



## Local Governing Bodies

### Terms of Reference

#### Core Purpose

- To support the Trust in pursuit of its vision and overall aims
- To promote high standards ensuring that pupils attend a successful Academy
- To hold the Academy Lead to account for academic performance, quality of care and provision
- To have strategic oversight of the day to day running of the academy including safety and well-being
- To manage the finance of the Academy in so far as it has been delegated
- To develop effective communication channels with all stakeholders

#### Membership

- 1 x Academy Lead
- 1 x staff governor
- 2 x parent governors
- Up to five co-opted governors who may not be employees of the Trust
- 1 x member of Executive Leadership Team (non-voting)

The LGB must appoint a nominated safeguarding governor

*Trustees retain the right to attend the LGB as non-voting members*

*The Trustees retain the right to appoint to the LGB from time to time, as they see fit. They further retain the right to vary the terms of reference of an individual LGB depending on the performance of any academy for which it has responsibility.*

#### Proceedings

***In carrying out its role, the Governing Body will aim to be competent and accountable, promoting and upholding high standards of conduct, probity and ethics***

- All governors must sign up to the Trust's Code of Governance
- The term of office for all governors, other than the Academy Lead (who remains a governor for as long as he/she is in post), will be four years
- Nominations for Chair and Vice Chair will be received at the Autumn Term LGB meeting every two years (not in writing prior to the meeting)
- The Chair and Vice Chair will be appointed at the appropriate LGB meeting
- The Chair and Vice Chair will be appointed by the LGB for a period of two years 2
- The LGB will meet at least once per term

- The quorum will be five governors
- The LGB may establish committees as it sees fit inviting such people as it needs to provide information and advice; they will not, however, be members with voting rights
- Complete the register of interest for governors and establish procedures for dealing with conflicts of interest
- Review procedures for the election and selection of governors against a skills' audit
- Review own performance

**The Trust will support all LGBs by:**

- Setting a clear strategic vision for the Trust which allows the LGB to achieve its own aims and objectives within that vision
- Ensuring systems are in place to allow for the timely scrutiny of good data in order for the LGB to challenge and support the Academy's SLT
- Ensuring all governors have access to appropriate training Responsibilities Strategic Leadership

**Responsibilities**

**Strategic Leadership**

- Ensure that the school improvement plan supports the Trust's overall vision and aims
- Keep under review the strategic aims of the Academy, challenging progress against targets and the Trust's KPIs
- Hold the Academy Lead to account for the performance of the school including analysis of SEF processes
- Ensure the safety and well-being of pupils
- Comply with all Trust-wide policies and review Academy specific policies
- Ensure the Academy's overall financial planning secures value for money within its delegated budget
- Ensure effective communication across the Academy so that all stakeholders have a voice
- Ensure that Safeguarding processes are effective across the Academy

**Standards**

- Recommend to the appropriate committee board, appropriate targets for teaching, achievement, attainment, attendance, behaviour, stakeholder satisfaction and review regularly
- Keep the Academy's curriculum under review to ensure it continues to meet the needs of its pupils
- Provide appropriate challenge and support with regard to the quality of teaching
- Through the regular monitoring of data hold the Academy Lead to account for pupil progress ensuring that each child has the right levels of challenge and is receiving appropriate support to meet his/her targets
- Keep the special needs of pupils under review to ensure they receive appropriate provision
- Determine and review how Pupil Premium funding is spent at the Academy and its effectiveness in raising standards
- Review pupil progress at the Academy

**Finance and Resources**

- Review the appropriate financial controls and ensure value for money within the delegated budget

- Review and recommend capital proposals to the Trust Board
- Comply with Trust-wide procurement policies
- If deemed appropriate appeal to the Trustee Board on allocated resources within the overarching Woodbridge Trust Budget.
- Ensure the delivery of an annual budget to the Board
- Review the Academy's risk register
- Comply with and deliver the Trust's admissions policy
- Ensure that safeguarding and Health and Safety requirements are met
- Comply with the Trust's public relations and media strategy

### **Personnel**

- Support Trustees and the CEO in appointing Academy Leads
- With the CEO, carry out the Academy Lead's performance management
- Review compliance with Trust wide HR policies, including recruitment, discipline, staff absence, capability, grievance, appraisal, Staff Handbook
- Review the outcome of the performance management of staff and carry out any appeals
- In consultation with the CEO consider capability and dismissal of staff
- Report any issues arising on disciplinary matters to the Board and the CEO
- To implement the governance aspects of the disciplinary and capability policies attending hearing panels when required.
- To hear staff grievances as necessary.
- Keep under review any expectations regarding staff as set out in the Trust's Staff Handbook, such as dress code, attendance, punctuality, standards of behaviour