



Terms of Reference for Local Governing Bodies of the Eveleigh LINK Academy Trust

These Terms of Reference are specific for Purleigh Primary School in adherence to the policy of the Trust

Under Article 100 of the Eveleigh LINK Academy Trust's Articles of Association, the Directors:

- a) may appoint separate committees to be known as Local Governing Bodies for each Academy; and
- b) may establish any other committee.

Under Article 101 the constitution, membership and proceedings of any committee shall be determined by the Directors. The establishment, terms of reference, constitution and membership of any committee of the Directors shall be reviewed at least once in every twelve months. Terms of reference of individual Local Governing Bodies (LGB) must be approved by the Board of Directors (the Board) of the Academy Trust. The Board may review and amend these terms of reference from time to time. These terms of reference provide the framework within which an LGB shall operate.

The membership of any committee of the Directors may include persons who are not Directors, provided that (with the exception of the Local Governing Bodies) a majority of any such committee shall be Directors. Except in the case of a Local Governing Body, no vote on any matter shall be taken at a meeting of a committee of the Directors unless the majority of members of the committee present are Directors.

Under Article 104 the functions and proceedings of the Local Governing Body shall be subject to regulations made by the Directors from time to time.

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**All reference to the Local Governing Body of Purleigh Primary School will be referred to
forthwith as the LGB.**

The LGB will be composed, where possible, of 12 members: The Executive Headteacher, 1 staff elected member, at least 4 parent elected members and up to 6 community members.

The Board of Directors supports the LGB in its ambition for the academy to remain outstanding. It believes that outstanding schools take responsibility for their own decisions and wishes to enable and support the LGB as far as possible.

Approved by the Board of Directors of Eveleigh LINK 19.3.15 & Purleigh LGB on 14.10.15

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Working Practice

1. The structure of the LGB will be agreed by the Board and may be amended from time to time. The LGB may recommend candidates to the Board as potential governors for notified vacancies. Any amendment to the constitution of the LGB must be agreed by the Board?.
2. The usual term of office for all members of the LGB will be 4 years except for the Executive Headteacher.
3. The members of the LGB shall, upon their appointment or election, give a written undertaking to the Members and Board of Directors to uphold the objects of the Company as set out in the Articles of Association and all policies and procedures agreed by the trust or LGB from time to time.
4. The Chair of the LGB will be elected annually by the members of LGB at its first meeting in each School year. A governor who is employed by the school or Trust shall not be eligible for election as Chair or Vice Chair.
5. In the absence of either the chair or the clerk at a meeting of the LGB, the LGB will agree a replacement for the meeting.
6. The chair of the LGB will meet with representatives of the Board at the beginning of each School year to discuss the roles and responsibilities of the LGB in relation to the Academy's development plan and any other issues as appropriate.
7. The LGB will meet as often as is necessary to fulfil its responsibilities but, as a minimum, the LGB will meet at least once each term.
8. The clerk will prepare an agenda in consultation with the Chair and Executive Headteacher.
9. The Clerk will circulate an agenda and any papers at least one week before a meeting of the LGB.
10. It is assumed that each member of the LGB has read any papers as long as they have been circulated in accordance with point 9.
11. All recommendations and decisions made at a meeting of the LGB will be recorded accurately in writing. These minutes will be forwarded by the clerk of the LGB at least one week before the next LGB.
12. The minutes are to be circulated to all governors when approved for circulation by the Executive Headteacher and the Chair of Governors. Minutes are to be also circulated to Members and Directors of the Eveleigh LINK Academy Trust. Confidential minutes may, at the discretion of the Chair and Executive Headteacher, only be circulated to Purleigh Governors.
13. The Board may request the chair of the LGB to attend any Board meeting and present a summary of the issues discussed and recommendations made at any previous LGB meeting.
14. Any Director of the Academy Trust may attend a meeting of the Local Governing Body.

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15. Any member of an LGB may ask the chair to invite persons who are not members of the LGB to attend its meetings.
16. Each member of the LGB shall have one equal vote. Where there is an equal division of votes, the chair of the LGB will have the casting vote.
17. A governor who, without the consent of the LGB, has failed to attend their meetings for a continuous period of six months beginning with the date of the first such meeting the governor fails to attend, is, on the expiry of that period, disqualified from continuing to hold office as a governor of that school.
18. All members of the LGB should be asked to sign the Trust's Code of Conduct, on an annual basis - ideally at the first meeting in the autumn term.
19. All decisions reserved for the LGB shall be determined by the Board and will be reviewed at least annually via the review of the Trust's Delegation of Functions document.

Local Governing Body meetings

The Local Governing Body will meet at least once a term and, at each meeting, will focus on the following issues-

- Monitoring the School Improvement Plan
- Finance
- Premises
- Curriculum
- Personnel
- Health & Safety
- Achievement and Attainment (to be included within the Headteacher's Report)
- Safeguarding (to be included within the Headteacher's Report)
- Attendance (to be included within the Headteacher's Report)
- Behaviour (to be included within the Headteacher's Report)

Each of the above will have a Lead Governor (to be appointed at the first meeting of the Autumn Term). These Lead Governors will have responsibility for monitoring the relevant sections of the School Development Plan and for ensuring that all matters as outlined in the relevant terms of reference for the Local Governing Body (see **Appendix 1**) are adhered to at meetings at the appropriate time during the academic year.

Quoracy

No business can be conducted unless at least half of the governors (rounded up to a whole number) of the total number of governors holding office on the date of the meeting are present. In the event of the Executive Headteacher being unable to attend a meeting, the Executive Headteacher would ask the Head of School or Deputy Headteacher (whichever is relevant) to take his place for that meeting. It would be expected that the Executive Headteacher would liaise with the Head of School or Deputy Headteacher in advance of the meeting to discuss any issues contained in the agenda.

