

## Local Governing Body Terms of Reference

The ELT Trust Board will establish a Local Governing Body (LGB) for each school, and the composition of each LGB is at the discretion of the Trust Board. There shall be a minimum of two parent governors and one staff governor on each school LGB.

### Authority

The Local Governing Body works in accordance with the terms of reference set by the Trust Board. The Local Governing Body's responsibilities and authority are detailed in the Scheme of Delegation; it reports directly to the Trust Board.

### Membership and terms of office

The Local Governing Bodies for ELT primary schools will have a minimum of seven and a maximum of eleven governors, and ELT secondary schools will have a minimum of seven and maximum of thirteen governors, to include:

- Two elected parents (parent LGB members should be the parent of a registered pupil at one or more of the Trust academies at the time of their appointment)
- One elected member of staff
- The Headteacher(s) as an ex-officio member
- Three governors (up to a maximum of seven) appointed by the Trust

Previously voluntary-controlled schools shall have 25% foundation governors and previously voluntary-aided schools shall have a majority of foundation governors. Foundation governors safeguard and promote the ethos, values and Christian character of the school. The incumbent of the local parish church shall be one of the foundation governors.

With the exception of the parent and staff governor who are elected by their peers, all other governors will be appointed by the Trust Board.

At the first meeting of each academic year, the Local Governing Body will elect a Chair and Vice Chair from their members. The chair may exercise a casting vote in the event of a tied vote.

The chair of governors has a named role for a specific purpose within relevant policies E.g. Whistleblowing, Complaints etc.

### Quoracy

A quorum will be three governors or 50% of the Local Governing Body membership, whichever is the greater. Attendees who are not members of the Local Governing Body will not be entitled to vote. The Local Governing Body will have an appropriate mix of skills and experience to allow it to discharge its duties effectively.

### Purpose

The purpose of the Local Governing Body is to review and challenge the quality of education in the school, including the outcomes for pupils and progress against school development plans and targets. To review and monitor the impact of school improvement by school senior leaders and to effectively hold school leaders to account.

## Frequency of meetings

There will be a minimum of six meetings in each academic year (two per term). Secondary schools will hold an additional meeting at the start of the year to review external examination results.

Special Meetings can be requested by contacting the Governance Professional.

## Functions and Duties

Local Governing Bodies work with school senior leaders to agree and monitor the School Development Plan. It is crucial that Local Governing Bodies are effective in the following roles:

- Monitoring the effectiveness of school policies, the ethos of the school and the behaviour of the pupils, including safeguarding
- Scrutinising performance data at a local level, ensuring that all groups of pupils are making good progress and attaining well
- Evaluating the implementation of the school development plans and seeking evidence of impact.
- Communicating with the key stakeholders, including Trustees, staff, pupils, parents/carers and the local community, to ensure that the local voice is heard by the Trust Board.

## Role of the Governor

Governors take a strategic role in ensuring that the school provides high quality teaching and learning, which will lead to the highest possible levels of attainment and progress for all pupils, in an environment that allows them to develop spiritually, morally, socially and culturally.

As part of the Local Governing Body, the governors' role is to think strategically. The Local Governing Body supports the leaders who are responsible for the operational running of the school. Discussions focus on how the school is performing today, as well as thinking about the future and how the school could improve, to offer the best possible education and experience to its pupils, staff and families.

The Local Governing Body:

- ensure the school's vision and values support those of the trust and ensure that these are embedded throughout the school and in Local Governing Body discussions and decisions.
- build and maintain good relationships with the school, the Trust, the Headteacher, staff, pupils and stakeholder groups.
- ensure the school's strategy is clear, and ambitious for learners, and in line with the Trust's strategic plan.
- monitor targets for the school around pupil achievement, school development and curriculum development.
- ensure that the school promotes equality and diversity for all its pupils, staff and families.
- make sure that the school is best able to achieve its objectives over the long term.
- hold the Headteacher and Leadership Team to account for the management of the school and delivery of pupil outcomes.
- work with Central Trust staff and the Trust Board to ensure the school is well supported and promote positive relationships across the Trust.
- promote links with the school's community at every opportunity.
- attend and support school events where possible.
- ensuring the safety and wellbeing of pupils, staff and visitors at all times.

Governors carry out these responsibilities by:

- taking part in Local Governing Body meetings. This includes preparing for meetings and completing any follow up actions.
- contributing their skills and knowledge from their own professional and wider experience to support the development of the school.
- challenging school leaders by asking them questions about the impact of the school development plan relating to their area of responsibility.
- visiting the school, in line with the Governor Monitoring Guidance, and building a good relationship with the Headteacher and other senior leaders.
- working cooperatively with other governors to deliver the school's strategic objectives.
- engaging with governors from other Trust schools to share best practice.
- completing any recommended induction and/or training activities.
- where appropriate, participating in convened panels to make or review key decisions around staffing, pupil exclusions and parental complaints.

### **Reporting**

The Local Governing Body will report regularly to the Trust Board. This will be via:

- a one-page summary of each LGB meeting detailing key issues, decisions, actions and support required from the Trust Board or Central Team.
- Full part one and part 2 meeting minutes.