

LOCAL GOVERNING BODY (LGB)

TERMS OF REFERENCE

The role of the Local Governing Body (LGB) is to provide assurance to the CMAT Directors, through effective and proactive monitoring, that the school is delivering the strategy set by the Board to secure Catholic education, establishing and strengthening strong links with the parish and school communities. The LGB operates as the eyes and ears of the local parish and Deanery community so that it is best placed to inform the MAC of the needs of the area that the school serves.

Local Governing Bodies are sub-committees of the Board of Directors. The Board of Directors of St Raphael the Archangel CMAT is the legally accountable body for all schools within the Catholic Multi-Academy.

The role and responsibilities of LGBs is set out in the St Raphael Scheme of Delegation which is reviewed and approved annually by the Board of Directors.

The LGB is authorised to:

- Investigate any activity within its terms of reference or specifically delegated to it by the Board of Directors.
- Request that individual academy staff attend a meeting of the LGB to present information or to answer questions on a matter under discussion.
- Establish time-limited task groups where appropriate.

Membership

- 1.1 The LGB will consist of a minimum of three (3) Foundation Governors appointed by the Archdiocese, however, there should be at least six Foundation Governors on each LGB. One of the Foundation Governor positions must be made available to a priest.
- 1.2 Employees of the school are not eligible for appointment as Foundation Governors. Employees who hold a contract of employment with the multi-academy may apply to be a foundation governor (if they meet the requirements to be a foundation governor) to serve on an LGB at a school



other than that at which they are employed. The maximum number of MAC employees on any LGB should be two (2).

- 1.3 There must be one Staff Governor. The LGB should invite nominations from all staff (teaching and non-teaching) employed under a contract of employment (except the Principal) or a contract for services. If more than one person is nominated the LGB should hold an election by secret ballot of all staff.
- 1.4 There must be two Parent Governors. The LGB should invite nominations from all parents of pupils registered at the school. However, any parent who is an elected member of the local authority or employed to work at the school for more than 500 hours in any twelve consecutive months is not eligible to be a Parent Governor. If more nominations are received than posts vacant the LGB should hold an election by secret ballot of all parents of pupils registered at the school.
- 1.5 The Principal / Headteacher must always be a Governor. This position should be held by the "first in charge" in the school. If the school has an executive leadership structure, then the Executive Principal would normally hold this position unless alternative formal arrangements have been made for the Principal / Head of School to hold the position instead.
- 1.6 So long as there is still a majority of two Foundation Governors in post the LGB may coopt up to two Governors. A Co-opted Governor is the person who is to serve as the governor who has not been either elected or appointed. A member of staff may not be coopted if that would make the number of staff governors exceed one third of the number of governors.
- 1.7 A dedicated clerk to the LGB will be appointed by the Multi Academy Company.
- 1.8 The CEO (Accounting Officer) and other members of the Multi Academy Trust staff may attend Committee meetings as appropriate but will have no voting rights.

Quorum:

- 2.1 The quorum for a meeting of the LGB, and any vote on any matter shall be three governors, or, where greater, one third (rounded up to a whole number) of the total number of Governors holding office at the date of the meeting. In the event that, at a meeting of the LGB, Foundation Governors are in the minority, no decisions may



be taken at that meeting and the meeting must be adjourned, rearranged, and held within 20 days.

Meetings:

