

**Local Governing Board**

**Haslington Primary Academy**

**Terms of Reference**

**2022-23**

**1. Introduction & Purpose**

The Local Governing Board Terms of Reference relates to all academies and settings across the Alexandra Academy Trust.

The Alexandra Academy Trustees Board (AATB) has established for each Academy a

Local Governing Body (the LGB). Each LGB’s role is to provide advice to the AATB in relation to the functioning of the relevant Academy. The areas upon which each LGB will provide such advice, appropriate comments and recommendations are set out below.

It has three key functions: Overseeing the financial performance of the school and making sure its money is well spent. Holding the headteacher to account for the educational performance of the school and its pupils. Ensuring clarity of vision, ethos and strategic direction.

**2. Scope of the Committee’s duties and responsibilities**

• To receive and provide input into the School development plan

• To review termly progress against the School development action plan

• To review and monitor the Academy’s budget including approval of the top slice to the Trust.

• To review the Academy staffing structure

• To ensure that all learners receive a broad and balanced, inclusive curriculum in line with statutory requirements

• To provide effective challenge on educational performance and academic progress of pupils to ensure the best possible outcomes for all children

• To monitor behavior and attendance within school

• To review and adopt standalone school policies

• To review and monitor the implementation of policies

• To monitor the views of staff, pupils, parents and carers and how the school responds

• To monitor provision, progress and standards for all vulnerable groups of children (including pupil premium, EAL and LAC) to ensure their needs have been identified and addressed.

• To monitor the implementation and impact of the pupil premium, sports premium and any other grants, for example the covid catch up premium.

• To set and monitor all pupil attainment targets

• To review and monitor the SEND provision to ensure statutory requirements and EHC plans are being met.

• To appoint Parent Governors when elected

• To appoint Local Governing Board members in consultation with Trustees

• To agree the annual schedule of LGB business

• To review the work of the LGB and provide an annual impact statement to the Board of Trustees

• To monitor staff and pupil wellbeing

• To set up as required panels for exclusions, admissions, appeals

• To set up as required panels for staff disciplinary/ dismissal

• To review and monitor safeguarding practice within school

• To review and monitor standards of Health & safety within school

• To ensure critical incident policy and procedures are in place

• To ensure the website is statutorily compliant

• To complete appropriate training as required

**3. Constitution and Membership**

Each LGB shall comprise at a minimum:

• two parents of a pupil at the relevant Academy (to be elected by the parents of registered pupils of the relevant Academy)

• one employee at the respective Academy (to be elected by employees of the respective Academy).

• Further appointments to each LGB will be at the discretion of the AATB.

The establishment, terms of reference, constitution and membership of each LGB shall be reviewed annually by the AATB.

3.1 Chair

The Chair of the LGB shall be appointed by the AATB in consultation with the LGB each September from among the members of the LGB, provided this is someone other than an employee at the relevant Academy.

3.2 Vice Chair

The Vice Chair shall be elected each September from amongst the members of the LGB, provided this is someone other than an employee at the relevant Academy.

3.3 Clerk

The LGB Clerk shall be appointed by the AATB.

3.4 Quorum

The quorum for each LGB shall be three governors (excluding staff) or one-third of those governors eligible to vote.

3.5 Meetings

The LGB shall meet as often as is necessary to fulfil its responsibilities and not less than once per term. Minutes of meetings will be recorded and included among the supporting papers for the next meeting of the AATB.

3.6 Agendas

The Clerk shall circulate an agenda for each meeting, together with any supporting papers, at least one week in advance of the meeting.

3.7 Decisions

Decisions may be taken only by members of the LGB. Where necessary, the LGB Chair will have a second or casting vote.

3.8 Chair’s Action

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 decisions following consultation with the LGB. The decisions 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.

**Membership:** min 7 max 10 quorum half total of Board (or half those in post)

**In attendance:** CEO / Headteachers as appropriate, Clerk to the Board.

**4. Frequency of Meetings and Administration**

4.1. The Committee is authorised by the Trust Board to carry on any activity authorised by these terms of reference;

4.2. Meetings shall normally be held a minimum of three times a year in. The CEO, may request additional meetings throughout the year if they consider it necessary.

4.3. Approval of policies and documents may, at times, be required outside of Committee meetings. In such circumstances approval can be sought via e-mail through the Clerk.

4.4. Where a quorum of responses is not received by the approval date, the approval will be requested from the full Board of Trustees via e-mail through the Clerk.

**5. Sign Off**

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| Approved by Board of Trustees (print name): |  |
| Signature: |  |
| Date: |  |
| Next review date: |  |