or election, give a written undertaking to the Members and the Trustees 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 Local Governing Body from time to time.

6.2 The Governors shall annually give a written undertaking to observe the Trust Code of Conduct for Members, Trustees and Governors.

6.3 The Trustees expect all Governors to engage in relevant training to support their governance role.

7 ORGANISATION OF THE LGB

New member academies (<1 year) and those where the academy's performance is below agreed expectations:

7.1a The Chair of the Local Governing Body will be appointed annually by the Trustees and confirmed at the first meeting of the academic year.

Existing member academies (>1 year) and those where the academy's performance is at or above agreed expectations:

7.1b The Chair of the Local Governing Body will be elected annually by the Governors at the first meeting of the academic year. The election procedure will be organised by the Company Secretary who will receive written and/or verbal nominations; a Governor can nominate himself/herself. If there is more than one candidate, nominees will be asked to leave the room, the remaining Governors will vote by secret ballot and the Company Secretary will tally the vote.

7.2 In the absence of either the Chair or the Company Secretary at a meeting of the Local Governing Body, members present may appoint a replacement for the meeting.

7.3 The Local Governing Body will meet as often as is necessary to fulfil its responsibilities but as a minimum, will meet at least once each term.

8 ADMINISTRATION OF MEETINGS

8.1 The Company Secretary will act as Clerk to the Local Governing Body and will circulate an agenda and any papers at least one week before a meeting of the Local Governing Body.

8.2 It is expected that all Governors have read the papers as long as they have been circulated in accordance with clause 8.1.

8.3 All recommendations and decisions made at a meeting of the Local Governing Body will be recorded accurately in writing. The minutes and rolling action list will be sent to the Principal and Chair for approval in advance of the next meeting.

9 QUORUM AND VOTING

9.1 The quorum for any meeting of the Local Governing Body is 50% of those members currently appointed (rounded up to the nearest whole number) provided that there are no less than 3 Governors at the meeting, 2 of whom are not employed by the Trust.

9.2 Each Governor shall have one equal vote. Where there is an equal division of votes, the Chair of the Local Governing Body will have the casting vote.

10 ATTENDANCE AT MEETINGS

10.1 A Governor shall cease to hold office if he/she is absent without the permission of the Governors from all their meetings held within a period of six months and Governors request that Trustees remove him/her from the position of Governor.

10.2 The Trust may request the Chair of the Local Governing Body to attend any meeting of the Trustees and present a summary of the issues discussed and recommendations made at any previous Local Governing Body meeting.

10.3 The Chair of the Local Governing Body is expected to attend termly meetings with fellow Local Governing body Chairs and Trustees, as arranged.

10.4 Any Trustee may attend any meeting of the Local Governing Body.

10.5 Any Governor may request the Chair to invite persons who are not members of the Local Governing Body to attend its meetings.

11 MATTERS DELEGATED TO THE LOCAL GOVERNING BODY IN ACCORDANCE WITH THE SCHEME OF DELEGATION (not including those matters on which the Local Governing body is consulted)

11.1 Governance:

11.1.1 Appoint the Chair of the Local Governing Body on an annual basis at the first meeting of each academic year (*subject to point 7.1a and b above*)

11.1.2 Appoint (and review) on an annual basis nominated Governors for Health & Safety; Safeguarding; Special Educational Needs and Disability; Equality & Diversity.

11.1.3 Update on an annual basis individual Governor Declaration of Business and Pecuniary Interests forms and verbally declare personal interests relating to the agenda at each meeting.

11.2 Policies:

11.2.1 Ratify, review and monitor implementation of the following statutory policies/documents, as per the review cycle agreed by the Trust Board:

- Admission arrangements (annually)
- Register of Pupils' Admission to School and Attendance (live data)
- Accessibility Plan (3 yearly)
- Designated Teacher for Looked After and Previously Looked After Children (annually)
- Special Educational Needs and Disability (annually)
- Behaviour for Learning (2 yearly)
- Careers Programme and Guidance (annually)

11.2.2 Consider and provide feedback to the Trustees on the following statutory policies/documents, and monitor their implementation:

- Safeguarding and Child Protection Policy and Procedures (annually)
- Health & Safety (annually)
- Complaints (annually)
- Exclusions (2 yearly)
- Equalities Information and Objectives Statement (4 yearly)

11.2.3 Monitor implementation of the following additional statutory policies/documents:

- Capability Policy
- Staff discipline, conduct and grievance procedures
- Premises management documents
- Whistleblowing Policy and Procedures

11.2.4 Ensure statutory compliance and high quality content of the college website working with the Trust marketing department and Company Secretary.

11.3 Headteacher Support and Challenge

11.3.1 Provide challenge to Principal in relation to all aspects of local leadership including in relation to:

- Monitoring the establishment budget
- Evaluation of pupil performance data
- Organisation and numbers on roll
- Reviewing quality of teaching and learning

11.5 Annual Reviews

11.5.1 The following are to be monitored and reviewed throughout the year as appropriate:

- College Improvement Plan

- Attendance figures and setting of attendance targets
- Surveys
- Security arrangements
- Service Level Agreements
- Exclusions
- Business Continuity Plan

11.6 Reporting to Trust

11.6.1 The minutes of each meeting of the Local Governing Body will be presented to the next meeting of the Trust Board for review.

11.6.2 The Local Governing Body may also be requested to report to the Trustees or appropriate Trust personnel in relation to the following:

- Progress against the college quality improvement plan.
- Management accounts and monitoring of the establishment budget.
- Progress against any agreed key performance indicators.
- Any report relating to the statutory responsibilities of the Stamford Park Trust.