



Terms of Reference – Local Governing Bodies

FOR ATTENTION OF: All Local Governors
DATE: March 2023

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

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Introduction

Each school within the Trust has a Local Governing Body (LGB), which is a subcommittee of the Board of Directors. The Local Governing Body Terms of Reference are shown below.

The LGB plays a key role in the life of each school. The LGB is responsible for overseeing academy 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
- Provide constructive challenge and strategic direction to the Headteacher and SLT as they plan the future development of the school, and retaining 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.
- Review the outcomes from the Accountability Framework and provide support and challenge to the Headteacher to implement arising actions.
- Ensure that the school plays a full role in cooperating and 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.

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;
- Review and agreeing SEF judgements
- Review the School Development Plan and to monitor progress and impact
- Monitor implementation of any post Ofsted action plans
- To oversee the school's approach to inclusion and monitor progress and impact
- To establish a sub-committee for Quality and Standards
- To ensure Prevent and other relevant training is provided to all LGB members
- To ensure that all LGB members have read the OAK Governance handbook

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 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 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 compliance and undertake relevant training each year.

Finance and Legal

- To receive the approved academy budget for the academic year, monitoring expenditure in year and ensure budgets delegated to the school are managed within the Scheme of Delegation
- To establish a sub-committee for Resources.

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. Additionally, the LGB may appoint Associate Members to both the full LGB and sub-committees that it sets up for periods of office that they see fit. These members will not have voting rights. In addition, members of the Executive Team, or centrally employed staff, may attend LGB meetings.

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	Number	Term of Office	Appointment Process
Headteacher	1	Ex officio	N/A

OAK appointed Members	Must represent a majority	2-4 years	Approval by Trust Board, following completion of eligibility and nomination checks
LGB appointed Members		2-4 years	Either: - Appointment following structured interview by Headteacher & LGB Chair, and ratification by LGB. Or - Elections held
Associate Members		As appropriate	Appointment follows interview by LGB Chair and Headteacher and ratification by LGB

Members appointed by the LGB will be reviewed by the Trust Board, who may at their discretion designate them as Trust appointees to satisfy the requirement to have a majority of LGB Members appointed by the Trust.

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 Executive Team or centrally appointed staff may attend LGB meetings but do not have voting rights
- 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.
- Each LGB will appoint a Governance Professional, 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.
- Sub-committees will agree and publish minutes and report these to the next meeting of the full LGB. Quorums for sub-committees can be set by the Committee Chair but meetings must be attended by at least three people.
- The Trust will issue standardised agenda items, which are to be followed for LGB meetings. The LGBs can create further agenda items as appropriate.
- 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.

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 autumn term. LGBs are able to amend and to add standard agenda items and calendars at their discretion, provided that the Trust standards are met.

The Headteacher will publish a calendar of meetings for each academic year in consultation with the Chair of the LGB, with the draft calendar for the year to be shared with the Trust Governance Professional by the end of September.

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 promptly to all Members of the Committee / LGB for information and will be reviewed and signed at the next LGB meeting.

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' and 'Resources' below.

At the discretion of the LGB, these areas of work may take the form of separate Committees or they may be carried out in full LGB meetings, however, should the Trust Board not be satisfied to the depth and rigour of work performed it reserves the right to insist upon work being carried out in separate committees.

LGBs can, at their discretion, carry out other work permitted it does not transcend the work of the Board.

Should Committee's be established, membership of an LGB Committee must be not less than three Members of the LGB with an appointed Chair. LGB members may serve on committees that they see fit, with no limitation on the number of committees they may be appointed to. LGB committees shall meet not less than once per term, with an exception for LGB committees noted in terms of reference as meeting on an 'extraordinary' basis.

Curriculum and Standards Committee

- 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,

- Monitoring and evaluating the impact of teaching on rates of pupil progress and standards of achievement
- 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 consider relationships with the wider community and to satisfy themselves that the school is fulfilling responsibilities as part of community life.
- To take responsibility for the promotion of safeguarding and the Prevent duty.
- Carrying out the Governors' responsibilities in relation to assessment, recording and reporting
- 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
- 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 school and develop a culture of ambition.
- Implementing 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 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

Resources (incorporating finance, personnel, estates, and health & safety issues)

- To be notified to the budget, financial performance data, income and expenditure and other centrally monitored financial indicators

- To monitor income and expenditure against budgeted plan, providing the supportive challenge to ensure budgeting and financial planning are compliance with Trust standards and with external obligations
 - To ensure that tender frameworks and spending thresholds outlined in the Scheme of Delegation are properly observed
 - To make enquiries about any matter which could have significant financial implications for the school and to satisfy themselves that all arrangements are appropriately under statutory and Trust guidance
 - To be notified to key staffing data and metrics, providing the supporting challenge to ensure that personnel planning meets requirements set out in the Trust standards.
 - To monitor the balance between teaching and support staffing, and to ensure that staffing in the school continues to reflect the nature of the pupil or student cohort.
 - To scrutinise the training record in the school and satisfy themselves that training, staff support, personnel management and staff records maintained in the school reach the expected standards
 - To ensure that elements of the Health and Safety policy retained in school, H&S Planning and H&S records meet statutory expectations
 - 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 CFOO.
 - 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 review recommendations made by the Head in relation to pay progression, and to ensure processes have been followed.