

Local governing bodies within SET are called Local Governing Boards (LGBs), and their members are referred to as governors. LGBs play a vital role in ensuring the highest standards at school level and are guardians of the Trust's ethos and values. They provide feedback to the Trust Board about the school experience for the pupil, their families and the staff, and provide challenge and support to school leaders. Southern Education Trust believes in maximising the autonomy of LGBs as they can support the delivery of education which supports the needs of the pupil cohort and the wider community.

They are responsible for monitoring pupil progress and outcomes and pay particular attention to the progress made by vulnerable pupil groups. They help ensure the school's resources are used wisely and pay particular attention to maintaining staff morale and wellbeing.

The specific functions of LGBs can be found in the Scheme of Delegation, which describes the practical operation of governance within the Trust. Whilst accountability and responsibility are delegated in practical terms, the Trust Board (and Members) remain accountable, and the CEO responsible, for all activities in the trust, including that of all schools.

1. POWERS OF THE TRUST BOARD OF TRUSTEES

- 1.1. The Trustees of the Trust Board shall establish the Local Governing Board as a committee of the Trust as set out in the Trust's Articles of Association (Article 100).
- 1.2. The Trustees shall determine and approve the Local Governing Board Terms of Reference and shall review the Terms at the end of each academic year (Article 104).
- 1.3. The Trustees shall determine and approve the delegation of functions, responsibilities and duties to the Local Governing Board and shall review the Scheme of Delegation at the start of each academic year (Article 105).
- 1.4. The Trustees shall have the right to intervene in the governance of a school where it has serious cause for concern, including;
 - 1.4.1. Outcomes for pupils (including attendance) at the school are unacceptably low,
 - 1.4.2. Serious breakdown in the way the school is governed or managed,
 - 1.4.3. Safety of pupils or staff is threatened, including by poor behaviour
 - 1.4.4. Financial mismanagement or failure to operate within budget.
- 1.5. The Trust Scheme of Delegation is available on the Trust website.

2. FUNCTIONS OF THE LOCAL GOVERNING BOARD

- 2.1. The Governors shall exercise the functions, responsibilities and duties delegated by the Trust Board as set out in the Terms of Reference and Scheme of Delegation, in particular as listed below.
- 2.2. To carry forward the Trust's vision in ways that are appropriate to the school's status, pupils, staff and community.
- 2.3. To implement policies, plans and actions to comply with statutory regulations, the Trust's policies and procedures, including those related to staffing, and the decisions of the Trustees.

- 2.4. To set, in conjunction with the (Executive) Headteacher and central trust team, the School Performance Targets and Performance Review, monitoring achievement and attainment on a regular basis. This should include attendance levels.
- 2.5. To approve, and submit to the Trust Board, the School Improvement Plan to achieve the approved School Performance Targets and other school priorities
- 2.6. To ensure that the school's safeguarding practice and culture are keeping pupils safe. A Safeguarding Governor should be selected to work closely with the school's Designated Safeguarding Lead and to report back to the Local Governing Board.
- 2.7. To scrutinise provision for pupils in the school who have special educational needs and disabilities, and to monitor their progress in relation to other pupils in the school (mainstream provision only). In mainstream schools, a SEND governor should be selected to work closely with the school's SENCo and to report back to the Local Governing Board.
- 2.8. To champion the provision and progress of disadvantaged pupils, looked after children (LAC) and pupils for whom English is not their first language. Ensure that specific funds provided (such as Pupil Premium funding) are used as intended.
- 2.9. To agree and recommend to the Board, the school's annual budget and three-year budget plan, monitoring the school's budget at regular intervals during the year, helping to ensure that resources are used effectively and in a way that represents best value.
- 2.10. To establish a Local Governing Board committee/working group structure, if appropriate, and to regulate their proceedings.
- 2.11. To consider suggestions for improvements to the premises.
- 2.12. To support the school's leadership team in delivering excellent health and safety practice.
- 2.13. To recognise any constraints or lack of resources which might prevent the school following national and Trust guidelines.
- 2.14. To monitor the effectiveness of the curriculum.
- 2.15. To work alongside the school's leadership to develop a staffing structure which meets the school's needs, and which reflects the school's budget.
- 2.16. To support the school's leadership in recruiting new staff.
- 2.17. To be proactive in supporting the wellbeing of all staff with particular consideration for new staff including Early Career Teachers.
- 2.18. To ensure that contributions to school life by individual members of staff are acknowledged.
- 2.19. To have oversight of the school's admissions process, ensuring that decisions are in line with the published admissions policy (mainstream schools only). Schools may appoint an Admissions Committee to achieve this.
- 2.20. To oversee with the central team the Headteacher's Performance Management and Review, making recommendations to the Trust Board.
- 2.21. To ensure that the Performance Management Policy is followed and to receive an annual report on the appraisal and development of personnel to meet individual and school needs.

