The White Horse Federation

Local Governance Committees - Constitution and Terms of Reference

December 2025

Agreed by	**Trust Board**
On	3 December 2025
To be reviewed by	December 2026

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1. Introduction

1.1 This document has been drafted by the Trustees of The White Horse Federation (the "**TWHF**") in exercise of the powers conferred on them by Article 100 of the Academy Trust's articles of association (the "**Articles**"). It accompanies the Scheme of Delegation (the "**SoD**") made by the Trustees in relation to the Academy Trust.

Article 100: Subject to these Articles, the Trustees:

a. may appoint committees to be known as Local Governance Committee for each Academy (and the same LGC may be appointed for more than one Academy);

b. may establish any other committee *(this references the Trustees being able to establish other committees, rather than the LGCs)*

Articles 101 – 104 reference the constitution and membership of LGCs, including those of church schools and reference the Scheme of Delegation. This information was used to inform these terms of reference.

1.2 The Trust is responsible for the following schools:

Bowerhill Primary
Devizes & 6th Form - Secondary & 6th Form
Drove Primary
Forest & Sandridge CofE Primary
Gagle Brook Primary
Gorse Hill Primary
Grange Infants
Grange Junior
Haydon Wick Primary
Larkhill Primary
Melksham Oak Community - Secondary
Moredon Primary & Nursery
Mountford Manor Primary
Nyland Primary - Primary SEN
Rodbourne Cheney Primary
Seend CofE Primary
Shaw CofE Primary
Southbroom Nursery & Infants'
Southwold Primary & Nursery
St George's CofE Primary
St Luke's Academy - Secondary SEN
St Mary & All Saints CofE Primary
St Mary's Broughton Gifford Primary
The Croft Primary
The Manor CofE Primary
The Ridgeway School & 6th Form - Secondary & 6th Form
Tregoze Primary
West Kidlington Primary & Nursery
Whitelands Academy - Secondary
Zouch Academy & Nursery - Primary

2 Purpose

2.1 To support TWHF's decision making by enabling more detailed consideration of the most effective way to fulfil Governor responsibilities in operating the Trust's schools.

2.2 Provide relevant comments and recommendations on school operations to the Trustees on a regular basis, communicating through the Chair of Chairs Trustee and the Chair of Governors via the Chairs' Forum.

3 Remit

3.1 Broadly, the role of an LGC is as a committee of the Board of Trustees, providing focused governance for a school at a local level. LGCs will support the Trustees and Executive Team in monitoring the school's key priorities as identified in each School's Development Plan (SDP) and Self-Evaluation Form (SEF) document.

3.2 For each school or Trustee approved group of schools, the LGC will serve in an advisory role to TWHF, the CEO, and the School's Headteacher, except where specific powers have been delegated by TWHF. The LGC will carry out the duties assigned to it regarding the school's day-to-day governance.

3.3 The LGC shall have the roles set out in the terms of reference and any others which the Trustees of TWHF agree shall be carried out by the LGC and which is communicated to Chair of the LGC.

3.4 The LGCs carry out their functions in relation to their respective Schools on behalf of the Trustees and in accordance with policies determined by the Trustees.

3.5 The act of delegation from the Trustees to the LGCs shall be a delegation of powers and duties, as set out in the **Scheme of Delegation** (SoD).

4 Constitution of Local Governance Committee

4.1.1 Eligibility to be a local governor (In accordance with the Trust's Articles of Association, including provisions for committee members i.e. local governors;):

Disqualification from holding office

The disqualification rules are derived from the Trust's Articles of Association, which also set out the governance framework for operating within company and charity law. The numbers referenced correspond to specific article numbers. Since a Local Governing Committee (LGC) is a committee of the Trust Board, governors are subject to the same disqualification rules as trustees. Therefore, any reference to a trustee equally applies to a governor. The numbers below refer to the article number in the Trust's Articles of Association.

"68. No person shall be qualified to be a Trustee unless he is aged 18 or over at the date of his election or appointment. No current pupil or current pupil of any of the Academies shall be a Trustee.

69. A Trustee shall cease to hold office if they become incapable by reason of illness or injury of managing or administering their own affairs.

70. A Trustee shall cease to hold office if they are absent without the permission of the Trustees from all of their meetings held within a period of six months and the Trustees resolve that their office be vacated.

