LOCAL GOVERNING BOARDS (LGB's) TERMS OF REFERENCE (ToR)

It is noted in that the LGB's are committees of the Board of Trustees and that the delegated authority they have is derived from the Board. These are detailed in the Scheme of Delegation, which should be considered alongside these ToR. Each school within The Schelwood Trust is required to have an LGB.

Minutes of the LGB meetings are reviewed by the Board of Trustees and the Chairs of each LGB are attendees of the Trust Board meetings.

Membership composition & term of office

I. The Headteacher of the school will be an ex-officio member.
II. Up to 2 staff governors (the Headteacher is not included in this calculation). They remain in office if they are employed by the school and cease to be a governor when they leave the school where they were members of the LGB. It is recognised that all staff are employed by the Trust and the Trust has the freedom to move staff from school to school but if they move to another school within the Trust, they do not automatically become a member of the other school's LGB. Staff governors are elected by a process to be agreed by the LGB. If insufficient staff members come forward for election the Trust Board will consider appointing a staff/s member to this position on the recommendation of the Chair of the LGB.
III. At least 2 parent governors – elected by a process agreed by the LGB. Parents will serve their full term of office even if the child has left the school, although they may resign of their own free will in that eventuality. Up to 6 Community governors – appointed by the Trust Board after receiving recommendations from the Chair of the LGB.
IV. The Chair of the LGB will be appointed by the Trust Board and will serve as an attendee at the Trust Board meetings to facilitate communication upwards and downwards.
V. Members of the LGB will be known as governors.
VI. Members of the LGB will serve for a period of 4 years and this may be extended for a further period of 4 years by approval from the Trust Board. The exception being the ex-officio member who will serve on the LGB as long as they are in office. After serving for 2 periods of 4 years consideration for re-appointment is at the Board's discretion. Governors may resign of their own free will before the expiry of 4 years.
VII. The Trust Board reserves the power to change the composition of an LGB and may exercise this power for a documented reason whereby a particular LGB has a different composition to the others, but it is expected that this power will be exercised for a designated period only.
VIII. The Trust Board reserves the power to remove a governor from the board of an LGB but must only exercise this power for good reason and after a full debate at a Board meeting, taking into consideration the views of the Chair, if appropriate.

All appointments of governors to an LGB need to be confirmed by the Trust Board with the exception of staff and parent governors that are elected. Confirmation will not reasonably be withheld.

Attendance

I. The Trustees have the right to attend any LGB meeting.

Clerking

I. Each LGB shall appoint a suitably experienced/qualified person to act as the Clerk of the LGB.

Quorum and Voting

I. The quorum necessary for the transaction of business shall be three.
II. A duly convened meeting of the LGB at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the LGB.
III. Only LGB committee members may vote, and every member shall have one vote.
IV. Every decision made at an LGB committee meeting shall be determined by a majority of votes of the members present.
V. Where there is an equal division of votes, the Chair of the meeting shall have a casting vote in addition to any other vote he/she may have.

Frequency of meetings

I. The LGB Committee shall meet a minimum of once a term with meetings normally scheduled at least two weeks before a meeting of the Trust Board.

Notice of meetings & the holding of virtual meetings

I. Meetings of the LGB Committee shall be called by the Clerk at the request of any of its members.
II. Notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the LGB Committee, and any other person required to attend, no later than seven clear days before the date of the meeting.
III. Supporting papers shall be sent to LGB Committee members, and to other attendees as appropriate, at the same time, where possible.
IV. Meetings can be held virtually but the Clerk must ensure that all members of the LGB have access to the proposed method of holding a virtual meeting. Governors of an LGB can opt to attend virtually even if the meeting is held face-to-face. As a matter of courtesy any governor wishing to attend in this way must contact the Chair of the LGB and give their reasons for their wishes to be accommodated.

Minutes of Meetings

I. The Clerk shall minute the proceedings and decisions of all meetings of the LGB, including recording of the names of those present.
II. Draft minutes of committee meetings shall be circulated promptly to the Chair and the ex-officio officer for initial approval. Once the draft minutes have been approved, they should be circulated to all members of the LGB.
III. Minutes of the LGB will be circulated with all relevant papers to the Trust Board for information and relevant discussion at The Trust Board meetings.

IV. Minutes of the LGB will include action points and those responsible for the action and will be signed by the Chair at the next LGB meeting after LGB members have approved them as an accurate record. The action points will be reviewed at the next meeting of the LGB.