3. COMPOSITION AND APPOINTMENT OF THE LOCAL GOVERNING BOARD

- 3.1. The composition of the Local Governing Board shall be as follows;
 - 3.1.1. at least two (2) but no more than three (3) Parent Governors elected by the parents or carers of registered pupils at the school, (Articles 53-56 and 101A),
 - 3.1.2. at least three (3) but no more than five (5) Community Governors appointed by the Board of Trustees, usually on the LGB's recommendation,
 - 3.1.3. the school (Executive) Headteacher or their representative,
 - 3.1.4. Local Governing Boards may appoint Co-opted governors for a period of one year at a time. Such governors will have the same powers, rights and be subject to the same expectations as other governors, and
 - 3.1.5. Local Governing Boards may appoint a Staff Governor elected by the staff, noting that a Staff Governor would be required to step out of the meeting for agenda items where there is a conflict of interest e.g. when discussing staff-related matters such as performance.
- 3.2. Community Governors will be appointed by a formal appointment process of application and interview. Interviews will be carried out by representatives from the Local Governing Board. Appointments will be agreed by the Local Governing Board and notified to the Board of Trustees.
- 3.3. The LGB can invite staff members to attend meetings to brief, update or report back on specific items as it determines.

4. TERM OF OFFICE AND RESPONSIBILITIES OF GOVERNORS

- 4.1. The Term of Office for all Governors is 4 years except co-opted governors who have a one-year term of office.
- 4.2. On appointment Governors are each required to familiarise themselves and to agree to comply with;
 - 4.2.1. Trust Articles of Association,
 - 4.2.2. Trust Financial Regulations,
 - 4.2.3. these Terms of Reference,
 - 4.2.4. Trust Scheme of Delegation (on which these terms are based),
 - 4.2.5. Trust Policy Matrix and relevant policies,
 - 4.2.6. current relevant legislation and guidance for Governors.
- 4.3. Governors are expected to attend all LGB meetings and tender their formal apologies if they find themselves unable to do so. An annual attendance of at least 66% is expected in an academic year.

5. MEETINGS OF THE LOCAL GOVERNING BOARD

- 5.1. The Local Governing Board shall meet at least once per term and in particular;
 - 5.1.1. The Local Governing Board shall meet at the appropriate times set out in the Trust Business Calendar,
 - 5.1.2. The Governors will receive notice of, and papers for, each meeting 7 clear days before the date of the meeting,

5.1.3. The agenda, papers and minutes of Local Governing Board meetings will be uploaded to the school's Governorhub,

5.1.4. Minutes will be signed by the Local Governing Board Chair at the next meeting to verify that the minutes are a true record.

5.2. Quorum for a meeting of the Local Governing Board will be one half (½) of the number of Governors in post and entitled to vote, rounded up where necessary.

5.3. Each question to be decided at a meeting of the Local Governing Board shall be determined by a majority of votes of Governors present and eligible to vote on the question. In the event that the votes for and against a question are equal, the Chair shall have an additional casting vote.

