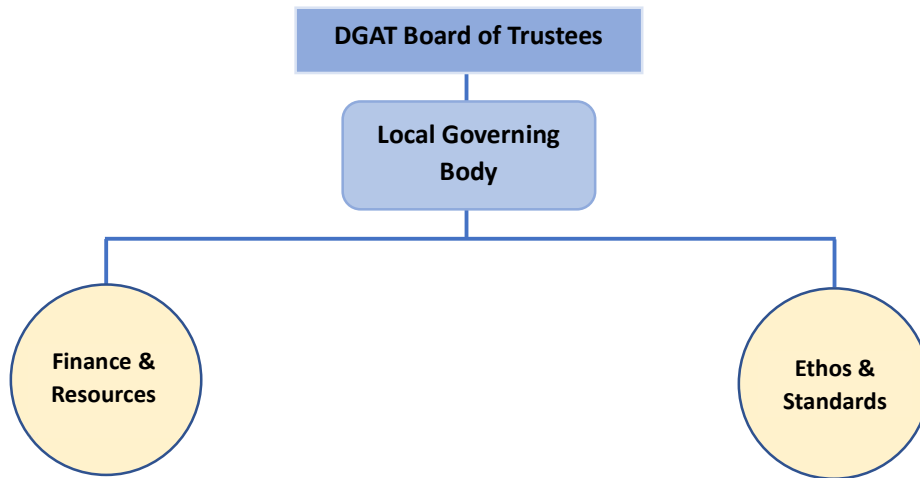


Minchinhampton Primary Academy Local Governing Board and Sub-Committees Terms of Reference 2023/24



Contents

Terms of Reference for the Local Governing Board	Pages 2 – 9
Terms of Reference for the LGB Finance and Resources Committee	Pages 10 – 12
Terms of Reference for the LGB Ethos and Standards Committee	Pages 13 – 15

LGB Terms of Reference

2023-2024

Our vision is to enable all to flourish

Contents

1. [Acronyms used within this document](#)
2. [Purpose of the local governing board](#)
3. [Membership and quorum](#)
4. [Appointments and elections](#)
5. [Appointing a chair and vice chair of governors](#)
6. [Terms of office](#)
7. [Meetings of the local governing board](#)
8. [Decision making](#)
9. [Chair's action](#)
10. [GovernorHub](#)

1. Acronyms used within this document

There are many acronyms used within the education sector, some of the common acronyms you will come across within these terms of reference are listed below. For a wider compendium of acronyms, you may come across in your time as a DGAT local governor please see our DGAT Acronym Buster which is available in the Local Governance Member area on the DGAT website.

Acronym	Long form
CEO	Chief Executive Officer
DGAT	Diocese of Gloucester Academies Trust
DBS	Disclosure and Barring Service
LGB	Local Governing Board

2. Purpose of the local governing board

The role of the local governing board (LGB) is to maintain strong oversight and compliance with the responsibilities delegated by the Trust Board as set out in the DGAT Scheme of Delegation.

The LGB is delegated responsibilities within the three core functions of governance. These being:

- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff
- Overseeing the financial performance of the organisation and making sure its money is well spent

This document should be read and used in conjunction with the DGAT Scheme of Delegation.

3. Membership and quorum

The LGB will have a minimum of five local governors but will not be subject to a maximum. All local governors are required to have an enhanced Disclosure and Barring Service (DBS) check and right to work check.

The local governing board of Minchinhampton Church of England Primary Academy will have the following members:

Type of governor	Number required	Appointed or elected
Foundation governor	2	Appointed by the Diocese Board of Education
Foundation Ex-officio governor	1	Automatic appointment of the local incumbent or their substitute for duration of time in role.
Parent governor	3	Elected by eligible members of the school parent body
Staff governor	1	Elected by eligible members of the school staff body
Co-opted governor	4	Appointed by the LGB
Headteacher ex-officio Governor	1	Automatic appointment for duration of time in role.
Trust appointed governor	0	Appointed by DGAT
Total number of local governors	12	

One Director shall be entitled to attend any meetings of the local governing board. The Director shall count towards the quorum for the purposes of the meeting and shall be entitled to vote on any resolution being considered by the local governing board. The presence of a Director will constitute one vote in any such matters. Members of the central team are entitled to attend any meeting of the local governing board but will not have voting rights or count towards quorum.

