



Ralph Sadleir School

*Status: FINAL
Approval Date: 21st September 2020
Approved by: Board of Directors
Review Period: Annually*

TERMS OF REFERENCE 2020 - 21

LOCAL GOVERNING BODY

Overview:

The Local Governing Body will report to the Board of Directors. The Terms of Reference for the Committee have been determined in line with the Academy Trust Articles of Association, Funding Agreement and Department of Education Academy Trust Financial Handbook.

Meetings:

The Local Governing Body will meet at least four times per annum. Membership will be a maximum of nineteen members, subject to annual review by the Board of Directors. The Headteacher will automatically be a member. Lead advisor to this committee will be the Headteacher, Business Manager and any other senior manager that the committee deem necessary in carrying out its responsibility.

Review:

The membership and terms of reference of this Committee shall be reviewed annually by the Board of Directors. The Board of Directors will approve the constitution, membership, and proceedings of all Committee meetings annually.

Quorum:

Minimum members of the committee in attendance at each meeting is detailed on the Committee Membership Schedule.

Voting:

Any decisions within the agreed remit of the Committee and in line with the Committee Terms of Reference will be accepted by the Board of Directors on a majority vote of the attendees.

Procedures:

- A Chair and Vice Chair must be elected for a term of one year. They must be a Director but cannot be employed by the Academy Trust.
- An agenda should be sent out giving 7 clear days' notice of meetings.
- Minutes should be kept recording the names of those attending and any decisions taken/recommendations made. They are then signed by the Chair of the Committee once reviewed at the next subsequent meeting.
- Minutes and other reports should be published in the normal manner.
- The meeting will be clerked by a non-committee member.

Proud to Achieve

Decisions:

Committee decisions, taken within their constitutional remit, have the status of decisions made by the Board of Directors. Feedback of Committee meetings should be circulated to all Directors / Governors and will be discussed at the next meeting of the Board of Directors and a record made in the minutes of those meetings.

Role of Committee Chair:

The Committee Chair in conjunction with the Clerk to the Local Governing Body will be responsible for ensuring that:

- Convening of meetings of the Committee and issuing the agenda.
- The Committee discharges all its responsibility set out in its remit.
- The Committee works closely with the Academy Trust senior managers.
- The taking of minutes of meetings by the Clerk to the Local Governing Body.
- The feedback from the meeting is forwarded to the Clerk of the Board of Directors and it is presented at the next Board of Directors meeting.

Delegation Powers:

The Board of Directors has delegated the following powers to the Committee:

- Hold Local Governing Body meetings in accordance with the Articles of Association.
- Appoint or remove a Clerk to the Local Governing Body.
- Establish the committees and steering groups of the Local Governing Body the membership of which (where possible) is to comprise of at least one governor from each of the categories that form the whole Local Governing Body, and the terms of reference.
- Decide which functions of the Local Governing Body will be delegated to committees, steering groups and individuals.
- Receive reports from any committee, steering group or individual to whom a review has been delegated and to consider whether any further action by the Local Governing Body is necessary.
- Headteacher to advise the Local Governing Body on standards and other matters relating to the education in the school to include the curriculum, school self-evaluation, behaviour and discipline.
- Review Register of Governors' Business Interests at every meeting.
- Review and monitor the Summary Academic Self Evaluation Form termly linking to all committees and steering groups, reporting annually to the Board of Directors.
- Maintain and review an appropriate risk register. Approval will be obtained from the Board of Directors.
- Oversee the arrangements for the induction of new governors to include an induction pack and procedures.
- Monitor the progress of work being undertaken by Local Governing Body committees, steering groups and individuals.
- Adopt and keep under review the Critical Incident policy and procedures.

- Propose changes to the Board of Directors regarding the governance of the Local Governing Body structure.
- Consider recommendations made by Committees and steering groups with regard to the working of the Local Governing Body and sub committees / groups.
- Establish and keep under review a protocol for the Local Governing Body.
- Adopt and keep under review the Publication of Equality Information and objectives.
- Oversee a Freedom of Information scheme for Local Governing Body owned and managed data.
- Consider training requirements on a regular basis to include whole Local Governing Body and individual governor training.
- Monitor the progress of work being undertaken by committees, steering groups and individuals.
- Identify the need for Link Governors i.e. SEN/Inclusion Governor and support them in their role.
- Oversee arrangements for individual governors to take a leading role in specific areas of provision e.g. SEN, English, Maths. To receive regular reports from them and advise the Local Governing Body.
- Establish and keep under review arrangements for Governors' visits to school.
- Make recommendations to the Board of Directors to establish exceptional working arrangements where particular circumstances arise e.g. a joint committee to oversee a building project or a special committee to oversee an Ofsted inspection.
- Be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Headteacher.
- Undertake tasks delegated to them by the Board of Directors.
- Adopt and review the Complaints Procedure.

Policies:

- Review, determine and approve policies as delegated to the Committee as defined in the Policy Schedule.
- Ensure approval by the Board of Directors is obtained where necessary for policies outside the remit of approval for this committee i.e. Governance Code of Conduct Policy.

Review:

Date Board Established	9 th October 2013
These Terms of Reference approved by the Board of Directors	21 st September 2020
Chair of the Committee	Mrs S Forbes
Clerk to the Committee	Miss C Gilbert