Northumberland Church of England Academy Trust

Local Governing Bodies – Terms of Reference 2023-24

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 and nominated by the Diocese
5. The Headteacher/Principal will, with their consent, be a governor.
6. Any senior leader may attend the meeting, where it is deemed relevant by the Headteacher/Principal or Chair.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.

12. The LGB may form sub-committees to meet specific requirements in admissions, exclusions, hearings and appeals as set out in the relevant policies
13. Members may set additional meetings, as they see fit.
14. The quorum shall be a minimum of 3.
15. All persons appointed or elected to the LGB must agree to abide by the Code of Conduct for Trustees and Governors.
16. The tenure shall be four years unless specified otherwise.

1. Strategic aims
1. Ensure the Trust vision and values are embedded in each individual school
2. Contribute to the development, implementation and monitoring of the Trust strategies
3. Oversee the implementation of the Trust Board's strategy as it applies to the school
4. Provide challenge and support for developing the school's annual Development Plan
5. Oversee the development and regular updating of accurate school self-evaluation
6. Receive and challenge school level targets (KPIs)
7. Undertake annual self-evaluation of their effectiveness in delivering vision and mission

2. School Improvement
Responsible for knowing, understanding and challenging:
1. The school's self-evaluation of significant strengths and weaknesses
2. The school's response to the recommendations of its last inspection
3. The school vision and intent for the curriculum
4. Pupils' overall progress and attainment
5. Progress and attainment of different groups of pupils e.g. disadvantaged, SEND, etc.
6. Provisions in place to support pupils' progress and attainment (including specific groups), and for knowing and understanding the impact of those provisions
7. Approve the school's improvement plan
8. Commission, receive and consider reports from external advisers such as the SIP

3. Teaching and Learning
1. Know and understand the school's own evaluation of the quality of teaching and ensure the Headteacher is held accountable for improvements.
2. Support and challenge the school in its programme of improvements.

4. School Ethos
1. Ensure that the ethos of the school is compatible with the ethos of the Trust Support the Headteacher to develop and implement an inclusive and distinctive Christian vision, monitoring its impact to ensure the school's original foundation is maintained (C of E schools only)
2. Ensure that the school continues to strongly demonstrate its distinctiveness as a Church School as evaluated by SIAMS (C of E schools only)
3. Ensure that a robust and continuous selfevaluation process is in place that involves the school community in evaluating their effectiveness as a Church school (C of E schools only)
4. Monitor and evaluate the effectiveness of RE teaching, collective worship and the SMSC curriculum in the school
5. Understand the requirements of the SIAMS inspection process and supports the Headteacher (C of E schools only)

5. Curriculum

1. Agree proposed curriculum offer subject to Trust Curriculum Principles and Policy
2. Know, understand and challenge the school vision and intent for the curriculum
3. Know and understand the school's own evaluation of the quality of its curricular and co-curricular provision (eg Forest School)
4. Support and challenge the school in the development and implementation of its curriculum
5. Ensure senior leaders are accountable for the overall quality of education within the school.

6. Finance

1. Monitor spending of ring-fenced grants such as Pupil Premium or Sports Premium to ensure impact
2. Receive management accounts

7. Risk

1. Agree a School Risk Register which deals with school specific risks which are in
2. addition to those on the Trust Risk Register
3. Monitor and review the School Risk Register termly and advise the Trust Board of any significant changes in risk
4. Responsible for approving school business continuity plans

8. Recruitment

1. Contribute to the appointment of the Headteacher in close consultation with the CEO
2. Form part of an appointment panel for leadership and TLR roles
3. Use key performance data provided by the school and HR, staying fully aware of the school's activity in terms of its staff, staffing structures and more general HR data
4. Know and understand the training requirements for safer recruitment and ensure sufficient LGB members are trained on safer recruitment training
5. Responsible for checking Headteacher compliance with maintaining the school SCR at least termly, ensuring compliance with Trust policy and procedure

9. Staffing

1. Agree Headteacher pay progression, within agreed range, in consultation with CEO
2. Review annual school staffing structure for approval by CEO & Director of HR
3. May be requested to be part of an appeal panel for pay, disciplinary, etc.
4. Responsible for Headteacher annual appraisal in conjunction with the CEO, with Director of School Improvement where applicable, and supported by the SIP.
5. Monitor the impact of the Trust's HR / People Strategy at school level
6. Monitor effectiveness of professional development, talent management and succession planning of all school based staff and support and challenge appropriately

10. Parental Communication

1. Triangulate parental and staff feedback, ensuring that appropriate plans are in place to address concerns and key issues
2. Develop effective links with parents, carers, guardians and the wider community

11. Safeguarding

1. Monitor, support and challenge the welfare and child protection in the school including:
2. child protection, exclusions, serious disciplinary incidents, attendance and behaviour

3. Appoint a safeguarding governor to report to the LGB and safeguarding trustee
4. Ensure that the school Single Central Record is checked at least termly
5. Review Principal/Headteacher's decision for relevant exclusions and suspensions in line with DfE guidance
6. Consider reinstatement of an excluded pupil when directed or recommended by an independent review panel
7. Read the appropriate section(s) of the DfE's annual Keeping Children Safe in Education document and undertake safeguarding refresher training annually

12. Estates
1. Monitor planned and approved capital works
2. Agree, with the Headteacher, priorities for capital expenditure in line with the condition surveys and advice from the CEO/CFO

13. Health, Safety and Well-being
1. Monitor Health and Safety compliance at school level
2. Monitor the health, safety and well-being of staff and pupils
3. Appoint an LGB member to have specific responsibility for health and safety in the school and meet termly with the Trustee
4. Monitor the health and safety performance at the school through internal assurance
5. Monitor school accident records

14. Policies
1. Approve school level policies delegated by the Trust Board which reflect the school's ethos and values

15. Admissions
1. Approve the school Admissions Policy annually
2. Decide to offer or refuse admissions based on recommendation from the Headteacher
3. Decide requests to admit outside of normal age group

16. Complaints
1. Monitor complaints termly in line with Trust Complaints Policy
2. Form a panel and decide the outcome for stage 3 complaints in line with the Trust's Complaints Policy
3. Ensure that there is a regular cycle of review of the complaints log at school level so that learning can take place and improvements made

Lead: Chair of Trustees
Approved by: Trust Board
Last review: October 2023
Next review: October 2024