



Terms of Reference – Local Governing Bodies

FOR ATTENTION OF: All Local Governors
DATE: September 2024

VERSION NO.	DATE OF CHANGE	CHANGE SUMMARY	PAGE NO.
2	24.2.2022	Updated in line with 2021/22 Internal audit recommendations no.s 4 & 6 to match Scheme of Delegation	Various
3	24.01.2023	Updated in new branding	All
3	24.01.2023	Updated 'Clerk' to read 'Governance Professional'	7, 8
3	09.02.2023	Added 'On Governor Hub, Governors should ensure their contact details are maintained and records kept of all training' (agreed at C&S)	7
4	21.09.23	Updated to match SoD, specifically three main requirements for LGBs: engagement, curriculum, safeguarding/H&S.	Various

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Introduction

Each school within the Trust has a Local Governing Body (LGB), which is a sub-committee of the Board of Directors. The Local Governing Body Terms of Reference are shown below and should be read alongside the grid supplement to the SoD which seeks to exemplify the responsibilities of the LGB alongside those of the Executive and the Trust Board.

The LGB plays a key role in the life of each school. The LGB is responsible for overseeing school objectives, working with the executive team, the Headteacher and SLT of the school to improve quality and to ensure that the school remains at the centre of community life.

In this respect, the LGBs main functions are to:

- Act as a key link between the school, parents and local community and champion the work of the school within the local community. The LGB is a subcommittee of the Trust Board and therefore an advocate for the school within the local community and a board which represents the values and aims of the trust in supporting and challenging the Headteacher and leadership team in a constructive manner.
- Provide constructive challenge to the Headteacher and SLT as they plan the future development of the school, and retain a focus on continual school improvement
- Support the development of the School Improvement Plan, self-evaluation processes, and any determined action plans;
- Continuously review the overall impact of the school amongst the community it exists to serve and make plans for improvement.
- Ensure that the school plays a full role in working together with other schools in the Trust and contributes to the work of the wider Trust
- Oversee the implementation of, and ensure compliance with, Trust policies locally with a particular focus on Safeguarding and Health & Safety

Strategic priorities for LGBs include:

School Improvement and Inclusion

- To appoint a duly agreed Chair and Vice Chair qualified to lead the work of the LGB
- Monitor educational results and achievement against agreed targets, including agreeing planned strategies to raise standards for vulnerable groups and monitoring progress and impact;
- To be the 'eyes and ears on the ground', working with the Headteacher, Trust Primary T&L Lead and Director of School & People Development to monitor and understand the curriculum and learning environment / experience for learners to effectively support and challenge the Headteacher and SLT in this role.
- Review the School Development Plan and to monitor progress and impact for learners.
- Monitor implementation of any post Ofsted action plans
- To oversee the school's approach to inclusion and monitor progress and impact
- To ensure Prevent and other relevant training is provided to all LGB members

Safeguarding

- To appoint from its members a designated Child Protection and Safeguarding representative;
- To ensure safeguarding training is delivered to all LGB Members
- To approve the school Child Protection and Safeguarding policies and monitor implementation
- To monitor the Single Central Record for compliance in line with the SCR and Safer-recruitment Policy
- To oversee safeguarding practice in accordance with Trust responsibilities and expectations;
- To ensure that safeguarding points of contact are visible at all times, including while school is closed, and that there is a procedure for appropriately escalating any safeguarding concerns, including whilst the school is closed

Recruitment and Retention of staff

- To receive staffing updates and monitor the impact on education and learning;
- To ensure that staff appointment processes managed in school meet the standards set out in the Trust SCR and Safer-recruitment Policy

Facilities, ICT and Estates

- To appoint from its members a designated Health and Safety representative
- To receive Facilities, ICT, Health and Safety, and Estates reports and monitor the impact on education and learning

Community, governance and local issues

- To monitor the implementation of Trust policies in the school
- To review school specific policies, publications and website content and ensure school compliance

- To quality assure the implementation of all policies locally
- To ensure strong community relations and representation within the school
- With the designated trust lead, review UK GDPR and cyber security compliance and undertake relevant training each year.

Finance and Legal

- To receive a summary of the approved academy budget for the academic year as agreed with the Headteacher, for information (autumn term).
- To receive a summary of the estimated year end outturn position to aid contribution to discussions with the Head teacher on development priorities selected for any surplus funds (summer term).
- To check and confirm that the Headteacher has applied pay grade changes in line with the Pay Policy.

