

Local Governing Committees – Terms of Reference

Overview

The Scheme of Delegation gives Collaborative Learning Trust schools the opportunity to work with autonomy, as a committee of the Board of Trustees. A supportive and supporting structure ensures rigour and challenge, driving school improvement whilst encouraging the individual schools to retain their unique identity, engaging within their local communities, promoting their school and the Trust in a positive light.

The LGC Terms of Reference are extracted from the Scheme of Delegation Matrix (enhanced for the purpose of clarifying the LGC's responsibilities) and are also linked to the LGC Agenda Planner. It is the responsibility of the LGC to advise the CEO / Chair of the Trust Board of any concerns or recommendations that may arise during the course of their duties.

Procedural

1. Ensure Declarations of Interest forms are completed annually and that any new interests are declared as soon as they occur, with all interests reported to the Trust's Finance Director for the central register.
2. Ensure any membership changes are reported to the Trust's Finance Director so that they can be reflected in 'Get Information About Schools' within 14 calendar days of the change.
3. Elect the Chair and Vice Chair and appoint Committee members with specific responsibilities.
4. Review the membership of the Committee ensuring vacancies are filled, through the Clerk.
5. Agree and approve an annual meeting schedule in line with Trust Board requirements.
6. Agree and approve authorised signatories for financial levels and limits in line with Trust Board requirements.
7. Review and approve minutes of meetings, instructing the Clerk to forward copies to the CEO's PA.

Strategic Planning and School Improvement

1. Ratify the School Improvement Plan and agree pupil performance targets, in line with Trust Board requirements.
2. Review and monitor progress against Ofsted next steps for improvement, SIP priorities and pupil performance data at every meeting (either through the Headteacher's Report or presented separately).

3. The Headteacher's Report, circulated prior to every meeting, offers governors the opportunity to seek additional information or clarification about all areas of school life, for example celebrations of achievement, health & safety management and staffing-related reports, summaries of parental concerns and complaints.

Key Focus Areas

The opportunity to raise questions following presentations from SLT attendance at LGC meetings aids governors' reassurance that the highest quality education for each individual child is provided and statutory duties are upheld.

Presentations on the following focus areas are recommended:

- Annual results and performance appraisal arrangements
- Pupil behaviour and attitudes, including attendance
- Review of the curriculum and assessment
- Pupils' personal development, including equality and diversity, SMSC, FBV, SRE
- SEND policy, provision and impact
- Disadvantaged students' strategy, provision and impact, including use of PP funding
- Pupil voice
- Parent, community and all other stakeholders voice
- Review of Safeguarding policy and procedures, ensuring full compliance

Finance and Budget

1. Recommend the annual budget for approval to the Trust Board in June.
2. Review the latest budget monitoring report, provided by the Central Finance Team, at each meeting.
3. Recommend the year end outturn in November for approval by the Trust Board.
4. If required by the Trust Board, monitor Deficit Action Plans in line with Trust expectations.
5. Authorise the acquisition and disposal of assets within the limits specified in the Trust's Financial Regulations.

Staffing and HR

1. Ensure all Trust HR policies are implemented, seeking advice from the CEO on sensitive matters such as disciplinary, capability, redundancy, where governors' hearings may need to be convened.
2. Advised by the Headteacher, agree the staff complement within agreed budget. Recommend proposed changes to the staff structure to the CEO / Trust Board for approval, should budget implications demand.
3. Assist with the appointments of teaching and support staff as requested by the Headteacher.
4. Monitor staff wellbeing, sickness / absence statistics, vacancies, cover costs, staff turnover.

Performance Appraisal

1. Undertake the robust performance appraisal of the Headteacher, with the support of external expertise plus the CEO and / or MAT Trustees as appropriate.
2. Ensure robust performance appraisal of all school staff takes place.

Development of the Local Governing Committee

1. Positively seek and engage with governor development opportunities.
2. Record training undertaken through the Clerk.
3. Ensure self-evaluation is undertaken, as guided by the Trust Board.

Policies and Statutory Legislation

1. Ensure Trust Board approved policies are made available to governors for information.
2. Propose amendments to the Admissions Policy to the Trust Board for approval.
3. Approve school-based policies in line with the school's policy review schedule.
4. Make available to the Trust Board copies of all current school policies and the schedule for their review.
5. Monitor the implementation of data protection legislation, ensuring GDPR compliance.
6. Review the use of exclusion, deciding whether or not to confirm all permanent exclusions.

Community Engagement

1. Agree and approve the dates of school terms and holidays, ensuring the school meets the statutory requirements for sessions in a school year.
2. Monitor the content of the school website to ensure compliance, in line with Trust advice.
3. Undertake visits to the school, as guided by the Chair and Headteacher.
4. Review feedback received from parents and all other stakeholders and recommend any actions needed in response to feedback.
5. Actively promote the school and the Trust throughout the community.