71. A person shall be disqualified from holding or continuing to hold office as a Trustee if -

(a) They have been declared bankrupt and/or their estate has been seized from their possession for the benefit of their creditors and the declaration or seizure has not been discharged, annulled or reduced;

or

(b) They are the subject of a bankruptcy restrictions order or an interim order.

72. A person shall be disqualified from holding or continuing to hold office as a Trustee at any time when they are subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).

73. A Trustee shall cease to hold office if he ceases to be a Trustee by virtue of any provision in the Companies Act 2006 or is disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory reenactment or modification of that provision) or is otherwise found to be unsuitable by the Secretary of State under the provisions of the Relevant Funding Agreements.

74. A person shall be disqualified from holding or continuing to hold office as a Trustee if they have been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which they were responsible or to which they were privy, or which their conduct contributed to or facilitated.

77. A person shall be disqualified from holding or continuing to hold office as a Trustee where they have, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011.

78. After the first Academy has opened, a person shall be disqualified from holding or continuing to hold office as a Trustee if they have not provided to the chairman of the Trustees a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997. In the event that the certificate discloses any information which

would, in the opinion of either the chairman or the Chief Executive Officer, confirm their unsuitability to work with children that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the Secretary of State to determine the matter. The determination of the Secretary of State shall be final.

79. Where, by virtue of these Articles, a person becomes disqualified from holding, or continuing to hold office as a Trustee and they are, or are proposed to become, such a Trustee, they shall upon becoming so disqualified give written notice of that fact to the Clerk.

Declarations of Interest

97. Any Trustee who has or can have any direct or indirect duty or personal interest (including but not limited to any Personal Financial Interest) which conflicts or may conflict with his duties as a Trustee shall disclose that fact to the Trustees as soon as he becomes aware of it. A Trustee must absent himself from any discussions of the Trustees in which it is possible that a conflict will arise between their duty to act solely in the interests of the Company and any duty or personal interest (including but not limited to any Personal Financial Interest).

98. For the purpose of Article 97, a Trustee has a Personal Financial Interest in the employment or remuneration of, or the provision of any other benefit to, that Trustee as permitted by and as defined by Articles 6.5-6.9."

- A local governor will be disqualified if they have not complied with the Trust's DBS policies. Governors are required to be familiar with the DBS policies and must act in compliance with them.

If a governor becomes disqualified from continuing to hold office, they must give written notice of that fact to the Clerk to the Local Governance Committee.

4.1.2 **Membership**

The total membership should be no more than 10 comprising of:

- The Headteacher (Ex-officio)
- 2 elected Parent Governors
- 2 elected Staff Governors
- 5 Trust Appointed Governors

The exceptions to this will be church schools, those LGCs operating across more than one school, in schools with a particularly high governor mobility area (e.g. Garrison based schools), or where an Interim Academy Board (IAB) is established. Exceptions to the standard constitution would be approved by the Board of Trustees.

4.1.3 Foundation Governors are approved by the Diocese and appointed by the Trust Board [Former Voluntary Controlled - VA 25% & former Voluntary Aided - VA a majority to be Foundation Governors]

For Church Schools the total constitution should be not less than 13 for VA and 10 for VC comprising of:

- The Headteacher
- 2 elected Parent Governors
- 1 elected Staff Governor
- VC: 2 Foundation Governors
- VA: 7 Foundation Governors
- VC: 4 Trust Appointed Governors
- VA 2 Trust Appointed Governors.

(Former VC schools: Shaw, St George's, The Manor and St Mary's Broughton Gifford. Former VA schools: Forest and Sandridge, Seend, St Mary and All Saints)

4.2 Local Governance Committees should be representative of the school community, with governors bringing a diverse range of skills. The Chair of each LGC will work with the Clerk and the Director of Governance to recruit Trust-appointed members, and the LGC may recommend nominees to the Trust Board for appointment. If an external candidate is identified through external agencies, the Headteacher and Chair of Governors will be consulted to assess their suitability for the LGC before proceeding with a local recommendation for appointment. For parent or staff governor vacancies, the LGC will instruct the Clerk to conduct an election. If no candidate is selected through this process, the LGC may recommend a candidate for appointment by the Trust Board, who fulfils the criteria for this role. Clerks are asked to seek advice should a parent governor appointment be required.

4.3 The length of service of all Local Governors shall be four years.

4.4 Each LGC shall have a Chair and Vice Chair, appointed annually at the end of the summer term. Local governors will recommend candidates for this position to the Trustees, who will confirm the appointments unless there are valid reasons not to do so.