LGB Membership

At OAK we believe in strong local governance arrangements, supporting active, informed engagement by the parents, staff, and other members responsible for acting as the link between the school and community.

We follow DfE guidance in respect of the membership of the school LGBs. This guidance indicates:

- The Trust (OAK) centrally appoints a majority of members of each LGB
- There should be a minimum of 2 parent members
- The school Headteacher is a member of the LGB
- LGBs can choose to have staff as members of the local governing body, but the total number of staff members must not exceed one third of membership

As per our Scheme of Delegation, each LGB must have a minimum of 5 governors, and we recommend a maximum of 9, although, at the discretion of the LGB this number can be increased, subject to the caveats above.

LGBs can appoint members to the LGB either via elections of eligible parents, or via selection through the Head / Chair, to be ratified by full LGB. The Trust Board may directly appoint members to the LGB. Additionally, the LGB may appoint Associate Members for periods of office that they see fit. These members will not have voting rights. In addition, members of the Central Team, or centrally employed staff, may attend LGB meetings. All appointments should be reported to the Trust Governance Professional for formal approval from the Trustees at their next Board meeting.

All Governors are required to agree to uphold the OAK Governors' Code of Conduct, and to sign it annually.

Composition of LGBs

Type of Member	Term of Office	Appointment Process
Headteacher	Ex officio	N/A
LGB	2-4 years	Approval by Trust Board, following completion of eligibility and nomination checks. Further to either: - Appointment following structured interview by Headteacher & LGB Chair, and ratification by LGB. Or - Elections held Alternatively the Trust Board may directly appoint members to a LGB
Associate Members	As appropriate	Appointment follows interview by LGB Chair and Headteacher and ratification by LGB

Members recommended by the LGB will be reviewed by the Trust Board, where designation is not forthcoming, the LGB will reconsider and may wish to put forward further supporting evidence. The application will then be reviewed at Trust Board level when a final decision will be made.

In exceptional circumstances, an interim executive board may be required in a school. This would be appointed by the CEO with the approval of the Trust Board and would be expected to be in place for no more than one academic year.

Administrative arrangements

- The LGB will meet not less than once per term, with additional business meetings at the start of the year, and when required, by exception;
- The LGB will have at least 5 Members.
- The quorum for any LGB meeting is one third of members of the LGB +1.
- Members of the Central Team or centrally appointed staff may attend LGB meetings but do not have voting rights unless they are also members of that LGB.
- LGB Members will ordinarily be appointed for a period of between 2-4 years. Subject to remaining eligible, a member may be reappointed at the end of their term.
- The Chair and Vice Chair of the LGB will be elected by the whole LGB and will serve for one year. Postholders are eligible to be reappointed.
- Clerks will be appointed from Syzygy whose responsibility is to work alongside the Chair and Headteacher to offer administrative support, and governance advice, in liaison with the Governance Professional to the Trust Board.
- The Trust provides guidance and support to the LGBs through the provision of draft agendas, supporting documents and reports from the Trustee Board.

- Governors will be given access to Governor Hub and LGBs are required to use this as a compliant form of communication. On Governor Hub, Governors should ensure their contact details are maintained and records kept of all training.
- Governors should ensure that mandatory training as advised during the induction process is undertaken within four weeks of starting their post, and within four weeks of the first meeting of each academic year.

LGB Calendar

Tools including representative agendas, term areas of focus, and model scrutiny documents will be provided to LGBs, including an annual skills audit document for use in the spring term. LGBs are able to add to standard agenda items and calendars at their discretion, provided items remain in line with specific LGB responsibilities.

The Headteacher will publish a calendar of meetings for each academic year in consultation with the Chair of the LGB and Local Clerk. LGBs will ensure that LGB Meetings follow the timetable of the Trust Curriculum and Standards Committee to allow time for reporting to that Committee. Dates should be shared with the Governance Professional by the end of the summer term each year.

Draft agendas will be agreed in advance by the Chair and circulated to each Member at least 7 working days prior to the date of the meeting. Minutes of meetings should be circulated within 10 days to all Members of the Committee / LGB for information and will be reviewed and signed at the next LGB meeting. Minutes of the meetings should be shared with the Trust Governance Professional for reporting to Trustees.

Responsibilities of LGBs

Under the terms of the Scheme of Delegation LGBs are expected to work to an agenda of standardised items provided under the headings 'Curriculum and Standards', 'Health and Safety' and Community below.