The quorum for a meeting of the local governing board, and any vote on any matter, shall be five local governors or 60% of the total membership, excluding vacancies.

4. Appointments and elections

Disqualification regulations for all local governors are set out in the DGAT election and recruitment of local governors' guidance.

The chair of the local governing board will be nominated by the local governing board and appointed by the Trust Board for a term of office of one academic year. A local governor is permitted to stand as Chair of the local governing board again at the end of their term of office but is not permitted to serve as chair for more than 6 terms.

Local governors must elect on an annual basis a vice chair of governors for a term of office for one academic year. A local governor is permitted to stand as a vice chair of the local governing board again at the end of their term of office but is not permitted to serve as vice chair for more than 6 terms.

There are templates and resources available on the DGAT website to support with local governor appointments and elections.

Foundation Governors: The foundation governor(s) shall be appointed by the Diocesan Board of Education after discussion with the relevant Parochial Church Council (PCC), who will nominate individuals for consideration. One of the required number of foundation governors will be the officiating minister of the parish (ex-officio). Where the ex-officio is unable or unwilling to take up the position, a substitution may be proposed to the Trust by the officiating minister. The Trust will seek the approval of the appropriate Archdeacon to appoint a proposed substitute ex-officio foundation governor. The local governing board must follow the Diocese of Gloucester process for the appointment of Foundation Governors which is available on the Diocese website.

Parent Governors: The parent local governor(s) will be elected by parents of registered pupils at the school. The Returning Officer will make all necessary arrangements for the election of the parent local governor(s) in line with the Trust's protocol. If no parent expresses an interest to join the local governing board a person who has parental responsibility for a child of compulsory school age, with preference to parents in neighbouring Trust schools. If the number of parents standing for election is less than the number of vacancies, then no election is required and the parent is elected unopposed. Any remaining parent vacancies will then be appointed to by the Trust Board.

Staff Governors: A staff governor will be elected by a staff election. All staff members currently employed at the school will be eligible to vote. If no staff member expresses an interest to join the local governing board a person who is employed within another Trust School may be appointed by the Trust Board.

Co-opted governors: Co-opted governors may be appointed by the local governing board. A person who is employed at the school cannot be appointed as a co-opted local governor if this results in the number of staff on the local governing board exceeding one third of the total number of local governors (including the headteacher).

Associates: The membership of the local governing board may include persons who do not serve as local governors. These will be known as 'associates'. Associates must always be in the minority and are appointed in an advisory role and for the skills and expertise they contribute to the local governing board. Associates will not be given voting rights and do not contribute to the quorum of any meeting of governors. The term of office and specific role of associates should be clearly identified in the minutes of the meeting where they are appointed. Appointments, in the first instance, should not exceed two years but this may be extended by a vote of the local governing board after the two years have elapsed. Associates are subject to the same disqualification regulations as all local governors, as set out in the DGAT election and recruitment of local governors guidance.

When appointing or electing local governors, the local governing board skills audit will be considered to ensure governors have the necessary skills, knowledge and expertise to contribute to effective governance and outcomes of the school.

Other attendees: The local governing board may invite to a meeting any person it deems appropriate to assist, advise or report on a particular matter. Any additional attendee/s should only attend for the section of the meeting relevant to them and shall not count towards the meeting quorum or be entitled to vote on any matter.

5. Appointing a chair and vice chair of governors

The Chair of the local governing board is appointed by the Board of Trustees annually. A recommendation for the appointment of chair is made to the Trust Board by members of the local governing board prior to the Trust Board's last meeting of the academic year. Final approval and appointment rests with the Trust Board.

The headteacher, staff governor, pupils or staff members are not permitted to be appointed as chair of the local governing board.

