Halliard Trust

ALL TOGETHER
STRONGER SCHOOLS



Local Governing Bodies

Terms of Reference

Terms of Reference for Local Governing Bodies (LGBs)

Purpose

The Local Governing Bodies (LGBs) are committees of the Halliard Trust that provide strategic leadership in each academy. They ensure clarity of vision, ethos, and strategic direction, hold the Headteacher/Principal accountable for the educational performance of the academy and its pupils, make sure that funds are well spent to impact outcomes positively and confirm effective stakeholder engagement. The responsibilities of LGBs are defined in the Halliard Trust Scheme of Delegation.

Membership, Quorum and Term

Membership:

- Each LGB should have between seven and eleven members comprising:
- Members appointed by a majority vote of the LGB (at least three, up to seven)
- Elected or appointed staff members (recommended two, not to exceed one third of the LGB including the Headteacher/Principal)
- Elected or appointed parent members (at least two, not to exceed one third of the LGB)
- The Headteacher/Principal (ex officio)

The LGB may also include:

- Members appointed by the Trustees or at the request of the Secretary of State
- Co-opted members (up to three in secondary schools and up to two in primary schools) for a term of one year. They are appointed based on their skills and experience and often bring specialised knowledge in areas such as HR, finance, law, data, and education.

Quorum:

- A third of the total number of persons (rounded up to nearest whole number) holding office on the LGB at the date of the meeting.

Term:

- There are no specific limitations on the number of consecutive terms a school governor can serve. Governors (except the headteacher/principal) typically serve four-year terms and can be re-elected or re-appointed for additional terms without a set limit on consecutive terms. This allows for flexibility and continuity in governance, leveraging the experience of long-serving governors.

Chair and Vice-Chair

- **Appointment**: Annually by the governors of each academy. For academies requiring significant support, the Chair may be appointed by the Trust board.
- **Resignation/Removal**: The Chair or Vice-Chair may resign by giving notice in writing. They may be removed by the Trustees or by the LGB in agreement with the Trustees.

- **Chair's Power to Act**: The LGB will decide annually whether to give the Chair of the LGB (or the Vice Chair in the absence of the Chair) power to act without a meeting of the LGB in the event of an urgent situation which does not allow time to call a meeting. Any decisions taken under this power to act will be reported to the LGB as soon as possible thereafter.

Meetings

- **Frequency**: At least six times per school year, usually twice each term with one meeting each term taking a pupil and learning focus, and the other taking a resources focus.
- **Notice**: At least five school working days before the meeting, with a copy of the agenda and relevant papers.
- **Minutes**: Draft minutes to be forwarded to the Chair within 7 days and circulated to the LGB within 14 days via the Governor Virtual Office (GVO). Minutes to be signed at the next meeting and made available to the Trustees. LGB minutes (Part 1) are matters of public record and once approved should be made available on request. (It is not a requirement to publish these on the academy website.) Confidential matters will be recorded in Part 2 minutes which will not be published.
- **Voting rights**: All members of the LGB have equal voting rights except that co-opted governors are not able to vote on the appointment of new governors. In the event that a vote is tied the Chair (or acting Chair) has a casting vote.
- **Register of interests:** A register of governors' interests (pecuniary and other interests that may give rise to a conflict of loyalty) is maintained by the clerk and published on the school website and the Governor Virtual Office (GVO) platform.
- **Conflicts of Interest:** Governors are required not to be involved in a discussion or decision of the LGB where they have a direct pecuniary interest, related party or personal interest. This means that their interest must be declared, and the governor(s) must withdraw from the meeting and take no part in the discussion or vote in the matter. Where a governor has a potential conflict of loyalty in respect of a matter under discussion, this will be noted in the minutes.
- **Reporting by Trustees to the LGB**: The Trustees will inform the LGB of any changes to the scheme of delegation and terms of reference. The Part 1 minutes of Trustees' meetings will be provided to the LGBs each term, accessible via the Governor Virtual Office (GVO) platform.

Responsibilities

The academy committee has delegated responsibility for:

Standards

1. Ensure that the trust's vision, ethos and strategy is adopted and applied by school leaders.
2. Annually approve the School Development Plan and School Self Evaluation (SEF), working with senior leaders to identify areas for improvement and key performance indicators. Develop and monitor strategies to achieve them.
3. Monitor school performance and improvement through governor monitoring visits, regular reviews of performance data, including exam results, attendance rates, and pupil progress. Monitor rates of suspension and exclusion.
4. Ensure that the curriculum is being provided to pupils in an appropriate manner for the school's context. Scrutinise planned educational visits and residentials to ensure their purpose and accessibility for all pupils deliberately enhance the curriculum offer.

