

Local Governing Board (LGB)

Terms of Reference

Purpose and Role of Local Governing Boards

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

The SoD is owned and determined by the Trust Board. The Board may amend the SoD at any time. It reviews the SoD periodically, typically every two years. The Board of Trustees may withdraw delegated powers including those entrusted to individual LGBs, at any time and for reasons that the Board determines appropriate. All activity in individual schools takes place within the framework of vision/values, the strategic direction and business processes established by the trust.

The overarching responsibilities of the Local Governing Boards are:

- to ensure the school has a clear strategic vision, which agrees with the wider strategic direction of the trust,
- to receive periodic assurance on 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 pupil admissions, attendance, behaviour and discipline, and pupil personal development,
- to approve local policies that are delegated to the LGB,
- 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.

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

Membership

Membership of the LGB shall usually be no more than 9 members (governors), unless otherwise agreed with Trustees, and shall comprise:

- A minimum of 2 and up to 3 elected parents/carers
- Up to 7 governors appointed by the Trust drawn mainly from the local community.

Employees of the Trust/school are not eligible to be appointed as governors. Headteacher/Principal and, with agreement of the LGB Chair, other senior staff will also attend the LGB meetings to enable the business to be transacted with efficacy.

In the case of a University Technical College (UTC), the Trust shall ensure that nominees of the Employer Sponsor/s and University Sponsor/s together form a majority of the total number of members of the LGB.

LGBs will usually propose governor appointments to the LGB 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.

All governors must be DBS screened prior to the formal appointment being confirmed.

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

One LGB governor should be nominated to act as a safeguarding lead. Others may be nominated to serve in other functions LGBs 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.

Sub-committees and working groups

The Trust does not formally recognise sub-committees of LGBs. However, LGBs may wish to designate time-limited working groups to support aspects of their work. The LGB 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 LGB to fulfil their responsibilities in line with the school or Trust policy in this area.

Term of Office

LGB members serve a term of office for a period of [upto] 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. Term of office end dates are normally aligned with the end of the school year (i.e. 31 August).

Clerking

Clerking for LGB meetings is provided through the Trust central services.

Organisation

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

The LGB meets usually at least three times a year. Extraordinary meetings may be called by the LGB 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 LGB meeting to be blended with another LGB meeting.

Quorum: the greater of 3 or one third of governors (excluding vacancies), and must consist of a minimum of two appointed 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 LGB.

Chairing

The election of the Chair is for one year and must be ratified by the Trust Board. The LGB may appoint one or more vice-chairs with specific remits determined by the LGB as appropriate. Vice-chairs are elected on an annual basis.

Governance support

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