The local governing board, unless otherwise directed by the Trust Board, will elect a vice chair of governors at the first meeting of the academic year.

The chair and vice chair may resign at any time by giving notice to the governing board, via the clerk to governors, in writing. The chair of governors must also provide notice in writing to the Board of Trustees via the CEO or Head of Governance and People.

Removal of the chair

If the local governing board has a concern about the conduct or performance of the chair of governors a written account of concerns should be submitted to the Trust Board via the CEO or Head of Governance and People.

The Trust Board may remove the chair of governors using the process for a breach of conduct set out within the Local Governors' Code of Conduct. Reasons for the removal of the chair of governors may include, but are not limited to:

- Failure to lead the local governing board effectively
- Bringing the Trust or school into disrepute
- A breakdown of trust and confidence
- A failure to follow the direction of the Trust Board.

Removal of the vice chair

Removal of the vice chair of governors is delegated to the local governing board using the process for a breach of conduct set out within the Local Governors' Code of Conduct.

6. Terms of office

The term of office for any local governor shall be 4 years. Subject to remaining eligible to be a particular type of local governor on the local governing board, any person may be re-appointed or re-elected (including being co-opted again) to the local governing board. Usually, local governors will serve no more than three terms of office.

The headteacher or incumbent (who shall serve *ex officio*) will hold office for the duration of their employment in the role that entitles them to the role of ex-officio governor.

The term of office for the chair of the LGB is one academic year. Local governors are permitted to stand for the position of chair for consecutive years should they wish to but will only be appointed for an academic year at a time. The maximum number of years any one governor can serve as chair is six years, this is in-line with guidance from the National Governance Association who advocate that this policy enables governing boards to develop new leaders and continue the development of effective governance with a flow of new energy and new ideas. A local governor who has served as chair is not permitted to be re-elected as chair within two years of their last appointment.

7. Meetings of the local governing board

Subject to the DGAT Scheme of Delegation, the local governing board may regulate its proceedings as the members of the local governing board consider best discharge their responsibilities and maintain oversight of the performance of the school.

The local governing board shall meet between three and six times in every academic year. The governing board must meet regularly enough to discharge the responsibilities set out in the DGAT scheme of delegation.

DGAT provides all LGBs with an annual schedule of work which sets out the responsibilities of LGBS across each term and reflects the three core functions of governance and DGAT scheme of delegation.

This annual schedule of work provides a framework for compliance and ensuring accountability, the LGB will still need to identify appropriate monitoring activities to meet the three core functions of governance relevant to its school and local context.

The annual schedule of work can be found on the DGAT website in the Local Governance Members areas.

Each meeting of the local governing board must be chaired by the appointed chair, or in their absence the vice-chair. If the vice-chair is not present at the meeting, the local governing board must elect a local governor present at the meeting to act as chair. The headteacher, staff governor or any person employed by the school or Trust is not permitted to chair a meeting of the local governing board in any circumstance.

The local governing board will appoint a clerk who will minute all meetings of the local governing board. Any local governor or associate is not permitted to be appointed as clerk but, excluding paid members of staff, a local governor may clerk a meeting in an emergency situation e.g. late notice absence of the substantive clerk.

Meetings of the local governing board will be convened by the clerk. In exercising their functions, the clerk will comply with any directions given by the Trust Board or the chair of the local governing board. Instruction from the Trust Board will take precedent over instruction from the chair of the local governing board.

Any three members of the local governing board may, by notice in writing given to the clerk, request a meeting of the local governing board; and it will be the duty of the clerk to convene such a meeting as soon as is reasonably practicable. No decisions will be taken at any meeting of the local governing board unless it is quorate.

Each local governor will be given written notice of a meeting at least seven clear days before the date of a meeting, together with a copy of the agenda for the meeting, with all associated papers. **Documents should only be tabled at meetings in exceptional circumstances.** Papers circulated before the meeting should not include the following:

- A named teacher or other person employed, or proposed to be employed, at the school.
- A named pupil at, or candidate for admission to, the school.
- Any matter which, by reason of its nature, the local governing board is satisfied should remain confidential.

