



**SEVERN ACADEMIES**  
EDUCATIONAL TRUST

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LGB Terms of Reference

September 2018  
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## **Context**

Severn Academies Educational Trust (SAET) Board of Directors delegates powers to the Local Governing Body (LGB) of each of the schools within the Trust in line with the Scheme of Delegation. The LGB's role is to provide challenge and guidance to the professionals leading the school, as well as reporting to the SAET Board of Directors in relation to the functioning of the relevant school. The LGB is also required to fulfil its obligation to the SAET Board as detailed in the Scheme of Delegation.

The Terms of Reference detailed in this document apply to schools deemed good or better.

## **Membership**

Schools within SAET that are deemed good or better by Ofsted and the Trust have the autonomy to decide the membership of their LGB's. Schools that are less than good will be subject to SAET intervention including governance review and potential restructure.

## **Review**

The terms of reference, constitution and membership of each LGB shall be reviewed periodically and as required by the SAET Board of Directors.

## **Chair**

The Chair shall be appointed by the LGB each September from among the members of the LGB, provided this is someone other than the Principal/Headteacher at the relevant school.

## **Clerk**

The LGB Clerk shall be appointed by the LGB.

## **Quorum**

The quorum for each LGB shall be one-third of those eligible to vote.

## **Meetings**

The LGB shall meet as often as is necessary to fulfil its responsibilities and not less than once per term. Minutes of meetings and relevant papers will be recorded and forwarded to the Clerk to the SAET Board of Directors in sufficient time for inclusion on the agenda and among the supporting papers for the next meeting of the SAET Board of Directors.

## **Agendas**

The Clerk shall circulate an agenda for each meeting, together with any supporting papers, in sufficient time for governors to read in advance of the meeting.



## Decisions

Decisions may be taken only by members of the LGB. Where necessary, the LGB Chair will have a second or casting vote.

## Chair's Action

In the event that an urgent decision has to be taken between meetings on matters falling within the remit of the LGB, the LGB Chair shall have delegated authority to make any such decisions following consultation with the SAET CEO. The decisions taken and reasons for the urgency shall be explained and ratified at the next meeting of the LGB. In exceptional circumstances a Special Meeting of the LGB may be called.

**Outline expectations (not exhaustive) of an LGB within Severn Academies Educational Trust. This document doesn't override in any way the Trust's Scheme of Delegation.**

## Education & Curriculum

- To ensure high quality educational provision for the pupils within the school.
- To consider and advise the SAET Board of Directors on standards and other matters relating to the school's curriculum, including statutory requirements and curriculum policy, in line with SAET requirements.
- To consider curricular issues which have implications for Finance and Personnel decisions and report to the SAET Board of Directors.
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, to meet the requirements for governance within the Ofsted framework.
- To prepare, review and monitor the schools policies as appropriate.
- To have in place and implement a school improvement plan – being aware of the schools strengths and areas for improvement. In line with SAET requirements.
- Ensure provision for sex and relationships education. In line with the agreed Trust policy for settings and key stages.
- To oversee targets for pupil outcomes. In line with SAET requirements.
- To be responsible for the standards of teaching and accountable for the quality of each pupil's education.



### **Safeguarding**

Ensure that the wellbeing of students is maintained through:

- Effective implementation of the agreed SAET Safeguarding policy.
- Efficient student attendance and monitoring systems that enable regular access to education.
- Regular monitoring of school safeguarding records and discussions with the designated safeguarding officer.
- Ensure effective arrangements for Child Protection and Safeguarding through high quality staff CPD activities.
- Effective home/school liaison and communication.
- An effective and appropriate extended schools provision.
- Meeting the statutory requirements relating to equality legislation.
- Demonstration of a duty of care to students on fixed term and permanent exclusions.
- Ensure that admission arrangements conform to SAET guidelines and current regulations.

### **Admissions**

- To have in place a school admission policy.
- Ensure that admission arrangements conform to SAET guidelines and current regulations.
- Ensure that applications and appeals are appropriately managed.

### **Finance**

- Ensure budgets are managed in agreement with SAET Scheme of Delegation and policies.
- To ratify levels of internal authorisation as approved by SAET.
- To agree and submit a formal budget plan of the financial year ahead in consultation with the CEO and Chief Financial Officer.
- Ensure procurement guidance and legislation is implemented.
- Ensure that annual accounts and reports are produced in accordance with the Companies Act and current regulatory requirements.
- Consider and act upon the reports of Internal Audit.
- To be responsible for encouraging and overseeing opportunities for income generation.
- To be responsible for the upkeep, maintenance and development of school premises in conjunction with the SAET estate management plan.



### **Staffing**

- To consider and advise the SAET Board of Directors on the school's staffing structure, recruitment, performance management, remuneration and training, including statutory requirements as required, in consultation with the SAET CEO.
- To oversee the recruitment, selection and appointment of all staff below Senior Leadership team level.
- To oversee the recruitment, selection and appointment of the Headteacher or Deputy Headteacher in line with the SAET Scheme of Delegation.
- To oversee the process of staff reduction where necessary in consultation with the SAET CEO.
- To keep under review staff work/life balance, working conditions and well-being, including procedures for absence monitoring.
- To review the salary and pay levels of all staff on the basis of advice from SAET in conjunction with the SAET CEO and be responsible for the performance reviews of Headteacher's within the Trust.

### **Local Governing Body – Terms of Reference**

#### **Monitoring and Evaluation**

- Undertake the duties detailed in the SAET Code of Conduct and Role Profile for Trustees, Directors and Governors.
- Support the school's Headteacher and Senior Leadership Team in maintaining and improving standards and performance, thus improving outcomes for learners.
- Act as a critical friend to the Headteacher and Senior Leadership Team in addressing any areas of challenge or weakness.
- Ensure effective processes are in place for monitoring teaching and learning, delivery of the curriculum, inclusion, and the sharing of good practice across the school.
- Monitor pupil behaviour and consider appeals against any decision to exclude pupils from attendance.

#### **Health and Safety**

- Ensure compliance with Health and Safety legislation and regulations in line with the Trust policy.
- Review Health and Safety policies and monitor the effective supervision of health and safety matters.
- Monitor risk assessments.
- Monitor, evaluate and review the school's risk registers.
- Ensure that Health and Safety training needs are met wherever practicable.