



## **Terms of Reference : Local Governing Body Committee**

### **1. Membership and quorum**

The Board may co-opt persons to the Local Governing Body (LGB) who are not Governors. The LGB shall consist of a minimum of 3 and a maximum of 9 members (of whom three shall be nominated by each sponsor, one will be a parent member, one will be a staff member and one will be the Head of School).

All of the above are voting members. Other attendees may be invited to the meetings as appropriate but will not have a vote. The Deputy Head of School and Assistant Heads of School will be attendees.

Three members represent a quorum.

### **2. Term of Office**

The members of the LGB shall hold office from the date of their appointment until their resignation or their omission from membership of the LGB on subsequent consideration by the Trust Board (whichever shall first happen).

### **3. Chairmanship**

The Chair of the Committee shall be appointed by the committee and will be a Governor to allow effective feedback to the LGB. The Chair will be appointed at the first meeting of the committee in each academic year, along with a Vice-Chair who will take the position of the Chair in the event of his/her absence from a meeting.

### **4. Meetings**

- a) The LGB shall meet as necessary but normally at least once per term. The Chair or any two members may call a meeting.
- b) The Clerk to the LGB shall be appointed by the LGB, keeping appropriate records of the proceedings.
- c) The agendas and minutes of LGB meetings shall be circulated to all Board members.



## 5. Duties

The duties of the LGB shall include:-

- a) To review and evaluate teaching and learning, student achievement and standards and their implementation and outcomes.
- b) To advise the Trust Board on standards and achievement, including statutory requirements.
- c) To review academic and pastoral arrangements to monitor that the academy delivers a broad and balanced curriculum in keeping with the ethos of the academy and the requirements of the National Curriculum.
- d) To consider curriculum issues which have implications for finance and personnel decisions.
- e) To consider any curricular and careers matters referred by staff, students, parents or the Trust Board.
- f) To monitor and review curriculum related policies.
- g) To agree statutory targets reported to the Trust Board and the local authority and published in the academy profile.
- h) To establish a selection panel for the appointment of a Head of School and Deputy Head of School (as required).
- i) To establish, and keep up to date, a written policy for the provision of sex education.
- j) To establish and implement a performance management policy, and to make recommendations to the Remuneration Committee of the Trust Board regarding pay progression for teaching staff.
- k) To review the use of exclusions and to decide whether or not to confirm all permanent and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit in a public examination. (can be delegated to Chair/Vice Chair in cases of urgency).
- l) To have overall responsibility for the oversight of the Academy's budget in accordance with the Scheme of Delegation established by the Trust Board.
- m) To set the times of academy sessions and the dates of academy terms and holidays.
- n) To adopt and review home-school agreements.
- o) To determine the development needs of governors and put in place an appropriate program.
- p) To institute a safeguarding policy.



In addition, the Governors will monitor the following:-

- q) that students receive a broad and balanced curriculum;
- r) that there is effective promotion of healthy lifestyles including healthy eating, consumption of water and appropriate education and information on health related issues;
- s) that as far as possible the academy is a place of positive experience and enjoyment for students and that the Rewards system reflects this.
- t) that regard is paid to students' spiritual, moral, social, emotional and cultural development.
- u) that students develop their understanding of their rights and responsibilities and have appropriate opportunities to make a positive contribution to the local community.
- v) that students have opportunities to help them achieve future economic wellbeing,
- w) understand career options and acquire workplace skills.
- x) that arrangements for educational visits follow the guidance available from the local authority.
- y) that effective provision is made for students with Special Educational Needs [SEN].
- z) To review, approve and amend curriculum related policies as appropriate.

## **6. Declaration of interests**

Where there is a conflict between the interests of any governor and the interests of the LGB or Trust Board, that person must declare the interest and withdraw from the meeting. If there is any dispute as to whether a person must withdraw from a meeting under the regulations on governing body procedures, the other governors present at the meeting will decide on the matter.

## **7. Terms of Reference**

The Terms of Reference of the Committee will be reviewed annually at the first meeting of the year.

## **8. Authority**

The LGB is authorised by the Board to:-

- a) Investigate any activity within its terms of reference.
- b) Obtain external professional advice.