- 3.1 The LGB will meet six (4) times a year i.e. once every term with an additional meeting in the Autumn term.
- 3.2 A Chair will be elected by the LGB on an annual basis at the first meeting of each academic year. The Chair must be a Foundation Governor. If the Chair is not present at an LGB meeting, any other member of the LGB may be temporarily elected by the Committee members present to chair that individual meeting.
- 3.3 Procedural advice, administrative support, and governance guidance will be provided to the Committee by the Clerk and the Multi Academy Trust Governance Lead.
- 3.4 Agendas will be agreed in advance by the Chair of the LGB (based on, but not limited to, a pre-agreed annual schedule of activity as set out in the Multi Academy Trust's Annual Agenda Planner) and papers will be circulated to LGB members and attendees via Governor Hub at least 5 working days in advance of the meeting.
- 3.5 Minutes of meetings will be taken and once approved in draft by the Chair of the LGB, be submitted to the next scheduled meeting of the LGB for approval. Once approved, LGB meeting minutes will be available on Governor Hub in the relevant folder for all Governors to access.
- 3.6 The Multi Academy Trust Governance Lead will review these terms of reference on an annual basis, and the Board of Directors will approve the terms of reference annually.

Policies and compliance:

- 4.1 The LGB will review and ratify all relevant school level policies as set out in the Multi Academy Trust's Policy Schedule and Scheme of Delegation. CMAT level policies are not approved by the LGB but are available for Headteachers to share with their LGB as required.

- 4.2 The LGB may be required to review and ratify additional policies as required by the Executive Team, the school leadership team, or as required by any new legislative or statutory requirements that arise during the course of the academic year.

Duties: *note, this is not an exhaustive list. Please see scheme of delegation for full details of LGB role and responsibilities.

The LGB will:

- 5.1 Set the individual school vision, values and strategy in line with CMAT vision, values and strategy
- 5.2 Set the individual school improvement plan in line with CMAT priorities
- 5.3 Ensure own school's compliance with equalities legislation
- 5.4 Ensure individual school level policies (statutory and non-statutory) are in place
- 5.5. Ensure CMAT safeguarding practices are adhered to, with regard to statutory guidance
- 5.6 Ensure own school's compliance with regulatory requirements for looked after children
- 5.7 Monitor own school's SCR compliance
- 5.8 Determine (approve) own school admissions policies
- 5.9 Attend inspections (Ofsted, CSI) as required for own school – usually only LGB Chair required for Ofsted, with LGB Chair and Catholic Mission link governor required for CSI
- 5.10 Monitor own school's statutory compliance with regulations, guidance and policies relating to Health and Safety, premises and accommodation
- 5.11 Manage conflicts of interest and related party transactions for LGB members

- 5.12 Appoint and remove co-opted Governors
- 5.13 Ensure own school's compliance with suspensions and exclusions statutory guidance
- 5.14 The LGB will provide assurance to the Board of Directors - through its LGB meetings and the Board's agreed mechanisms for LGBs to report to the Board - on:
- Individual school's statutory compliance with academy trust regulations, guidance and policies e.g. information to be published on GIAS and CMAT and school website
 - The school's compliance with the CMAT approach to all areas of curriculum and assessment, with regard to statutory requirements including Religious Education, Catholic Life, Collective Worship, Relationships and Sex Education
 - The delivery of Early Years Foundation Stage (EYFS) where a school has EYFS The monitoring of educational performance data (inc. attendance, behaviour etc) at own school
 - The delivery of careers guidance, with regards to statutory requirements
 - Individual school's compliance with SEND Code of Practice
 - HR policy compliance at own school (appraisal, pay, disciplinary, grievance, capability, safer recruitment)
 - Performance Management of first in charge within a school setting and other school staff
 - The monitoring of Pupil Premium spend inc. NTP and PE and Sport premium.
 - Note: this is the only level of financial monitoring that is delegated to the LGB
 - Individual school risk register compliance

LGBs need to nominate one member to address each CMAT priority to monitor for the year. Priorities include:

- Give every child the strongest possible start in Early Years
- Ensure every child thrives, whatever their needs
- Reignite excellent teaching and learning through coaching
- Retain more pupils within St. Raphael for their secondary education
- Improve outcomes and opportunities for every child and young person



St Raphael
the Archangel
Catholic

- **Successfully launch and embed the RED**
- **Strengthen parish partnerships and deepen engagement in parish life**
- **Do the simple things well, paying attention to detail**