Curriculum and Standards

- To be notified to, and provide scrutiny of, reports on the curriculum, pupil attainment and the quality of education delivery in school. To monitor the rates of progress and standards reached by children at each key stage, including the identification of any under achieving groups in particular through supporting the Growing Together programme of Quality Assurance as the "Eyes and Ears on the ground"
- Monitoring and evaluating the impact of teaching on rates of pupil progress and standards of achievement in particular through supporting the Growing Together program of Quality Assurance as the "Eyes and Ears on the ground"

- To understand indicators of pupil well-being and personal development, including attendance and behaviour, and to satisfy themselves that school planning and response is adequate in all respects.
- To understand and to support priorities for improvement at individual school level
- To be notified to the School Development Plan annually, and to receive reports on progress towards strategic goals outlined in the Development Plan
- To take responsibility for the promotion of safeguarding and the Prevent duty.
- Understanding the intervention strategies used and impact to support pupils particularly those resourced by pupil premium funding, other underachieving groups and vulnerable children.
- Understanding the intervention strategies used and impact of targeted grant Funding.
- Monitoring attendance including persistent absence
- Reviewing, monitoring and evaluating curriculum implementation through a range of strategies, including briefing and curriculum presentations, classroom visits, talking and listening to pupils, parents/carers and teachers in particular through supporting the Growing Together program of Quality Assurance as the 'eyes and ears on the ground'
- Reviewing children's welfare and social, cultural and spiritual development in the light of school curriculum policies.
- Promotion of well-being, community cohesion, British Values and the Prevent agenda.
- Working with school leaders to communicate the vision, ethos and strategic direction of the trust, school and to develop a culture of ambition.
- Implementing and monitoring the Sex Education Policy and Equality Information and Objectives
- Ensuring the needs of SEND pupils are met in accordance with any prescribed Education, Health and Care Plan.
- Compliance with the SEND Code of Practice and publication of the school's offer on the school website.
- Ensuring and monitoring compliance with Child Protection and safeguarding policies and procedures.
- Receiving regular reports on safeguarding arrangements in the school
- Ensuring that looked after children are not disadvantaged by school policies and procedures and receive an annual report on their progress
- Receiving an annual report on racist incidents in school
- Overseeing arrangements for educational visits
- Monitoring the spend and impact of Sports Funding (Primary Schools)
- Monitoring the spend and impact of Pupil Premium

Health and Safety (incorporating estates and risk) and school priorities.

This section will be reported to the Trust Finance, Audit and Risk Committee as per the Scheme of Delegation.

- To ensure that the Health & Safety local policy is in line with the trust policy and is clearly visible on the school website.

- To ensure that all elements of the Health and Safety policy retained in school, H&S Planning and H&S records meet statutory expectations with reporting to the Headteacher, Central Team and Trust Board as required.
- Monitor to ensure that suitable risk assessments have been prepared and action taken to minimise risk,
- To monitor and review the risk register termly and then submit to the CFO.
- To be notified to reportable H&S incidents and other dashboard data including first aid incidents
- To make arrangements for Governors to inspect the premises on a regular basis
- To be notified of any other premises related takes as delegated by the full LGB To be made aware of the school budget during the summer term to enable the LGB to make contributions to school priorities for allocation of available funds for the following academic year in collaboration with the Headteacher and the central team.
- To review recommendations made by the Headteacher in relation to pay progression, and to ensure processes have been followed.
- To ensure that the Risk register is being monitored and reviewed termly, and to review the top 5-10 risks as highlighted in the headteacher report.

Community

- To develop positive relationships with the wider community and to satisfy themselves that the school is fulfilling responsibilities as part of community life.
- Promote the individual ethos and values of the school and the wider ethos of the trust within the local community
- Listen and respond to parents and carers, pupils, staff, local communities and employers and capture how their views have informed the board's decision-making
- Communicate decisions clearly to pupils, parents and carers, staff and communities
- Seek to develop positive links with governors and stakeholders at other schools with a view to encouraging other school to consider discussions around whether our trust would be appropriate trust to join.

Reporting to the Trustees

Following each meeting, the Local Clerk to provide a report via the Governance Professional which includes:

- A short bullet list to highlight key issues and actions for Trustees to be aware
- Policies the LGB has approved
- Any queries or suggestions the LGB would like to raise with the trust
- Any new governors or re-elected chairs/vice-chairs for TB to approve

Amendment of Terms of Reference

This document will be subject to review at least once every twelve months.