5. Monitor spending of pupil premium, PE and sport premium (and other relevant premiums); ensuring that funding is spent effectively and is having the intended impact on pupil outcomes.
6. Review the staffing structure of the school annually, ensuring that it meets the requirements the school development plan, the curriculum and is affordable, proposing any changes in leadership structure to the Trust board.
7. Monitor the provision of staff training and CPD, ensuring engagement in the Trust offer is meeting the needs of the school.
8. Providing strategic oversight to align performance management with school strategic objectives.
9. Establish a strong relationship with the Headteacher/Principal in order to provide effective support and challenge, including providing feedback to their performance management process.
10. Ensure that the required policies and procedures are in place and that the school is operating effectively in line with these policies.

Stakeholder engagement

1. Ensure consultation of stakeholders – parents, staff and pupils – and use insights to inform decision-making.
2. Develop / support school in developing appropriate stakeholder partnerships. Help stakeholders to understand the school's and trust's values and vision for the future.
3. Review staff work-life balance and wellbeing, including monitoring staff absence rates.
4. Provide the Trust board with insight into the challenges and opportunities faced by the school's local community.

Safeguarding

1. Foster a culture that prioritises the safety and wellbeing of all pupils and staff in the school.
2. Ensure that the adopted safeguarding policies and procedures reflect the safeguarding challenges and context of the school.
3. Monitor the implementation of safeguarding policies and the effectiveness of procedures.
4. Monitor rates of significant behaviour incidents and bullying inc. monitoring of matters related to protected characteristics.
5. Designate a link governor to take responsibility for oversight of safeguarding.
6. Designate a link governor to take responsibility for oversight of health and safety.
7. Monitor the school's estate, ensuring that appropriate policies are adopted and followed in order to keep pupils and staff safe. Ensure that inspections of the school site, buildings and equipment take place (annually and at appropriate intervals), and a report is received identifying any issues.
8. Ensure that a process is in place to approve educational visits, ensuring that health and safety planning and risk assessments have been undertaken for them.

SEND

1. Ensure that the Trust policy for pupils with special educational needs and disabilities (SEND) is implemented and adapted to the specific school context where necessary.
2. Seek assurance that staff are trained to implement pupil strategies and support plans.
3. Ensure pupils with SEND have the resources they need to succeed.
4. Designate a link governor to take leadership responsibility for SEND.

5. Work in partnership with the Special Educational Needs Coordinator (SENCO) and other stakeholders across the MAT community to ensure that pupils with SEND are well-supported and included in all aspects of school life.
6. Monitor the overall effectiveness of the school's SEND provision, referring to pupil outcomes and other relevant data.
7. Review the school's accessibility plan.

Finance and Operations oversight:

1. Propose an annual budget to the Trust board, ensuring resources are allocated in line with the school's strategic priorities and curriculum plans and maintaining a realistic three-year financial plan, which takes into account the school's vision, known risks and opportunities and is in line with the Trust's Reserves policy.
2. Monitor actual income and expenditure at least once a term against the approved budget.
3. Benchmark income and expenditure against that of similar schools, considering comparative performance and opportunities to improve efficiency.
4. Develop and monitor sustainability strategy.
5. Review, adopt and monitor all relevant policies.

Delegation

The LGB may delegate powers or functions to the Headteacher/Principal, subject to any conditions imposed by the Trustees.

Advisory Committees

The LGB may establish advisory committees without delegated powers or responsibilities.

Terminating LGB member

The Trust board and/or LGB may terminate the appointment of any LGB member whose presence or conduct is deemed not to be in the best interests of the school or Trust. This is in line with the requirements of the Trust's Code of Conduct.

A governor shall cease to hold office if they are absent for two consecutive LGB meetings, without providing notification to the Clerk. The Clerk will be responsible for ensuring that governors have the opportunity to provide notifications for absence prior to and immediately after each meeting.

Clerking arrangements

The LGB is responsible for appointing a clerk each year to provide administrative support, meeting management, and record-keeping. The LGB's oversight includes ensuring the Clerk's performance aligns with Trust policies and legal requirements.

Review

These terms of reference will be reviewed annually by the Trust board.