TERMS OF REFERENCE - LOCAL GOVERNING BODIES (LGBs)

The Terms of Reference have been agreed by the Local Governing Body and will be reviewed on an annual basis.

These Terms of Reference may only be amended by the Local Governing Body in consultation with Forge Brook Trust Board of Trustees.

CONSTITUTION AND MEMBERSHIP OF THE LOCAL GOVERNING BODY

The committee shall be made up of six co-opted governors, two parent Governors elected in accordance with the Articles of Association, two staff governors and one trust appointed governor.

The term of office for any Governor shall be 4 years.

The Chair and Vice Chair of the Local Governing Body shall be recommended to Trustees by the Governors at the first meeting of the new academic year.

The term of office of the Chair and Vice Chair shall be 1 year. Subject to remaining eligible to be a Governor, any Governor may be re-appointed as Chair or Vice Chair.

The Clerk to the Local Governing Body (the Clerk) will be appointed by the Board of Trustees.

PROCEEDINGS OF THE LOCAL GOVERNING BODY

The Local Governing Body shall meet six times per academic year.

Meetings of the Loal Governing Body shall be convened by the Clerk, who will send the Governors written notice of the meeting and a copy of the agenda at least seven days in advance of the meeting. Where there are matters demanding urgent consideration, the Chair or, in their absence, the Vice Chair, may waive the need for seven days' notice and substitute such notice as they think fit.

The quorum for meetings and decisions shall be three Governors, at least two of whom must not be members of staff. Every matter to be decided at a meeting of the Local Governing Body shall be determined by a majority of the votes of the Governors present and entitled to vote on the matter. Where there is an equal division of votes, the Chair of the meeting shall have the casting vote. A Governor may not vote by proxy.

Any Governor who has any direct or indirect duty or personal interest which may conflict with his or her duties as a Governor shall disclose the fact to the Local Governing Body as soon as they become aware of it and absent themselves from any discussion on the matter.

Attendance at each Local Governing Body meeting, issues discussed and recommendations for decisions will be recorded in the minutes. The Clerk will ensure that the minutes are produced in sufficient time for their inclusion on the agenda of the next meeting of the Board of Trustees.

At every meeting of the Loal Governing Body the minutes of the last meeting shall be taken as the first agenda item after any apologies, Business Interest Changes and any exceptional items and, if agreed to be accurate, shall be signed as a true record.

The Local Governing Body is authorised to invite attendance at its meetings from members of staff and any other individuals as it sees fit, to assist or advise on a particular matter or range of topics.

In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of the committee, the Chair, in consultation with the Headteacher, will take appropriate action on behalf of the Local Governing Body. The decisions taken and reasons for urgency will be explained fully at the next meeting of the Local Governing Body and recorded in the minutes of that meeting.

LGBs will undertake the following actions:

1. LGBs will ensure that their membership is adequate to perform the roles assigned within the Scheme of Delegation and that members of the LGB are appropriately trained for their roles.
2. LGBs will form panels to consider decisions as part of our policies with regards to exclusions, complaints and staff grievances and disciplinaries.
3. LGBs will appoint a lead member for safeguarding, SEND, Pupil Premium and Health and Safety.
4. LGBs will approve all school specific policies as required, including Safeguarding, Health and Safety and the Home School agreement.
5. LGBs will monitor the financial performance of the school, receiving updates on a termly basis and will propose the individual school budget to the Trust Board for approval.
6. LGBs will monitor the implementation of the Health and Safety policy, including fire evacuation and lockdown procedures, premises management and compliance and will approve educational visits where deemed necessary.
7. LGBs will monitor school specific risks along with procedures and controls for managing risk.
8. LGBs will engage proactively with Trustees and the leadership of the Trust to ensure that Trustwide activity is informed by their own work.

The core functions of the LGB will be:

1. **Assessing the quality of education that the academy provides for pupils.**

- Ensuring there is an effective framework in place for school improvement.
- Scrutinising predicted and actual educational performance against any Trust and school improvement plans
- Analysing specific aspects of the academy's educational performance, such as its impact on pupils/learners with SEND, its use of pupil premium and other designated funding grants and performance gaps between different groups of pupils/learners

2. **Assessing the experience of staff as employees of the Trust.**

- Seeking and responding to feedback from staff in order to inform academy improvement.

3. **Assessing the quality of engagement with stakeholders**.

- Seeking and responding to feedback from parents/pupils and other relevant stakeholders in order to inform academy improvement
- Ensure community views are gathered and responded to and that school facilities are available for the benefit of the community where possible.

4. **Holding school leaders to account for standards in the school by scrutinising:**

- the school's approach to ensuring the personal development of pupils/learners
- attendance, punctuality and behaviour (including exclusions) and the school's impact on developing positive attitudes among pupils/learners
- the school's approach to safeguarding, including compliance with requirements in regard to the Single Central Record
- performance management of staff and the impact of professional development activity
- the wellbeing of staff and implementation of the school's absence monitoring procedures.
- the performance of the school in regard to Ofsted inspections and the delivery of any required school improvement plans
- the key areas of risk for the school, ensuring that that the school has a robust approach to risk management.

5. **Holding the school to account for delivering budget outcomes:**

- Monitoring the educational budget for the school to ensure the appropriateness of the allocation of funding, including approval of the staffing structure.
- Ensuring that this allocation results in the achievement of the agreed school improvement targets and educational outcomes.

LGBs will support the schools by

a. contributing to senior appointment processes
b. contributing to Ofsted inspection processes as the representatives of governance
c. engaging with local and Trust-wide development activities
d. providing strategic input to school development plans.