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 Trust 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 local governing body are outlined below:
Items in bold cannot be delegated.

Operational	• **To elect a Chair and Vice Chair to be ratified by the Trust Board.** • **To hold at least 5 Local Governing Body meetings each year.** • **To appoint and remove Co-opted and any Associate Members.** • **To suspend a governor.** • **To decide which functions of the Local Governing Body will be delegated and to whom.** • **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.** • To recruit new governors as vacancies arise. • To ensure that business interests are declared at each individual meeting of the Local Governing Body. • To regulate the Local Governing Body procedures where not set out in law, and record these as Standing Orders. • To assign individuals or pairs of governors to monitor the priorities of the School Improvement Plan in accordance with the Terms of Reference. • To arrange a suitable induction process and mentoring for newly appointed or elected governors. • To audit individual and collective development needs and promote appropriate training. • To ensure the Head Teacher provides such reports as requested by the Governing Body to enable it to undertake its role. • To receive reports on bullying, homophobic and racial incidents and sexualised behavior. • To agree and monitor the impact of the Sports Premium funding.
General	• Regularly review the vision and values of the school and ensure that these are shared with all stakeholders. • To take an active role in School Self Evaluation identifying success and areas requiring improvement. • To regularly review the School Improvement Plan monitoring the seasonal milestones within the school plan and identify any monitoring opportunities for the local governing body • To review attendance and pupil absences.

	• To review regularly how the school is regarded by pupils and parents. • To approve the policies delegated to the local governing body. • To approve all school trips involving an overnight stay away from home. • 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. • 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. • To ensure the school Complaints Procedure for Parents is published and that parents know how to raise concerns and make a complaint. • 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.
Safeguarding	• To appoint a designated governor for safeguarding. • To have knowledge of the Trust Child Protection and Safeguarding Policy. • To ensure safeguarding audits are completed, including receiving monitoring reports of the SCR.
Staffing	• To support the Headteacher and Assistant Headteacher appointments if required. • To support the Headteacher in the development and review of the staffing structure. • To support the Trustees to establish a governor panel to hear staff appeals against dismissal, redundancy or grievances. (Not CEO) if required. • To support the Trustees in dismissing the Headteacher if required. • To support the Trustees in suspending and end the suspension of Headteacher
Curriculum	• Ensure National Curriculum is taught to all pupils. • Ensure effective processes are in place for monitoring the quality assurance of teaching and learning, inclusion and sharing good practice across the Trust.
Assessment	• To ensure that all statutory assessments are completed in accordance to statutory orders. • 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.
Discipline/ Exclusions	• 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 guidance). • To participate in a committee to review the permanent exclusion of a pupil by the CEO. • To direct the reinstatement of excluded pupils. • To monitor behaviour to ensure behaviour is effective.
Premises and Health and Safety	• To receive health and safety updates from the Headteacher.
Finance	• To be aware of the financial position of the school. • To monitor the Sports Premium Funding ensuring improved sports provision and sustainability.
Admissions	• To assess the impact of any proposed changes to the school's admission arrangements.
Collective Worship	• 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.

	• To ensure the school provides an act of daily collective worship in accordance with the denominational nature of the school.
Information for Parents	• To ensure that the school keeps parents and prospective parents informed through the various media options available. • To adopt and review home school agreements.

Membership of the Local Governing Body

Malcolm Bowler, Katie Burton, Francesca Bushell, Henry Coates, Casey Hall, Alison Mackintosh, Kirsty Meakings, Chris Scoble, Lisa Sprigmore, Helen Thompson, Shelley Yalden, Keith Woods and Andrew Wright.

Agreed by the Trust Board (Date)	**October 2026**		
Review Date	**Autumn 2027**		
Quorum: one half of the number of governors in post (rounded up)			
			Appointment Date
Chair of LGB	Henry Coates		October 2026
Vice Chair	Chris Scoble		October 2026
Governance Professional	Katie Banes		February 2019
Child Protection/Safeguarding	Malcolm Bowler Chris Scoble		October 2026
Achievement	Henry Coates Kirsty Meakings		October 2026
Inclusion	Keith Woods Francesa Bushell		October 2026
Leadership and Governance	All Governors		October 2026
Personal Development and Well Being	Henry Coates Chris Scoble		October 2026
Curriculum and Teaching	Shelley Yalden Katie Burton		October 2026
Attendance and Behaviour	Malcolm Bowler Andrew Wright		October 2026