4.5 As long as they remain eligible to serve, a retiring Local Governor may be reappointed upon recommendation to the Trust Board or reelected if serving in an elected role.

4.6 Any individual seeking to become a Local Governor must sign a declaration of acceptance and willingness to serve, using the form provided in Appendix B or as determined by the Trustees. They must also provide the necessary information for a Disclosure and Barring Service (DBS) check, as requested.

5 Local Governors - appointment and particular responsibilities

5.1 LGC Chair

5.1.1 The LGC Chair shall be appointed by the Trustees, as described in 4.4.

5.1.2 Eligibility -

- Only current local governors (excluding staff) are eligible to stand.

5.1.3 Nomination Process –

- The clerk to governors will invite self-nominations at the time the meeting is notified to governors.
- Self-nominations should be submitted to the clerk, preferably ahead of the meeting, to allow candidate information to be shared with governors.
- Candidates are expected to prepare a brief statement outlining their interest and suitability. This statement will be shared with governors at the meeting to support informed decision-making.

5.1.4 Ballot Process (at the meeting) -

- The clerk conducts the ballot.

If more than one candidate:

- A secret ballot is held among the eligible governors.
- The candidate with the majority is recommended to the Trust Board for approval of the appointment.
- If tied, a revote is taken and, should the status remain tied, the Trustees will make the decision about the appointment, based on submitted statements.

5.1.5 Recording:

- The result is formally recorded in the LGC minutes.
- The outcome is sent to the Board of Trustees by the clerk for ratification.
- The new chair assumes duties from the start of the new academic year.

5.1.6 Communication:

- The appointment is shared with all governors, Chair of Chairs, Director of Governance and relevant staff.
- It is updated on internal records and GIAS (Get Information About Schools), if necessary.

5.1.7 The Trustees shall be entitled to remove the LGC Chair from office at any time although this would be without prejudice to the individual's position as a Local Governor, unless another process was being followed for full removal.

5.1.8 The LGC Chairs shall meet on a termly basis as part of the Chairs' Forum.

5.1.9 Subject to paragraph 5.1.2, the LGC Chair shall serve in such capacity for one year but shall be eligible for reappointment at the end of that term.

5.1.10 The responsibilities of the LGC Chair include the following:

(a) to chair meetings of the LGC;

(b) to provide a direct link between the LGC and the Chair of Chairs Trustee and CEO via the termly Chairs' Forum meetings.

5.2 LGC Vice-Chair

5.2.1 The LGC Vice-Chair shall be appointed by the LGC. In the absence of both the LGC Chair and the LGC Vice-Chair at a meeting, the LGC will elect a temporary LGC Chair from among those present at the meeting.

5.2.2 The Trustees may remove the LGC Vice-Chair from office at any time. Such removal shall not affect the individual's role as a Local Governor.

5.2.3 5.2.3 Subject to clause 5.2.2, the LGC Vice-Chair shall serve a one-year term and may be reappointed upon the conclusion of that term.

5.2.4 The responsibilities of the LGC Vice-Chair include the following:

(a) to deputise for the LGC Chair in their absence;

5.3 Staff Local Governors

5.3.1 The staff governors of each LGC shall be elected by the staff of the relevant School.

5.3.2 Staff governors are elected by the staff of the School to represent the staff body on the LGC and bring with them professional experience and knowledge. They share the views and **where appropriate**, the concerns of staff with the LGC and act as a representative staff LGC member and not a delegate of the staff body.

5.3.3 A staff governor ceases to hold office when they cease to work at the school.

5.4 Parent Local Governors

5.4.1 Parent Local Governors for each LGC shall be elected in accordance with the process set out below:

(a) Where a vacancy arises the LGC will write to all parents of pupils at the school seeking nominees for the vacancy. Nominees will be asked to provide a short statement about

why they are interested in being a Parent Local Governor and their background and experience which may make them suitable for the role.

(b) In the event that the number of nominees equals or is less than the number of vacancies on the LGC, they will be elected unopposed and take up their role with the due safeguarding checks taking place.

(c) If there are more nominees than places available, the LGC will write to all parents of pupils at the School asking them to vote for their preferred candidate.

(d) The Trustees reserve the right to appoint parent governors, with a specific skill set following a selection and interview process.

5.4.2 A Parent Local Governor should be a parent or guardian of a registered pupil at the relevant school or, where this is not reasonably practical, a person who is the parent or grandparent of a child of compulsory school age.

