Djanogly Learning Trust
Local Governing Body
Terms of Reference 2023-24

Local Governing Body (LGB) Remit

The role of the LGB is important in providing focussed governance for each individual academy at a local level. It monitors the academy's key performance indicators and acts as a critical friend to the Academy Leader and the senior leadership team, providing support and challenge as appropriate. The most important function for local governors is to be our children's champion, ensuring that our schools deliver the best educational experience for all children, at all times.

LGBs carry out their functions in relation to their respective academy on behalf of the Trust Board and in accordance with policies determined by the Trust Board. The Trust Scheme of Delegation sets out clearly the delegation of powers, duties and responsibilities. The Trust Board has ultimate responsibility and accountability and retains the right to overrule a decision of the LGB and/or to remove delegated powers should they consider it to be in the best interest of the Academy or the wider Trust.

Local Governing Body Membership

- Maximum of 9 governors
- Membership to include:
  - Academy Leader (HoS)(ex officio)
  - 2 parents
  - Minimum of 1 member of staff
  - Co-opted governors
- Executive Headteacher (EHT) to be in attendance
- The term of office for any governor shall be 4 years, save that this time limit shall not apply to the Academy Leader. Subject to remaining eligible to be a particular type of governor, any governor may be re-appointed or re-elected.
- Staff governors may only serve one term of office.
- Parent governors should not be employed over 12 hours per week in the academy in which they are governors.
- Parent governors qualify as parents if they have children in any learning institution within the Trust.
- Where there are more staff/parent governors nominations than positions an election will be held.
- All governors will be subject to enhanced DBS checks and required to sign a declaration of pecuniary interests.
- Chair of LGB is appointed by Trust Board
- Vice Chair is appointed by governors
- Four full LGB meetings per year
- Agreed governor activity during the second half of each term
- Academy Leader performance management delegated by Trust Board to EHT, supported by LGB Chair
- Appointment of all governors shall be approved by the LGB. Appointment of Chair is approved by the Trust Board.

Expectations

Governors are expected to:

- Attend all meetings having read and considered documents circulated in advance of the meeting. The Trust's Articles of Association allow for meetings to be held via telephone or video conference such as Microsoft Teams.
- Carry out pre-arranged visits to the academy during the school day in accordance with the Trust annual governor activity schedule and report back at meetings/directly to the Trust Board where required
- Take a wide strategic view of the academy rather than day-to-day operations
- Provide a positive role model to pupils, staff, parents within the wider community

- Familiarise themselves with the Trust's/ Academy's policies and ensure they are being effectively implemented by the Academy
- Attend training sessions for governors as appropriate in order to demonstrate their commitment to developing their own knowledge and skills

Chair of Governors appointed by the Trust Board. The Trust Board are entitled to remove the Chair from office at any time, although this would not necessarily affect the individual's position as a local governor. Responsibilities include:

- Chair the meeting
- Set the agenda in consultation with the EHT, Academy Leader and Clerk
- Determine whether the LGB has the required quorum where a vote needs to be taken. If such a vote results in an equal division of votes, the Chair has a casting vote
- Report back to the Trust Board as required
- Ensure all members of the LGB carry out their duties appropriately
- Meet regularly with the Academy Leader
- The Chair is permitted to act in cases of urgency where a delay in exercising the function would be likely to be seriously detrimental to the interests of the school, a pupil, parent or member of staff. These will then be reported to LGB and ratified at the next meeting
- Liaise with the Clerk to the LGB
- Convene additional emergency meetings of the LGB as and when required
- Ensure that the LGB undertake an annual review of their performance and provide a report to the Trust Board

Vice-Chair of Governors is appointed by the LGB. The Trust Board are entitled to remove the Vice-Chair from office at any time, although this would not necessarily affect the individual's position as a local governor. The Vice-Chair supports the Chair of Governors and deputises for them in their absence.

The Clerk to the LGB is appointed by the Trust.
Responsibilities:

- Convene meetings of the LGB and circulate all necessary papers
- Take minutes and distribute promptly
- Record actions and circulate these and any associated paperwork
- Maintain a register of the LGB members and their terms of office
- Maintain a register of attendance at LGB meetings
- Ensure that appropriate checks have been carried out for all governors
- Maintain necessary governor online records on Get Information About Schools and the academy's website
- Perform such other functions as required and determined by the LGB and/or Trust Board

A local governor's term of office may be terminated by the Trust Board if:

- Any event or circumstance occurs which would disqualify them from office
- They fail to attend three consecutive meetings without approval
- They are deemed by the Trust Board to have acted inappropriately or adversely affected the reputation or smooth running of the academy or wider trust

Functions delegated to the LGB by the Trust Board of Trustees (Scheme of Delegation July 2021)

This constitution and these terms of reference may be altered by the Trust Board if deemed appropriate to meet changing needs and wider Trust or national policy.

Linked Governor Responsibilities

All governors have a paired link with an Ofsted evaluation category.

- Quality of education
- Behaviour and attitudes
- Personal development

- Leadership and management
- Early Years(EY education (if applicable)
- Careers guidance (Secondary only)

All have a named link member of SLT/SMT who will support them and facilitate their visits to school with other staff or pupils as appropriate.

All governors are expected to participate fully in governor activities determined by the Board and the LGB and submit a full report to the LGB/Board if required.