

# Terms of Reference of the Local Governing Body



<b>1.</b>	<b>Constitution</b>	<p>1.1 The board of directors (the Directors) of Tudor Grange Academies Trust (the Trust Board) has established for each school a Local Governing Body (the LGB). Each LGB shall be a committee established pursuant to Articles 100 to 104 of the Articles of Association of Tudor Grange Academies Trust, and the following Terms of Reference.</p>
<b>2.</b>	<b>Purpose</b>	<p>2.1 The role of the LGB is to provide advice to the Trust Board in relation to the functioning of the relevant school. The areas upon which each LGB will provide such advice, appropriate comments and recommendations are set out in Schedule 1.</p> <p>2.2 The establishment, terms of reference, constitution and membership of each LGB shall be reviewed by the Trust Board from time to time.</p>
<b>3.</b>	<b>Membership</b>	<p>3.1 Each LGB shall comprise 8 to 12 members.</p> <p style="padding-left: 20px;">3.1.1 two parents of a pupil at the relevant school (to be elected by the parents of registered pupils of the relevant school);</p> <p style="padding-left: 20px;">3.1.2 up to two employees at the respective school (to be elected by employees of the respective school);</p> <p style="padding-left: 20px;">3.1.3 further appointments to each LGB will be at the discretion of the Trust Board. The LGB of any school that was previously a Church school must comply with Paragraph 101B in the Articles of Association in that 25% of its members shall be appointed by the relevant Diocese. Each member shall sign an undertaking to uphold the designated religious character of the school.</p> <p>3.2 Current members are set out in Schedule 2 (to be populated by each school).</p> <p>3.3 The Chair shall be appointed by the Trust Board each September, unless a vacancy arises before that date, from among the members of the LGB, provided this is someone other than the Principal at the relevant school.</p> <p>3.4 The Vice Chair shall be elected each September from amongst the members of the LGB. The LGB Clerk shall organise the election.</p> <p>3.5 The term of office for any LGB member shall be four years. Subject to remaining eligible, any member may put themselves forward for re-election.</p> <p>3.6 The LGB Clerk shall be appointed by the LGB.</p> <p>3.7 The LGB may invite attendance at meetings from persons who are not Directors or LGB members to assist or advise on a particular matter or range of</p>
	<ul style="list-style-type: none"> <li>• <b>Committee members</b></li> <li>• <b>Chair</b></li> <li>• <b>Vice Chair</b></li> <li>• <b>Term of Office</b></li> <li>• <b>Clerk</b></li> <li>• <b>Meeting attendees</b></li> </ul>	

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		issues. Such persons may speak with the permission of the Chair but shall not be entitled to vote
<b>4.</b>	<b>Remit and responsibilities of the LGB</b> <ul style="list-style-type: none"> <li>• <b>Chair's action</b></li> </ul>	<p>4.1 The Committee shall be responsible for the matters set out in Schedule 1.</p> <p>4.2 In the event that an urgent decision has to be taken between meetings on matters falling within the remit of the LGB, the LGB Chair shall have delegated authority to make any such decision following consultation with the Chair of the Trust Board. Any decision taken and reasons for the urgency shall be explained and ratified at the next meeting of the LGB. In exceptional circumstances a Special Meeting of the LGB may be called.</p>
<b>5.</b>	<b>Proceedings of LGB meetings</b> <ul style="list-style-type: none"> <li>• <b>Meeting frequency</b></li> <li>• <b>Notice of meeting</b></li> <li>• <b>Quorum</b></li> <li>• <b>Declaration of Interests</b></li> <li>• <b>Voting</b></li> </ul>	<p>5.1 The committee will meet as often as is necessary to fulfil its responsibilities and not less than three times in every school year.</p> <p>5.2 The Clerk shall circulate an agenda for each meeting, together with any supporting papers, at least one week in advance of the meeting.</p> <p>5.3 The quorum for the LGB shall be one third of those eligible to vote.</p> <p>5.4 All governors shall complete a declaration of interest form on joining the LGB and at the start of each academic year.</p> <p>5.5 Each LGB Member, if present at a meeting of the LGB, must disclose their interest, withdraw from the meeting and not vote on a matter if:</p> <ul style="list-style-type: none"> <li>5.5.1 there may be a conflict between their interests and the interests of either the school or the Trust;</li> <li>5.5.2 there is reasonable doubt about their ability to act impartially in relation to a matter where a fair hearing is required; or</li> <li>5.5.3 they have a personal interest, e.g. Where they and/or a close relative will be directly affected by the decision of the LGB in relation to that matter.</li> </ul> <p>5.6 Every matter to be decided at a meeting of the Committee must be determined by a majority of the members present.</p> <p>5.7 Each committee member present in person shall be entitled to one vote.</p> <p>5.8 Where there is an equal division of votes the Chair shall have a casting vote.</p> <p>5.9 A register of attendance shall be kept for each LGB meeting and published annually on the school website.</p> <p>5.10 Within 28 days of each meeting the Committee will:</p> <ul style="list-style-type: none"> <li>5.10.1 produce and agree minutes of the meeting;</li> <li>5.10.2 send to the Trust Board a copy of the minutes and any items requiring further discussion by the Trust Board.</li> </ul>
<b>6.</b>	<b>Disqualification and removal of LGB members</b>	<p>6.1 A person shall be ineligible for appointment to the LGB and, if already appointed, shall immediately cease to be a LGB Member if the relevant individual:</p> <ul style="list-style-type: none"> <li>6.1.1 is or becomes disqualified from holding office under the Articles;</li> <li>6.1.2 is or becomes disqualified from holding office as a governor of a school;</li> </ul>