5.4.3 The responsibility of a Parent Local Governor is to act as a representative parent on the LGC and not a delegate of the parents.

5.5 Other responsibilities

5.5.1 Each LGC may appoint from among its members, individuals with specific responsibilities which include:

(a) a Local Governor with responsibility for Special Educational Needs;

(b) a Local Governor with responsibility for Safeguarding and Looked After Children;

(c) a Local Governor with responsibility for disadvantaged pupils;

(d) a Local Governor with responsibility for EYFS, Careers and post 16 education, where governor capacity allows and where appropriate to the school setting.

5.6 Ceasing to be a Local Governor

5.6.1 The office of a Local Governor shall be vacated if:

(a) any event or circumstance arises that would disqualify the individual from serving as a Trustee under the Articles, would also apply to that of the role of governor from holding that position;

(b) he or she has, without the consent of the LGC, failed to attend LGC meetings for a continuous period of six months, beginning with the date of the first such meeting they failed to attend;

(c) he or she resigns their office by notice to the Chair and Clerk;

(d) he or she does not act within the expectations set out in the TWHF Code of Conduct.

5.7 Clerk to the LGC

5.7.1 The Director of Governance shall appoint a Clerk to the LGC who may not be a Local Governor. In the absence of the Clerk, the LGC shall elect a replacement note taker for the meeting.

5.7.2 The responsibilities/functions of the Clerk to the LGC are as follows:

(a) convene meetings of the LGC including sending notices and collating and uploading papers of meetings onto GovernorHub;

(b) attend meetings of the LGC and ensure minutes are produced within two weeks of the meeting;

(c) maintain a register of members of the LGC and report any vacancies to the LGC;

(d) maintain a register of Local Governors' attendance at meetings and report on non-attendance to the LGC;

(e) report to the LGC as required on the discharge of the Clerk's functions

(f) Ensure Get Information About Schools (GIAS) and the School's governance page is kept up to date, changed within 14 days of any change to the constitution; and

(g) perform such other functions as shall be determined by the LGC in consultation with the Director of Governance from time to time.

5.7.3 Attendance at each LGC meeting, issues discussed and recommendations for decisions shall be recorded in the minutes of the meeting.

6 Convening meetings of the LGC

6.1 Meetings of the LGC will normally be held four times a year, with the potential for an additional fifth governor day. Further meetings can be arranged with the agreement of the school and would be funded from the school's budget.

6.2 The Clerk to the LGC shall give written notice of each meeting and circulate an agenda and any reports or other papers to be considered at the meeting at least seven days in advance of each meeting. However, where the Chair so determines on the ground that there are matters demanding urgent consideration, it shall be sufficient if the written notice of the meeting states that fact and the notice, copy of the agenda and other papers are given within such shorter period as the Chair directs.

6.3 Any two Local Governors may requisition a meeting by giving written notice to the Clerk that includes a summary of the business to be transacted and it

shall be the duty of the Clerk to convene a meeting as soon as reasonably practicable.

6.4 The meetings of the Local Governors will be closed meetings. The Local Governors may invite persons who are not Local Governors (including but not limited to a member of a committee, any employee, any pupil, any professional adviser and any experts of any kind) to attend the whole or part of any meeting for purposes connected with such meeting. As a committee of the Trustees, any Trustee can attend a Local Governing meeting. Requests may be made by any person, to attend an LGC meeting. Any requests would be considered at the discretion of the LGC Chair in conjunction with the Headteacher. In granting a wish to attend, the attendee should be aware that the Chair retains the right to ask the attendee to leave the meeting at any point.

7 Voting at meetings of the LGC

7.1 The quorum for meetings of the LGC and for any vote on a matter at such meetings shall be one half of the total number of Local Governors in office at that time (rounded up to the nearest whole number).

7.2 Every question to be decided upon at a meeting of the LGCs shall be determined by a majority of the votes of Local Governors present and voting on the question. Votes tendered by proxy shall not be counted.

7.3 Where there is an equal division of votes, the Chair shall have a casting vote.

7.4 Governors will respect the confidence of items of business which an LGC decides and not disclose what individual governors have said or how they have voted within a meeting.

