

Local Academy Governing Board – Terms of Reference

Purpose: Local Academy Governing Boards are the third layer of academy governance for the Trust and have a detailed set of accountabilities and responsibilities across the Trust which is contained within the Scheme of Delegation and Trust’s Articles of Association. Legal accountability for all aspects of the Academy lies with the Board of Trustees including finance, personnel, and premises. The Local Governing Boards’ role is to provide advice and support to an individual school within the Trust in order that it achieves its aims. The LAGBs are designed to enable key stakeholders to contribute to the life of the school and the Trust, aid its development, and promote the school within the community.

Responsibilities: The Local Governing Board will:

- Adhere to the Code of Conduct of the LAGB and the Seven Nolan Principles of Public Interest.
- Pursue the overarching vision and aims of the Trust, learning from best practice and taking into account local circumstance.
- Support and work with school leaders and the central team to ensure maintenance of safeguarding standards.
- Actively build links with the local stakeholders, including parental and community engagement.
- Contribute to the formation of the school’s development plan and actively engage in supporting the delivery plan for it.
- Have an in-depth knowledge of the school, its standards, strengths, and weaknesses so that individual members can actively contribute or identify expertise that supports improvements in teaching and learning, standards, safety and well-being.
- Act as panel members on complaints panels, disciplinary panels, appeals panels, grievance panels, pupil exclusion panels and at contract reviews to the levels identified in the scheme of delegation; support with these to the wider Trust schools where appropriate.
- Undertake special link responsibilities, e.g., Safeguarding, SEND/PP, and record visits appropriately.
- Undertake any tasks delegated to them by the Board of Trustees and ensure LAGB updates are provided to the Trust Board after each meeting.
- Actively engage with Governor Training including safeguarding and child protection, to ensure the highest standards of safeguarding are maintained.
- Actively engage in the development of plans for improving local infrastructure, resourcing, and asset management in support of the Head.
- Actively aid in providing the Trust Board with an understanding of the individual contexts of schools within the trust.
- Undertake annual self-review and skills audit for continual oversight and development of the board, including knowledge of recruitment criteria and succession planning.
- Seek the advice of the Governance Professional where necessary where matters relate to governance, i.e., conflicts of interest, governor membership, attendance.

Constitution: The Local Governing Board should reflect the views of its stakeholders. As such, it should be suitably representational including staff members, and 2 elected parent members (the number of parental representatives is statutory and included within the Articles of Association).

The school will regularly communicate with parents, staff and community members in order to recruit new talent. Interested parties will be asked to send an expression of interest/application

form to the Chair of the LAGB. Appointments are made via LAGB recommendation to the Trust Board.

Term of Office is 4 Years.

The LAGB Chair will be approved annually by the Board of Trustees.

Trust Governor appointments will be made via LAGB recommendation for Trust Board approval.

The LAGB will hold **five** meetings per year, with the meeting clerked by the school's governance professional. The Governance Professional will maintain and publish a register of pecuniary interests of LAGB members. Meetings can be held remotely, where necessary, in line with the CRST Governor/Trustee Meeting Attendance Policy.

Any resolution must be determined by a majority of votes, with each Trust Governor present entitled to one vote. Equal division of votes will be decided by the Chair's casting vote. Associate members will not be entitled to vote.

The Governance Professional will produce minutes to the meeting within 10 working days of the LAGB meeting. Final adopted minutes will be uploaded to the Governor Hub portal.

All prospective members will be required to undertake vetting checks including an enhanced DBS and Section 128 register check, and every member must make an annual declaration of interest and sign the Trust's Governance Code of Conduct.

Composition

Each Local Governing Board will comprise:

- A Chair, agreed by the Board of Trustees.
- The Headteacher or Head of School
- 2 parents of pupils currently in the school
- A Staff Governor
- 6 Trust Governors.
- Where applicable an additional Staff Member or Diocesan Member.

It may also comprise:

Additional members appointed to the LAGB for specific purpose, including any member the Trust may appoint as it deems fit. Any member of this nature will be referred to as an "Associate". These additional members will fulfil a role to the LAGB and may be appointed in line with skill need, succession planning and/or for a specific purpose i.e., expert advisor in area of requirement for the school i.e., Capital projects. Term of office for an Associate role can be determined by the LAGB but should be for a minimum of 12-month term to a maximum of 4 year term.

Where there is a Head of School in post, there will be a standing invitation to the Executive Head.

Quorum: The quorum should be a minimum of 3 Trust Governors.