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APPENDIX 1

Finance Matters

- Fi. The preparation of the annual budget will be undertaken by the Executive Headteacher and School Business Manager/Finance Manager in consultation with the Lead Governor - Finance, with a view to it being formally presented for approval at an appropriate meeting of the LGB for subsequent ratification by the Board of Directors.
- Fii. To review the actual expenditure against budget on at least a termly basis, and take remedial action as required.
- Fiii. To review the school's Financial Regulations on a regular basis and recommend their approval to the Board annually
- Fiv. To approve expenditure of sums in excess of the Executive Headteacher's limit (currently £5,000) as set out in the Financial Regulations and Scheme of Delegation.
- Fv. To note all virements and to approve virements in excess of the Executive Headteacher's limit (currently £5,000) as set out in the Financial Regulations and Scheme of Delegation.
- Fvi. To review 3/5 year budget projections and make recommendations for future financial planning, in accordance with the School Development Plan and the Financial Regulations and Scheme of Delegation.
- Fvii. In consultation with the Board of Directors, consider, review and adopt policies relating to Finance.
- Fviii. To review and approve the school's Charging and Remissions Policy as appropriate
- Fix. To determine plans for the expenditure for Capital Funding for recommendation to the Board of Directors
- Fx. To consider matters relating to business and commercial sponsorship, as appropriate.
- Fxi. To monitor reports of income and expenditure of all trading accounts
- Fxii. To agree, determine and review annually, charges and leases for the letting of the school premises including the grounds.

Premises Matters

- Pi. To ensure that buildings, equipment, and materials are safe and present no risk to health as far as is reasonably practicable.
- Pii. To review, monitor and implement the written Health and Safety Policy and to ensure that there is an annual Health and Safety Audit, and to elect a governor with particular responsibility for health and safety.
- Piii. To review and monitor security arrangements on the school premises.
- Piv. To review and monitor the maintenance and improvement of site and buildings

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- Pv. To monitor building works in consultation with the Executive Headteacher and the Local Authority and provide progress reports as appropriate.
- Pvi. To make and review recommendations for the future premises provision and asset management for the School Development Plan.
- Pvii. In consultation with the Board of Directors, consider, review and adopt policies relating to premises matters.
- Pviii. To control the use of the premises outside of the school day, and ensure that national and LA directions for community out-of-hours use are followed.
- Pix. To review and monitor the provision of any extended schools activities.
- Px. To assist in the appointment of architects, builders, ground maintenance teams, surveyors etc, according to the established procedures laid down by the LGB, and to monitor all aspects of their work.

Curriculum Matters

- Ci. To advise governors on all matters relating to the curriculum.
- Cii. To monitor the implementation and delivery of the curriculum.
- Ciii. To consider, review and adopt policies relating to the curriculum.
- Civ. To review and approve the School Development Plan and the school's Self Evaluation Form.

To monitor the following, and take action as appropriate, in conjunction with the Board:

- a) The National Curriculum and LA policy statements
 - b) The overall school organisation
 - c) Pupil disciplinary matters
 - d) Pastoral care
 - e) Sex and relationship education
 - f) Social, Moral, Spiritual & Cultural including Fundamental British Values
 - g) Staff training and development
 - h) The home/school agreement
 - i) The school prospectus and school website
 - j) Special Educational Needs & Disabilities (SEND)
 - k) Child protection issues
 - l) Foundation stage matters
 - m) School meals
 - n) Educational visits
 - o) The school uniform policy statement
 - p) The provision for religious education and collective worship
- Cvi. To monitor the school's responsibilities relating to the assessment of children with special educational needs and disabilities
- Cvii. To review when appropriate the assessment arrangements for pupils at the end of each key stage.

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- Cviii. To monitor the procedure for parental complaints about curriculum provision and other matters.
- Cix. To monitor the provision of information given to parents.
- Cx. To appoint individual governors to monitor specific responsibilities

HR Matters

- HRi. Together with the Executive Headteacher, make recommendations concerning the staffing establishment, including the number of posts of responsibility to be allocated.
- HRii. To approve procedures for the recruitment and appointment of staff to the leadership group in line with the Trust Pay Policy
- HRiii. In the event of a vacancy for the post of Executive Headteacher, Head of School or Deputy Headteacher:

In consultation with the Board of Directors, the LGB will agree a Selection Panel of three to five Governors who will determine the job specification and person requirements, draw up the job advertisement and prepare the school information pack.
Selection criteria and interview arrangements shall be decided by the Selection Panel.
The LGB shall meet on the evening of the selection meeting to ratify the recommendation to appoint if practical, but in any event within a maximum period of 48 hours.
- HRiv. The recruitment and appointment of staff below the leadership group will be delegated to the Executive Headteacher, who will decide the level of Governor involvement on a case-by-case basis.
- HRv. Appointment of support and non-teaching staff shall be delegated to the Executive Headteacher, who will decide the level of Governor involvement on a case-by-case basis.
- HRvi. To consider recommendations from the Executive Headteacher regarding applications from staff for secondments or leave of absence if required.
- HRvii. To consider recommendations from the Executive Headteacher regarding a potential redundancy situation.
- HRviii. In consultation with the Board of Directors, consider, review and adopt policies relating to personnel matters.
- HRix. To consider health, safety and wellbeing matters relating to staff as appropriate.
- HRx. To receive reports from the Executive Headteacher on staff development and newly qualified teachers.

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