6. APPOINTMENT OF THE LOCAL GOVERNING BOARD CHAIR AND VICE CHAIR

6.1. The Local Governing Board shall elect the Chair and Vice Chair. This needs to be ratified by the Trust Board.

6.2. The Trust Board shall have the right to remove the Chair and/or Vice Chair, specifically in circumstances outlined in item 1.4 of these Terms of Reference

6.3. The term of office for Chair and Vice-Chair will be 1 year. The election shall be held at the last meeting of each school year and the term of office shall commence at the start of the school year.

6.4. The Chair and Vice Chair will be elected by a secret ballot, conducted by the Clerk. Postal votes shall be accepted as long as received by the Clerk prior to the meeting.

6.5. Nominations should be sent in writing to the Clerk 14 days before the Local Governing Board meeting. A Governor can nominate him/herself for office and does not need to be present.

6.6. Nominee(s) will be asked to leave the room whilst the election takes place. If there is more than one nominee, the remaining Governors will take a vote by secret ballot and the Clerk will tally the vote.

6.7. If there are more than three nominees per office, the nominee polling the least votes shall be eliminated and a further vote taken. If there is a tie the Governors shall discuss the strengths of nominees and a further vote taken. This process will continue until a nominee polls a majority of votes.

7. LOCAL GOVERNING BOARD WORKING GROUPS AND PANELS

7.1. The Local Governing Board shall establish Working Groups as it sees fit to fulfil its functions, responsibilities and duties under Article 105A.

7.2. The Local Governing Board will be able to invite up to two non-Governors to serve in Working Groups, subject to the approval of the Trust Board.

7.3. The Local Governing Board will set out the ways working of any Working Group as it determines, noting the requirement for any delegation of powers to the Working Group under Article 105A is to be reported to the Board of Trustees via the LGB.

7.4. The Local Governing Board will be required to set up panel hearings, as required, for Suspensions, Exclusions and Complaints. These panels must be convened in accordance with the appropriate policy and government guidance.

7.5.

8. APPOINTMENT OF SCHOOL HEADTEACHER

- 8.1. The CEO will be responsible for managing the process to appoint the Headteacher and will ensure that governors are fully involved in the process with representation on the appointment panel.
- 8.2. The CEO, in consultation with the appointment panel, shall make a recommendation for the appointment of a candidate to the Trust Board giving the views of the governors reasonable weight in this process.
- 8.3. The Trust Board shall not unreasonably withhold their approval for the appointment of a recommended candidate as the Headteacher.
- 8.4. In the event the Trust Board does not approve the appointment of a recommended candidate as Headteacher, they shall provide a clear explanation to the Local Governing Board.

Where an Executive Head Teacher is appointed across more than one school:

- 8.5. The Chief Executive Officer will lead the process to appoint an Executive Head Teacher and the panel will include representation from the Local Governing Boards of the schools involved.
- 8.6. The Executive Head Teacher will lead the process to appoint the Heads of School and the panel will include the Chief Executive Officer and representation from the Local Governing Board.

9. APPOINTMENT OF A GOVERNANCE OFFICER (Clerk)

- 9.1. A Governance Officer will be appointed by the Headteacher and Chair of Governors or his/her representative. If a Governance Officer is not appointed, the LGB must ensure that arrangements are in place for the effective clerking of their meetings.

10. GOVERNORS' EXPENSES

The Trust Board shall set out a policy for payment of exceptional expenses incurred by Governors, subject to prior application and approval by the Chair of the Local Governing Board.

DECLARATION

*The Local Governing Board of **INSERT SCHOOL**, at its meeting on **INSERT DATE** resolved to adopt these Terms of Reference. A copy has been forwarded to the Governance Operations Director for the formal Trust Board records. These Terms of Reference will be reviewed annually at the start of the academic year.*

Signature
(Chair of Local Governing Board)

Date of signature