All minutes will include a list of attendees, apologies (both those accepted and those that have not) and unauthorised absences (i.e., no apologies given) and details of any appointments and resignations.

Minutes will also include details of all resolutions and a summary of discussions, to include a list of clear action points, as appropriate.

All questions, challenges and responses should be clearly minuted by the clerk and evidenced in the minutes.

The minutes of all meetings will be maintained by the clerk to the local governing board and will be signed (subject to the approval of the local governors) at the next subsequent meeting by the person acting as chair.

The clerk will ensure that copies of minutes of all meetings will be provided to the Head of Governance and People as soon as reasonably practicable after the meeting – uploading to GovernorHub is an acceptable way of sharing minutes.

The clerk will ensure that a copy of the agenda for every meeting of the local governing board; the signed minutes of every such meeting; and any report, document or other paper considered at any such meeting, are, as soon as is reasonably practicable, made available at the school to persons wishing to inspect them.

Where the Trust Board, the chair or, in their absence the vice-chair, determines there is a matter for considerable urgent attention, it will be sufficient if the written notice of a meeting, and the copy of the agenda is given within a shorter timescale.

All conflicts of interest will be declared and managed in line with the 'Local Governing Board Code of Conduct' and 'DGAT Conflict of Interest Policy'.

The local governing board is permitted to hold a meeting remotely in the event it is not safe to meet face-to-face.

All remote meetings of the local governing board must be held in line with the Trust's 'Trustee and Local Governing Board Remote Meeting Policy'.

A local governor will be able to participate in meetings by telephone or video conference provided that they have given notice of their intention to do so detailing contact information at least 48 hours before the meeting; and the board has access to the appropriate equipment. If, after all reasonable efforts, it does not prove possible for the person to participate by telephone or video conference the meeting may still proceed with its business provided it is otherwise quorate.

Local governing board sub-committees

The local governing board is required to establish and must adopt the DGAT Terms of Reference for the Local Governing Board Finance and Resources Sub-Committee. The committee will meet as often as is necessary to fulfil its responsibilities, including in relation to timescales outlined in the Trust's financial policies and procedures, but at least once per term.

DGAT strongly recommend that local governing boards also establish a Standards and Ethos Committee and provide template terms of reference for this committee.

8. Decision making

A decision made by the local governing board will only be valid if made within the requirements set out in these Terms of Reference and scheme of delegation. All local governors have a duty to act as a corporate Board and not as individuals and will act with integrity, objectivity and honesty. All decisions will be made in the best interests of the Trust, its schools and the children they serve.

All decisions made by the local governing board will be decided by a vote of all local governors entitled to vote who are present at the meeting where a decision is required.

In the event of a tied vote, the chair of the meeting shall have a casting vote, this vote is in addition to any other vote they are entitled to.

It is not permitted for local governors to make decisions outside of a formal meeting of the Local Governing Board, including by email.

9. Chair's action

The chair of the local governing board is permitted to act and make decisions in urgent situations, where a delay in taking action or making a decision would cause a serious, detrimental effect to the school, a pupil, parent or member of staff – this is known as a 'chair's action'. The vice chair is permitted to take the same action, in the absence of the chair of the local governing board.

Chairs of the local governing board should record any action taken outside of governing board meetings on the 'DGAT Record of Chair's Action' form which is available on the DGAT website and share this with the local governing board and Head of Governance and People at the earliest opportunity.

10. GovernorHub

It is the Trust's strong preference that all LGBs use GovernorHub for the secure storage and administration of LGB meetings. It is a requirement for all schools joining the Trust to use GovernorHub. As a minimum, the following should be organised via GovernorHub:

- A schedule for all LGB and committee meeting dates
- Signing of all annual confirmations – clerks will be advised of these and provided with relevant documents on an annual basis
- An up-to-date training record for all local governors

- Storage of signed meeting minutes and all meeting documentation
- The constitution of the LGB, including current membership and terms of office
- A copy of the LGB register of interests
- A copy of meeting attendance

It is important to ensure that any confidential information is secured securely on GovernorHub. Membership and access should be limited only to members of the LGB. If local governors wish to allow access to an associate governor or member of school staff, please speak with the Head of Governance and People to agree the most secure way for this to happen. The Head of Governance and People has admin access to all LGB's GovernorHub.

