

Secondary Local Governing Body (LGB)

Terms of Reference

This document represents the structure for Governance meetings and committees to be effective from the start of the Autumn Term 2022/23. This should be read and used in conjunction with the TPAT SoDA.

The Governors appointed to the Secondary LGB will ensure all 3 secondary schools are considered equally, although some governors will have a connection to a specific school, all governors will be expected to contribute equally to discussions regarding each school.

1. Membership

The LGB will be made up of 18 Governors:

3	Staff	Either support or teaching, elected by staff
3	Parent	Elected by parents across the 3 schools
1	Executive Headteacher	
1	Headteacher	
10	Co-opted	To reflect community interests of the 3 schools

The Trust Board reserves the right to appoint 2 Trust Governors in certain circumstances.

- A suitably experienced Chair and 2 or 3 Vice Chairs will be elected from within the LGB membership, on an annual basis (no TPAT member of staff will be eligible to stand for these positions).
- The term of office for all Governors will be 4 years - a staff Governor will only hold office for as long as they work for the schools. Parent Governors whose Child(ren) leave the schools may continue to hold office until the end of their term if they so wish.
- Subject to remaining eligible, members may be re-appointed or re-elected at the end of their term. Any LGB member seeking re-appointment/election will need to ensure they are able to demonstrate their positive impact on the work of the LGB.

2. Meetings

The LGB full board will meet 4 times per academic year - once in the Spring and Summer and twice in the Autumn.

The committees will meet 3 times per academic year (termly).

Additional or more frequent meeting may be held as circumstances require such as training needs, or at the request of the Trust Board.

The location of meetings will be determined in advance and Governors can join in person or virtually.

The LGB will operate with 3 committees:

- Finance and Resources including Premises, Health and Safety and IT
- Quality of Education
- Behaviour, Welfare and Personal Development

Terms of reference for these committees can be found in appendix 2.

All meetings will be scheduled by the Local Governance Officer to the LGB and agendas will be set in conjunction with the Local Governance Officer, relevant Chair and staff.

Attendance at the LGB meetings will be published on the school websites.

The Executive Headteacher and Headteacher will attend all full board and committee meetings.

In order to ensure balanced representation in meetings and to facilitate robust challenge for school leaders, Head of School from each school will attend Quality of Education and Behaviour, Welfare and Personal Development committee meetings. Other members of the schools' leadership team will attend meetings only where they are contributing to the agenda and aligning with their roles and responsibilities.

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

3. Delegated Permissions

In the event of a need to make urgent decisions between meetings, the Chair of the LGB, in consultation with the Executive Headteacher or Headteacher and the Trust, will take appropriate action on behalf of the LGB. The decisions taken and the reasons for the urgency will be minuted and explained fully at the next meeting.

The Chair of the LGB is authorised to invite attendance at its meetings persons to assist or advise on a particular matter or range of issues, including members of Trust staff.

All LGB Governors must be aware of and act within the remit of the delegated responsibilities afforded to them by the Scheme of Delegation Authority.

The LGB has delegated authority to the committees to approve school policies and procedures. All Governors will receive a copy of any Policies going to be considered at a committee when the papers are circulated, and so have sight of all policies prior to them being reviewed at a committee. Any Governor who is not a nominated member of that committee can make comments or propose amendments and forward these to the Chair of the committee. Alternatively, they can choose to attend the committee, as an observer, if they wish to contribute to the discussions regarding a particular policy.

4. Quorum and Voting

The quorum for LGB full board meetings shall be 40% of the total number of Governors (rounded up to a whole number).

If a meeting cannot be held or cannot continue due to lack of a quorum during the meeting, the Chair will determine the time and date at which a further meeting will be held and will direct the Local Governance Officer to convene the meeting accordingly. The Local Governance Officer will be expected to monitor quorum throughout the meeting and note the timings in the minutes.

It is generally expected and encouraged that decision making by the LGB should be by consensus and LGB members recognise a collective approach to decision making. However, it is recognised that there will be occasions where a formal vote is necessary. LGB members shall have one vote each, where there is an equal division of votes, the chair of the meeting shall have the casting vote.

