



St Martin's  
School



Priory Fields School  
Everyone Achieving Together

## Whinless Down Academy Trust

### Terms of Reference for the Local Governing Body

The Local Governing Body acts as a committee to the Board of Trustees in accordance with the Articles of Association and the agreed 'Delegation of Functions'. The Local Governing Body is able to sub-delegate functions as required.

Monitoring activities against the priorities of each school in the academy School Improvement Plan will be 'commissioned' at meetings or carried out by pairs or individual governors in accordance with the terms of reference following;

The main responsibilities to be managed by the governing body are outlined below:  
**Items in bold cannot be delegated.**

<b>Operational</b>	<ul style="list-style-type: none"> <li>• <b>To elect a Chair and Vice Chair to be ratified by the Trust Board.</b></li> <li>• <b>To hold at least 5 Local Governing Body meetings each year.</b></li> <li>• <b>To appoint and remove Co-opted and any associate members.</b></li> <li>• <b>To suspend a governor.</b></li> <li>• <b>To decide which functions of the Local Governing Body will be delegated and to whom.</b></li> <li>• <b>To receive reports from any three, pair or individual to whom a delegation has been made and to consider recommendations and whether any further action by the Governing Body is necessary.</b></li> <li>• To recruit new governors as vacancies arise.</li> <li>• To ensure that business interests are declared at each individual meeting of the LGB.</li> <li>• To regulate the Local Governing Body procedures where not set out in law, and record these as Standing Orders.</li> <li>• To assign individuals or pairs of governors to monitor the priorities of the School Improvement Plan in accordance with the attached terms of reference.</li> <li>• To arrange a suitable induction process and mentoring for newly appointed or elected governors.</li> <li>• To audit individual and collective development needs and promote appropriate training.</li> <li>• To ensure the Head Teacher provides such reports as requested by the Governing Body to enable it to undertake its role.</li> <li>• To receive reports on bullying, homophobic and racial incidents and sexualised behavior.</li> <li>• To agree and monitor the impact of the Sports Premium funding.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Regularly review the vision and values of the school and ensure that these are shared with all stakeholders.</li> <li>• To take an active role in School Self Evaluation identifying success and areas requiring improvement.</li> <li>• To update and review regularly the School Improvement Plan monitoring the seasonal milestones within the school plan and identify any monitoring opportunities for the governing body</li> <li>• To review regularly how the school is regarded by pupils and parents.</li> <li>• To approve the policies(delegated to the LGB) and review as identified on the Policy Schedule</li> </ul>

	<ul style="list-style-type: none"> <li>• To approve all school trips involving an overnight stay away from home.</li> <li>• To ensure that the school does not discriminate against pupils, job applicants or staff on the basis of race, religion, gender, age disability or sexual orientation.</li> <li>• To discharge duties in respect of pupils with special needs by appointing a 'SEND governor who will liaise with the Trustee with responsibility for SEND.</li> <li>• To ensure the school Complaints Procedure for Parents is published and that parents know how to raise concerns and make a complaint.</li> <li>• To ensure that the governing body complies with all other legal duties placed upon them and in accordance with both the Articles of Association and the funding agreements.</li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• To support the Head Teacher and Assistant Head Teacher appointments if required.</li> <li>• To support the Trustees to establish a governor panel to hear staff appeals against dismissal, redundancy or grievances. (Not Executive HT) if required.</li> <li>• To support the Trustees in dismissing the Head Teacher if required..</li> <li>• To support the Trustees in suspending and end the suspension of Head Teacher</li> </ul>
<b>Curriculum</b>	<ul style="list-style-type: none"> <li>• Ensure NC is taught to all pupils</li> <li>• To monitor the curriculum statement..</li> </ul>
<b>Assessment</b>	<ul style="list-style-type: none"> <li>• To ensure that all statutory assessments are completed in accordance to statutory orders.</li> <li>• To review school performance through a full range of national, local and school data to enable clear, supportive and challenging debate that helps school self-review, strategic planning and target setting processes.</li> </ul>
<b>Appraisal and Performance Management</b>	<ul style="list-style-type: none"> <li>• Ensure the appraisal cycles have been completed for all staff members</li> </ul>
<b>Discipline/ Exclusions</b>	<ul style="list-style-type: none"> <li>• To review the use of exclusion and decide whether or not to confirm all permanent exclusions and fixed term exclusions where a pupil is either excluded for more than 15 days in total in a term, or would lose the opportunity to sit a public exam. (This may be delegated to the Chair/Vice Chair in cases of urgency - see new 2007 guidance).</li> <li>• To direct the reinstatement of excluded pupils.</li> </ul>
<b>Premises &amp; Insurance and Health and Safety</b>	<ul style="list-style-type: none"> <li>• To report any health and safety issues that they have been made aware of to the Academy Business Manager, Executive Head Teacher or relevant Trustee.</li> <li>• To receive proposed improvement plans annually..</li> </ul>
<b>Admissions</b>	<ul style="list-style-type: none"> <li>• To ensure that admissions are compliant with the Academy's admissions policy and adhere to all statutory requirements.</li> </ul>
<b>Collective Worship</b>	<ul style="list-style-type: none"> <li>• To ensure that the school provides teaching of religious education for all pupils in accordance with the agreed syllabus or has informed parents of their right to withdraw their child.</li> <li>• To ensure the school provides an act of daily collective worship in accordance with the denominational nature of the school.</li> <li>•</li> </ul>
<b>Information for Parents</b>	<ul style="list-style-type: none"> <li>• To ensure that the school keeps parents and prospective parents informed by publishing a school prospectus.</li> <li>• To adopt and review home school agreements.</li> </ul>

<b>Membership of the Local Governing Body</b> <i>(list governors)</i>			
<b>Agreed by the Trust Board (Date)</b>	<b>18<sup>th</sup> October 2022</b>		
<b>Review Date</b>	<b>Autumn 2023</b>		
<b>Quorum: one half of the number of governors in post (rounded up)</b>			
			<b>Appointment Date</b>
<b>Chair of LGB</b>	Henry Coates		Sept 2021
<b>Vice Chair</b>	Alison Mackintosh		Nov 2020
<b>Governance Professional</b>	Katie Banes		Sept 2019
<b>SEND</b>	Tina Robinson		Sept 2021
<b>Child Protection/Safeguarding</b>	Malcolm Bowler		Sept 2021
<b>Pupil Premium</b>	Henry Coates		Sept 2021
<b>Quality of Education</b>	Malcolm Bowler Henry Coates		Sept 2021
<b>Personal Development</b>	Tina Robinson		Sept 2021
<b>Behaviour and Attitudes</b>	Malcolm Bowler Henry Coates		Sept 2021
<b>Leadership</b>	Alison Mackintosh		Sept 2021
<b>EYFS</b>	Thomas Churchill		Sept 2021

Quality of Education encompasses Teaching and Learning, Standards and Curriculum.