8 Personal interests of Local Governors

8.1 Local Governors shall complete a register of their business interests which shall be reviewed annually.

8.2 Any Local Governor who has any duty or personal interest which conflicts or may conflict with his/her duties as a Local Governor shall:

8.2.1 disclose that fact to the LGC/Clerk as soon as he/she becomes aware of it. A Local Governor must absent him or herself from any discussions of the LGC in which it is possible that a conflict will arise between his/her duty to act solely in the interests of the school and such duty or personal interest;

8.2.2 withdraw from any meeting for that item unless expressly invited to remain in order to provide information;

8.2.3 not be counted in the quorum for that part of any meeting; and

8.2.4 withdraw during the vote and have no vote on the matter.

8.2.5 Advice given by the governors is incidental to their professional expertise and is not given in their professional capacity.

9 Alterations

9.1 This constitution and these terms of reference may be altered by a majority resolution of the Trustees of the Trust.

10 Circulation list

10.1 This constitution and the terms of reference shall be circulated to Trustees of the Trust, all Local Governors, the Clerk to the LGC and others at the discretion of the Chair of the Trustees of the Trust or a LGC Chair. This constitution and the terms of reference were approved and adopted by a resolution of the Trustees of the Trust passed at a meeting held on 16.07.2025 and have effect from that date.

11 LGC Meeting Papers

11.1 The LGC meeting papers for all TWHF schools will be available for viewing by Trustees, Members and the Director of Governance on GovernorHub.

11.2 Minutes of meetings will be considered to be draft until approved and signed by the Chair at the next meeting. Governors noting any discrepancy should contact the clerk to correct any inaccuracies prior to the signing of the final version of the minutes.

Appendix A Delegated authority between Trust and LGC

1. General

1.1 Supporting the CEO in the implementation of the Trust's vision, aims and objectives.

1.2 Seeking assurance that the school implements and monitors the policies approved by the Trustees, in relation to safeguarding, SEND, behaviour and for vulnerable pupils and other policies as appropriate.

1.3 Assisting the Trust in seeking assurance that the school is operated efficiently and in accordance with the Trustees' agreed principles of governance.

2. Monitoring and Evaluation

2.1 Monitoring of school's priorities through the use of SDP and SEF.

2.2 Seeking assurance that effective processes are in place for monitoring the quality assurance of teaching and learning, the curriculum, inclusion and the sharing of good practice across the Trust.

3. Governance

3.1 Participating in effective communication between the Trust and Local Governance Committee.

3.2 Making arrangements for the appointment of Staff, Parent and Local Governors and, where appropriate, seeking confirmation from the Board of Trustees and or Diocese.

3.3 Appointing Local Governors from among its members, each with specific responsibilities for SEND, Safeguarding, and Looked After Children, while also establishing links, where possible, to careers, the Early Years Foundation (EYFS) and post-16 education.

3.4 Establishing a Governor Disciplinary Committee for reviewing relevant decisions, related to suspensions and exclusions.

3.5 Consulting with the Director of Governance on any proposals to establish any sub committees other than temporary ad hoc sub committees required to deal with specific issues.

4. Pupils

4.1 Seeking assurance that effective arrangements are in place for pupil support and seeking pupil voice at the school.

4.2 Seeking assurance effective arrangements are in place for pupil recruitment.

4.3 Seeking assurance around pupil attendance and monitoring systems are in place to enable access to education.

5. Community and Parents

5.1 Being aware of the systems in place in line with the Trust's strategy at the school for effective communication with pupils, parents/carers, staff and the wider community.

5.2 Being aware of the mechanism whereby the school can receive and react to parental feedback and the impact and outcomes.

Appendix A The White Horse Federation Scheme of Delegation

A copy of the up to date Scheme of Delegation can be found on the Trust's website.

Appendix B Local Governor Declaration

To: The Trustees

The White Horse Federation
Plymouth Street
Swindon
Wiltshire
SN1 2LB

Dear Sirs

The White Horse Federation - appointment as a Local Governor

I confirm that I wish to be a Local Governor in respect of The White Horse Federation Trust in accordance with the Terms of Reference for Local Governance Committee prescribed by the Trustees of the Trust from time to time.

I confirm that I am not disqualified from becoming a Local Governor by reason of any provision in the Terms of Reference for Local Governance Committees (and by extension the Trust's Articles of Association).

I also confirm that I understand I must disclose any personal interest I may have in any matter to be discussed at a meeting of the Local Governors in accordance with paragraph 8 of the Terms of Reference for Local Governance Committees (or as prescribed by the Trustees of The White Horse Federation from time to time).

Yours faithfully

Signed: .....

Name: .....

Date: .....