This is subject to any member of the LGB having an interest, loyalty or duty that conflicts, or is reasonably likely to conflict, with the interests of the LGB. In such cases the governor must declare their interest for the particular item and must not vote on or be present for the vote on that item.

No resolutions or decisions may be rescinded or varied at subsequent meetings unless these have been incorrectly recorded by the Local Governance Officer or unless variation is a specific agenda item at a subsequent meeting.

5. The role of the Local Governance Officer

The Local Governance Officer shall be appointed by the LGB and shall attend and service meetings, including circulating the agenda and papers before each meeting, and preparing the minutes.

The Local Governance Officer will circulate an agenda, papers and any joining instructions to every LGB member at least 7 full days in advance of the meeting.

Attendance at each meeting, matters discussed and recommendations for decisions will be recorded by the Local Governance Officer in the minutes, these will be circulated as soon as possible after the meeting.

In the absence of the Local Governance Officer the LGB will approve a replacement for the meeting. This cannot be one of the staff governors.

6. Conflicts of Interest

An LGB member who has a duty or personal interest which conflicts or may conflict with their duties as a member of the LGB shall disclose that fact to the LGB as soon as they become aware of it.

They also should notify the Chair at the start of any meeting where that conflict relates to an agenda item.

An LGB member must remove themselves from any discussions in which it is possible that a conflict will arise between their duty to act solely in the interests of the schools and any duty or personal interest. This includes both actual and perceived conflicts of interest or where their loyalty or objectivity could be called into question.

Any Governor who is also an employee of the Trust shall withdraw from that part of any meeting of the LGB at which his/her remuneration, conditions of service, promotion, conduct, suspension, dismissal or retirement are to be considered.

The Local Governance Officer must also withdraw if their remuneration, conditions of service, promotion, conduct, suspension, dismissal or retirement are to be considered.

The Local Governance Officer shall ensure that Governors interests are kept up to date on the school websites in line with the DfE publication of interests guidance.

7. Individual Governor Roles

Individual Governor roles will be assigned to Governors, aligned with their skills, areas of interest and capacity:

Safeguarding

Finance

Health and Safety

SEND

Whistleblowing

Careers and guidance

Role descriptions for these roles can be found in appendix 2.

Finance and Resources including Premises, Health and Safety and IT
<p><u>Membership</u></p> <p>Finance Governor Health and Safety Governor 2 or 3 additional non-staff Governors 1 staff Governor Executive Headteacher and Headteacher</p>
<p><u>Meetings and Quorum</u></p> <p>The committee shall meet once a term and otherwise, as required. The quorum for a committee shall be 2 non-staff Governors (which can include the Finance Governor and Health & Safety Governor).</p>
<p><u>Responsibilities</u></p> <p>To ensure that budgets are established and approved in line with SoDA and TPAT policies.</p> <p>To ensure that resources are allocated effectively in line with agreed budgetary processes and school priorities.</p> <p>To ensure that contractor's and SLAs provide quality services and value for money.</p> <p>To receive termly budget reports and monitor the income and expenditure of the school.</p> <p>To challenge any anomalies within the budget and escalate to TPAT if necessary.</p> <p>To ensure local governor representation on key appointments and ensure statutory processes are followed e.g. Safer Recruitment.</p> <p>Monitor staff wellbeing in the schools.</p> <p>To provide Governor support for matters involving staff performance management, capability or disciplinary processes.</p> <p>To monitor the health and safety policy and ensure that appropriate checks and assessments (e.g. fire risk, asbestos registers, gas and electricity testing, legionella) are carried out.</p> <p>To ensure the schools carry out effective risk assessments.</p>

To review the effectiveness of the school's safeguarding procedures in respect of the school premises and site in ensuring the safety of students.

To monitor compliance with statutory requirements regarding Health and Safety and Accessibility.

To receive reports on the condition of the premises, resources and school site and consider recommendations for repairs/renovations/ improvements.

To monitor the effectiveness and impact of the school's IT infrastructure and development.

To approve relevant policies.