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		<p>6.1.3 is included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people;</p> <p>6.1.4 is barred from any regulated activity relating to children;</p> <p>6.1.5 is or becomes bankrupt or makes any arrangement or composition with his/her creditors generally; or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced;</p> <p>6.1.6 is convicted of any criminal offence (other than minor offences under the Road Traffic Acts or the Road Safety Acts for which a fine or non-custodial penalty is imposed or any conviction which is a spent conviction for the purposes of the Rehabilitation of Offenders Act 1974);</p> <p>6.1.7 has been fined for causing a nuisance or disturbance on school premises during the 5 years prior to or since appointment or election as an LGB Member;</p> <p>6.1.8 refuses an application being made to the Disclosure and Barring Services (DBS) for a criminal records check;</p> <p>6.1.9 commits a serious breach of the code of conduct or any standing order or protocol implemented by the Trustees;</p> <p>6.1.10 is absent without the permission of the LGB Members from all their meetings held within a period of six months and the LGB Members resolve that his/her office be vacated;</p> <p>6.1.11 resigns his/her office by notice in writing to the Chair;</p> <p>6.1.12 in the case of the Principal/Head of School, they cease to be the Principal/Head of School;</p> <p>6.1.13 their term of office expires, and they are not re-appointed.</p> <p>6.2 The Trustees shall have the right at their sole discretion to remove or suspend (on such terms as they see fit) any LGB Member by written notice to the Chair.</p>
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### SCHEDULE 1

#### **Remit of the Local Governing Body**

The Trust scheme of delegation clearly outlines the key responsibilities of the LGB and should be read in conjunction with this document.

##### Support for the Strategic Leadership of the School:

- embed and promote TGAT's vision and values;
- support the provision of high-quality education at academies;
- act as a critical friend to the SLT by reviewing progress against key priorities in the SIP;
- monitor student behaviour and consider appeals against any decision to exclude students from attendance;
- investigate and monitor matters delegated by the SIB;
- escalate identified issues and risks to the SIB and Trust Board where appropriate;
- embed policies as delegated by the SIB;
- support the review of relevant school policies.

##### People:

- work with the pupils, parents and other stakeholders to ensure the school is at the heart of the community and a link between both;
- ensure effective communication with all stakeholders to ensure all feel part of school life and access information and events;
- support the recruitment, selection and appointment of staff below Principal level;
- keep under review staff work/life balance, working conditions and well-being;
- participate in staff discipline, grievance and capability hearings in accordance with relevant policies.

##### Community:

- consider curricular issues and ensure that the curriculum reflects the needs and aspirations of the local community. In our Church of England schools there will be a nominated governor who has oversight of compliance with SIAMs;
- systematically gather the views of stakeholders, presenting these to the SLT of the school, and agreeing actions in response;
- participate in panels to consider parental complaints;
- encourage and oversee opportunities for income generation;
- participate in review panels to consider decisions to permanently exclude pupils.

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SCHEDULE 2

**Membership of the Local Governing Body of Tudor Grange (Primary) Academy [insert school name]**

The initial members of the Local Governing Body of Tudor Grange (Primary) Academy [insert school name] shall be:

- – Chair
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In attendance

Executive team:

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The Clerk to the LGB