

**1. Responsibilities**

- 1.1 The core responsibilities of the Local Governance Committee are:
- Standards: the quality of teaching and learning, including staffing, attendance, and behaviour
  - Safeguarding
  - SEND
  - Stakeholder engagement
- 1.2 To provide support and challenge to the school, the Executive team, and the Trustees about anything that impacts on the experience of children and young people at the school, drawing on a broad evidence base to inform this.
- 1.3 To maintain an oversight of the school's educational performance by reviewing and challenging a broad evidence base, including the review of attainment and progress and contribute to holding the Head, the Executive, and the Trustees to account on the school's performance.
- 1.4 To be responsible at governance level for the oversight of teaching and learning to ensure the best outcomes for our children and young people.
- 1.5 To be the voice of the individual school within the Trust family.
- 1.6 To advise and influence how the Trust develops and improves.
- 1.7 To receive and comment on the Trust's annual plan.
- 1.8 To work collaboratively with the Board of Trustees.
- 1.9 To encourage, maintain and develop effective community engagement, ensuring that the community and pupil/student voices are heard.

**2. Terms of Reference**

- 2.1 Meet six times a year, with a meeting each half-term.
- 2.2 Review the school's compliance with, and performance against, the Ofsted framework:
- Quality of Education (including curriculum)
  - Behaviour and Attitudes
  - Personal Development
  - Leadership and Management
- 2.3 Review and challenge the school's performance against the Trust's 8 Fundamentals outlined in the Trust's Educational Blueprints:
- Culture

- Curriculum
- Inclusion
- Leadership
- Professional Studies
- Safeguarding
- Teaching and Learning
- Teams

- 2.4 Participate with the school and the Central Education Team in the co-production of the School On A Page (SOAP) document, which is the Trust's School Improvement Quality Assurance (SIQA) document. Sign off the SOAP before it is reported to the Trust Education Committee making recommendations as appropriate.
- 2.5 Ensure all Governors have met all of the requirements of Keeping Children Safe in Education, including undertaking all required training.
- 2.6 Consider the schools' improvement and development plan (SIDP) and provide feedback on it to the Head.
- 2.7 Support and promote positive engagement with the local community, pupils and students (through pupil and student councils etc.) and parents (through PTAs etc.), acting as a conduit for effective two-way communication between the community, the school and the Board.
- 2.8 Investigate any complaint that is brought against the school at Stage 2 (the formal stage) of the Trust's complaints process.
- 2.9 Monitor inclusion within the school. Hold any required PEX and FEX hearings in accordance with the Trust's exclusion policy, utilising governors from elsewhere in the Trust as required.
- 2.10 Participate in the appointment of the Headteacher. Headteacher appointments are delegated from the Trust Board to an appointment committee of 3-the Trust CEO, a trustee and a local governor (normally the Chair of the LGC).
- 2.11 Participate in the Headteacher appraisal process. The Appraisal will be led by the Trust CEO, with the Director of Education and Chair of the LGC (or a nominated governor).
- 2.12 Consider ways to improve staff wellbeing and engagement, development and career progression and make recommendations to the People Committee on these matters.
- 2.13 Consider ways to improve value for money, utilise resources more effectively and improve sustainability and make recommendations to the Finance, Resources & Sustainability Committee on these matters.
- 2.14 To report any good practice or significant issues to the Education Committee as a critical element of achieving the Trust's charitable objectives and its school improvement objectives.
- 2.15 Make a recommendation on the appointment of the Chair of the Local Governance Committee to the Board of Trustees each summer term.

- 2.16 Co-opt additional Governors to the Local Governance Committee by majority agreement of the current members of the committee, observing the limit of 10 Governors, per section 4.1.
- 2.17 Consider any other matters where requested to do so by the Board of Trustees or any of its committees.
- 2.18 Review these Terms of Reference at least annually and submit any proposed amendments to the Education Committee to consider as part of its own recommendation of any changes to the Board of Trustees.
- 2.19 Ensure minutes of all meetings are available for the Education Committee and Board of Trustees.

### **3. Authority**

- 3.1 The Local Governance Committee is a Committee of the Board of Trustees It acts in an advisory and support capacity to the school, the Executive team, and the Trustees at a local level, providing community-led independent oversight and challenge, focusing on the school and its community. It does not have any delegated financial decision-making authority, but is expected to understand the school's funding and make representations to the appropriate Committee on funding matters that impact on the effectiveness of the school.

### **4. Composition**

- 4.1 The membership of the Local Governance Committee will comprise of 3 or more Governors, with the aim that this should be at least 5 Governors but not more than 10 Governors.
- 4.2 Terms of office will be for 4 years with governors not normally expected to serve more than 2 terms of office.
- 4.3 The membership of the Local Governance Committee will be the responsibility of the Local Governance Committee apart from the Chair who shall be appointed by the Board of Trustees following receipt of a recommendation from the Local Governance Committee.
- 4.4 The Local Governance Committee may appoint link governors for Safeguarding, SENDV, Behaviour, and Careers in High Schools
- 4.5 During the first meeting of the new academic year, the Local Governance Committee will elect a Vice Chair from amongst the members of the Local Governance Committee who will act as Chair in the Chair's absence.
- 4.6 The quorum for Local Governance Committee meetings is at least half of the number of governors, rounding up to the nearest whole number.
- 4.7 Neither the Trust's Executive Team, Members or Trustees shall serve as members of any Local Governance Committee. However, the Trust Leadership Team and Trustees may attend Local Governance Committee meetings from time to time in the role of a Participant Observer.

### **5. Procedures**

- 5.1 A clerk will be appointed to the Local Governance Committee who will be independent and normally from another school within the Trust.
- 5.2 The clerk of the Local Governance Committee, or another appointed person in their absence, shall maintain minutes of the meetings.
- 5.3 The clerk shall circulate an agenda not less than 7 days in advance.
- 5.4 Papers for the Local Governance Committee, whether internally prepared by Trust personnel or external organisations, shall be provided to the clerk, to circulate not less than 7 days in advance of the meeting. Where papers cannot be circulated not less than 7 days in advance, the clerk should be notified that this is the case. Thereafter papers should be circulated as soon as they are available.
- 5.5 As Local Governance Committee have no delegated financial authority and act in an advisory and supporting capacity only there is a limited requirement for voting on decisions, for example, election of Chair and Vice Chair or on recommendations to the Trust Board and/or its Committees. If there are disagreements on what recommendations to make to a Committee or to the Trust Board, any dissenting views should be recorded and provided. Decisions will be determined by a majority of the votes of the governors present and voting on the question.
- 5.6 Apologies shall, wherever possible, be given to the clerk at least 7 days in advance of the meeting.

**Approved by the Board of Trustees**

Chair of Trustees..... Date:.....

**Version Control Table**

Version	Date	Document Changes
1.0		New document creation