Quality of Education

Membership

SEND Governor
3 or 4 additional-staff Governors
1 staff Governor
Executive Headteacher and Headteacher

2 Heads of School in attendance

Meetings and Quorum

The committee shall meet once a term and otherwise, as required. The quorum for a committee shall be 2 non-staff Governors (which can include the SEND Governor).

To monitor attainment and progress data for all key cohorts and target priorities to address any areas of concern.

To ensure that the Schools are compliant with all statutory requirements with regard to specific cohorts of students.

To monitor the quality and effectiveness of the school's Curriculum Intent, Implementation and Impact so that all students have access to a broad, balanced and stimulating Curriculum which focuses on academic and personal development.

To monitor the effectiveness and impact of training and development for classroom based staff.

To monitor the effectiveness and impact of the quality of provision for Children in Care, disadvantaged students and those with Special Educational Needs.

To approve relevant policies.

Behaviour, Welfare and Personal Development

Membership

Safeguarding Governor
Careers and Guidance Governor
2 or 3 additional non-staff Governors
1 staff Governor
Executive Headteacher and Headteacher

2 Heads of School in attendance

Meetings and Quorum

The committee shall meet once a term and otherwise, as required. The quorum for a committee shall be 2 non-staff Governors (which can include the Safeguarding Governor and Careers and Guidance Governor).

To monitor behaviour, attendance and exclusions data with regards to specific cohorts.

To monitor the effectiveness of policies relating to behaviour, attendance and exclusions.

To approve relevant policies.

To monitor safeguarding.

To monitor behaviour, attendance and exclusion processes and data for all key cohorts.

To monitor the quality and effectiveness of the school's provision for personal development including that relating to provision for careers education, information and guidance.

Individual Governor Role Descriptions:

Appendix 2

Name of appointed person:	Mark Arnold
Area of responsibility:	Chair of LGB
Duties and responsibilities:	<p>To ensure the business of the LGB is conducted properly, in accordance with the TPAT SoDA and Trust policies.</p> <p>To ensure meetings are run effectively.</p> <p>To establish an effective relationship with the Executive Headteacher based on trust and mutual respect for each other's roles.</p> <p>In the event of a tied vote in a meeting the Chair may vote again as a 'casting vote'.</p> <p>To work with the Local Governance Officer to plan meeting agendas and ensure the accuracy of the minutes.</p> <p>The Chair may take urgent action on behalf of the LGB if it is not possible to convene a full extra-ordinary meeting. Such actions should be communicated to the full LGB in a timely fashion.</p> <p>To support the governors to fulfil their roles and ensure appropriate induction for new Governors</p> <p>To communicate effectively and openly with all stakeholders.</p> <p>To be aware of the health and wellbeing of the staff and take all appropriate actions to support this initiative.</p> <p>To escalate issues/seek support from TPAT specialists to ensure effective Governance.</p> <p>To uphold the ethos and values of the Schools and TPAT.</p> <p>To participate in relevant personal development to improve skills and knowledge.</p>
Key staff contacts:	Executive Headteacher and Headteacher
Development and training expectations:	<p>Attendance at TPAT Chairs Forums</p> <p>Attendance at relevant Chairs training and networking opportunities.</p>

Role review date:	Summer Term each year (in preparation for election in the Autumn Term.)
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Name of appointed persons:	Jane Cashmore Rachel Thomas
Area of responsibility:	Vice Chair of LGB
Duties and responsibilities:	<p>To stand in for the Chair when he/she is unavailable and to hold the “casting vote” if relevant.</p> <p>To have an effective working relationship and communication with the Chair and Executive Headteacher.</p> <p>To participate in relevant personal development to improve skills and knowledge.</p> <p>To have an effective working relationship and communication with Heads of School.</p> <p>To provide support for fellow Governors and mentor newly appointed Governors.</p>
Key staff contacts:	Executive Headteacher and Headteacher
Development and training expectations:	Attendance at relevant Chairs training as part of succession planning.
Role review date:	Summer Term each year (in preparation for election in the Autumn Term.)

