

Northumberland Church of England Academy Trust

Local Governing Bodies – Terms of Reference

Powers and Duties delegated to the Local Governing Bodies (LGB)

The LGB works in accordance with the terms of reference set by the Trust Board through the scheme of delegation. The LGB is authorised to obtain independent professional advice if it considers this necessary, in liaison with the CEO.

Membership of Local Governing Bodies

1. The number of people who shall sit on the LGB shall be not less than five and a maximum of 13.
2. For schools/academies joining NCEAT, the first LGB will be the governing body of the predecessor school unless it is a school graded by OFSTED as 3 or 4, in which case, transfer of the governing body will be at the discretion of NCEAT.
3. For newly formed governing bodies, the Chair shall be appointed by the Trust Board for the first year of governance. The Vice Chair shall be elected by the members.
4. The Trust Board will ensure that each LGB will include (or have made efforts to include) the following members:
 - a) 1 staff member (elected)
 - b) 2 parent members (elected)
 - c) A minimum of 5 members appointed by the Trust Board
5. The Headteacher/Principal will attend each meeting, and any senior leader where it is deemed relevant by the Headteacher/Principal or Chair.
6. The Chair and Vice Chair will be elected annually by the voting members of the LGB for each academic year. A member of the LGB appointed under category a) may not serve as Chair or Vice Chair of the LGB.
7. The Trustees may also appoint co-opted members to an LGB. A person who shall be “co-opted” to the LGB means a person who is to serve on the LGB without having been appointed or elected to serve on the LGB. The Trustees may not co-opt a person who is employed at the school/academy if thereby the number of persons employed at the school/academy serving on the LGB would exceed one third of the total number of persons serving on the LGB .
8. The Trustees (all or any of them) shall also be entitled to attend any meetings of the LGB. Any Trustee attending a meeting of the LGB shall count towards the quorum for the purposes of the meeting and shall be entitled to vote on any resolution being considered by the LGB.
9. The Chair or Vice Chair of the LGB must be present at each governing body meeting. If the Chair cannot attend the meeting, the Vice Chair will take the Chair. If the Chair and Vice Chair cannot attend, the meeting must be rescheduled.
10. The LGB will meet at least four times per year. There will be additional Quality of Education meetings for those schools which the Trust Board, on advice from the CEO, are deemed to require additional.
11. Members may set additional meetings, as they see fit.
12. The quorum shall be a minimum of 3.
13. All persons appointed or elected to the LGB must agree to abide by the Code of Conduct for Trustees and Governors.
14. The tenure shall be four years unless specified otherwise.

Lead: Chair of Trustees
Approved by: Trust Board
Last review: October 2022
Next review: October 2023