Delegated Authorisation and Duties

I. Promote high standards and aim to ensure that students are attending a successful school which provides them with a good education that also supports their well-being.
II. Be responsible to the Trust Board for its actions and follow the expectations of governors as laid down by the Trust Board in these terms of reference and the Trust Scheme of Delegation.
III. Approve the determined Admissions Arrangements.
IV. Monitor that the agreed curriculum and standards are followed within the school.
V. Ensure the LGB is competent, accountable, independent and diverse and promotes best practice in governance.
VI. Aim to ensure that its governors promote and uphold high standards of conduct, probity and ethics and being guided by The Standards in Public Life (otherwise known as The Nolan Principles) and to sign a Code of Conduct
VII. The Trust Board shall support the work of the LGB by:
    a. setting a clear strategic vision to allow the LGB to set and achieve its own aims and objectives within the overarching Trust vision;
    b. ensuring that the governors have access to high quality training.
VIII. Governors are to be presented with timely and good data to allow the LGB to analyse the performance of all students in order to support and challenge the Headteacher and the senior leadership team of the school. The LGB's primary object is to monitor performance, attendance and achievement gaps.
IX. In the exercise of its delegated powers and functions, the governors of the LGB shall:
    a. ensure that the business is conducted in accordance with the objects of the Trust
    b. any agreement entered into with the Secretary of State for the funding of the academy and these terms of reference.
X. Review its own policies and practices on a regular basis, in view of any advice or recommendations made by the Trust Board
XI. Be open about decisions and be prepared to justify those decisions
XII. Keep confidential all information obtained by them relating to the school and the Trust
XIII. Each governor shall be required to take part in regular self-review and is accountable for meeting his/her own training and development needs.
XIV. It is a governor's responsibility to consider if, and raise any concerns where, he/she feels that appropriate training and development is not being provided.
XV. For the avoidance of doubt, where a power is not expressly delegated to the Headteacher, or LGB it will be deemed to have been retained by the Trust regardless of whether it is specified
The Trust Board reserve the right to remove or alter any delegation at any time, whilst having due regard to, but not being bound by, the views of the LGB.
XVI. Hear a permanent exclusion.

In relation to the school's curriculum to monitor, evaluate and scrutinise that;

I. The school achieves at least good outcomes and progress for all children and young people
II. The school has all relevant school level statutory education policies in place
III. The school has good or better teaching
IV. The school has appropriate and effective staffing
V. There is an appropriate and effective development/improvement plan for the school which the LGB approve annually
VI. Pupil Premium outcomes are reviewed and challenge the value for money/return on investment of the Pupil Premium in terms of educational outcomes.
VII. Student issues, including attendance, exclusions, punctuality and disciplinary matters and evaluate the impact of actions taken by the school.
VIII. They approve the opening and closing times for the school, length of school day and term dates
IX. They ensure school lunches are of appropriate nutritional standards
X. Free school meals are provided to those students meeting the criteria

In relation to safeguarding to:

I. Appoint a governor to oversee safeguarding issues at the school and provide regular reports which identify areas for development.
II. Ensure that the Single Central Record is maintained up to date.
III. Review the annual Safeguarding report.

In relation to the maintenance and upkeep of the school properties to:

I. Monitor building and grounds remain Health & Safety compliant, reporting any issues to the Headteacher
II. Recommending to the Trust Board the letting to third parties of any of the school's buildings
III. Monitor any third-party usage on site has appropriate insurance and first aid cover
IV. Be satisfied with the security arrangements of the school site
V. Monitor and review risk assessments associates with buildings including with any letting arrangements

Public relations

I. Oversee public relations activities relevant to the school's reputation in the wider community by understanding the stakeholders
II. Monitor school prospectus
III. Monitor the school website including compliance with DfE and Trust requirements

Risk Register

I. Monitor the school's Risk Register, delegated by the Trust Board and review it regularly

Ofsted

I. The LGB is accountable to Ofsted and should ensure that someone is available to be interviewed during the course of an Ofsted inspection of the school – usually as a minimum the Chair

Reporting responsibilities

I. The LGB Chair shall be answerable to the Trust Board on its proceedings on all matters within its duties and responsibilities, and a copy of the minutes of each meeting will be circulated to all Trustees and referred to in the agenda of each The Trust Board meetings.
II. The committee shall make whatever recommendations to the Trust Board it deems appropriate on any area within its remit where action or improvement is needed.

Other matters

The committee shall:

I. Have access to sufficient resources in order to carry out its duties, including access to the company secretariat for assistance as required
II. Be provided with appropriate and timely training, both in the form of an induction programme for new members and on an ongoing basis for all members
III. Undertake a skills audit of governors annually and review this in the context of recruiting new governors
IV. Give due consideration to laws and regulations, as appropriate
V. Arrange for periodic reviews of its own performance and, at least annually, review its terms of reference and make recommendations to the Trust Board for consideration.
VI. To ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Trust Board for approval.

Reviewed 6th November 2025