Name of appointed persons:	Jane Cashmore Nancy Barriows
Area of responsibility:	Safeguarding
Duties and responsibilities:	<p>Meet regularly with the designated safeguarding lead/s and any other relevant other staff.</p> <p>Report back to the LGB about activities to inform them in order to facilitate scrutiny and impact of safeguarding; and ensure compliance with statutory duties.</p> <p>Ensure that safeguarding deficiencies are brought to the LGB.</p> <p>Ensure that the safeguarding and child protection policy is being followed in practice; and be involved in any policy review.</p> <p>Report to the LGB so that they can ensure resources are effectively allocated or where changes might be required.</p> <p>Ensure that the LGB are kept aware of the safeguarding risks to young people in the schools.</p> <p>Ensure that there is a consistent approach to safeguarding and child protection across the schools.</p> <p>Ensure that the curriculum for safeguarding reflects the risks for the young people in the area.</p> <p>Ensure that safer recruitment processes are in place.</p> <p>Ensure that the Single Central Record is compliant.</p> <p>Participate in relevant personal development to improve skills and knowledge.</p>
Key staff contacts:	Designated Safeguarding Leads for each school
Development and training expectations:	Tier 2 Safeguarding training Governance safeguarding training
Role review date:	When KCSIE is updated.

Name of appointed person:	Mark Arnold
Area of responsibility:	Finance
Duties and responsibilities:	<p>To have a good understanding of the finances for each school</p> <p>To be the link between the governors and the Headteachers/School Business managers (SBMs) on report to the board on areas such as:</p> <ul style="list-style-type: none"> • How financial resources are being used and how this links with the school improvement plans (SIPs) and budgets • What questions you've asked the SBMs about the budgets (the SBMs should update the board on the budget and how it's been scrutinised in general through a report) • Any relevant finance policies that need to be in place, and how well they're operating in the schools • How the financial position of each school compares to similar schools • Local and national developments which would affect the schools finances, e.g., an increase in National Insurance contributions. Attend relevant training so you can keep up to date <p>To meet with the schools business managers half termly to review management accounts.</p> <p>To report back to the LGB following monitoring activities.</p> <p>Participate in relevant personal development to improve skills and knowledge.</p>
Key staff contacts:	School's business managers.
Development and training expectations:	Finance training/support with the management accountant
Role review date:	Every 2 years

Name of appointed person:	Vicky Pring
Area of responsibility:	SEND (and Children in Care)
Duties and responsibilities:	<p>To meet with the SENCO termly to monitor the progress and effectiveness of the SEND policy.</p> <p>To monitor the deployment of resources allocated to SEND.</p> <p>To monitor the effectiveness of communication with parents of SEND students.</p> <p>To be aware of the changes to the code of practice and its impact on the schools.</p> <p>To monitor schools support for Child in Care</p> <p>To report back to the full LGB on monitoring activities.</p>
Key staff contacts:	SENDCO for each school
Development and training expectations:	SEND training/support from SENDCOs to ensure fully understand SEND provision and requirements.
Role review date:	Every 2 years

Name of appointed person:	Rachel Thomas
Area of responsibility:	Whistleblowing
Duties and responsibilities:	To monitor the effectiveness of the whistleblowing policy To be a point of contact for staff wishing to make a report
Key staff contacts:	Headteachers
Development and training expectations:	Governor roles and responsibilities
Role review date:	Every 2 years

Name of appointed person:	Elle Wheatley
Area of responsibility:	Careers and Guidance
Duties and responsibilities:	To meet with each school careers advisor to understand provision To look at data for specific cohorts and appropriately question To monitor outcomes and community links To complete monitoring activities and report back to the full LGB.
Key staff contacts:	School careers advisors
Development and training expectations:	Governor roles and responsibilities
Role review date:	Every 2 years

Name of appointed person:	Rhiannon Raitt
Area of responsibility:	Health and Safety
Duties and responsibilities:	<p>To meet with the health and safety officer from each school termly and appropriately report back to the LGB</p> <p>To receive health and safety audit reports in order to discuss with relevant staff</p> <p>To receive minutes from the health and safety group meetings</p> <p>To complete monitoring activities and report back to the full LGB.</p>
Key staff contacts:	Health and safety officers
Development and training expectations:	Governor roles and responsibilities
Role review date:	Every 2 years