Terms of Reference for the Local Governing Board Finance and Resources Sub-Committee

Purpose

The role of the committee is to maintain strong oversight and compliance with the Trust's financial procedures and monitor the efficient use of resources within the Academy.

Membership and quorum

The Local Governing Board (LGB) finance and resources committee will be appointed by the LGB. The minimum number of local governors appointed to the committee will be three so that there are enough members to secure a majority when voting on matters.

The clerk to the governing board should also act as the clerk for the committee.

The committee shall appoint a chair from the committee membership.

Membership will be decided based on the LGB's skills audit – the local governors with the required skills and knowledge will be appointed to the committee. For any local governor who wishes to develop the skills and knowledge to serve this committee, a training and development plan should be agreed and implemented.

Only committee members who have been appointed by the LGB are permitted to vote on any matters. The committee may decide to appoint additional non-voting members from and approved by the LGB, who are able to provide advice on matters relating to the work of the committee.

Associate members may be members of the committee but are not permitted voting rights – appointments and terms of office should be recorded in the minutes of a LGB meeting. The term of office of an associate member should be for a determined period of time to enable their expertise and guidance to fulfil a specific need or area of priority.

The quorum of the committee will be one half of the number of members within the committee, rounded up to the nearest full number. For example, if the committee consists of five members, a minimum of three members must attend the meeting to meet the quorum.

One Trustee shall be entitled to attend any meetings of the committee. The Trustee shall count towards the quorum for the purposes of the meeting and shall be entitled to vote on any resolution being considered by the LGB. The presence of a Trustee will constitute one vote in any such matters.

Term of office

The committee will be appointed annually by the LGB and members shall hold office from either the date of their appointment until their resignation, or their omission from membership of the committee on subsequent consideration by the LGB – whichever occurs first.

The chair of the committee will be appointed annually by the LGB. A local governor is permitted to stand as chair of the committee at the end of their term of office as chair. The headteacher or a staff member is not permitted to be appointed as chair of the committee.

Meetings

The committee will meet as often as is necessary to fulfil its responsibilities, but at least once per term.

The chair of the committee or any three committee members may, by giving notice in writing to the clerk, call unscheduled meetings as long as appropriate notice of at least seven working days is given

to the other members of the committee. A shorter notice period may be given where the chair of the committee decides a particular issue needs addressing without delay.

The frequency and dates for committee meetings will be considered at or before the first meeting of the autumn term.

The clerk to the committee (who acts as the clerk to the governing board) will circulate an agenda, copies of minutes of the previous meeting and any papers to be considered no fewer than seven working days prior to the meeting.

Members will withdraw from the full meeting if there is an identified or potential conflict of interest, or there is a motion to question their ability to remain impartial.

The clerk will take minutes of the meeting. These will be approved by the chair of the committee as accurate representations of the meeting, before they are handed to committee members for final approval at the next committee meeting. Following approval, the clerk will distribute the minutes to the LGB.

Confidential minutes will only be shared with local governors who were present at the meeting where the confidential item was discussed.

The committee may invite non-members to meetings to assist or advise on a particular matter. These additional attendees will not be entitled to vote on any matters.

Every matter to be decided upon will be determined by a majority vote. Where there is an equal division of votes, the chair will have the deciding vote. Each member of the committee who is present at the meeting will be entitled to one vote.

A register of attendance shall be kept for each meeting and will be published on the school's website as soon as possible following the meeting.

Committee responsibilities

- Consider and approve the first budget plan of the financial year for submission to the Trust Board for approval.
- Maintain oversight of the school's 3-5 year budget forecasting.
- Ensure compliance with the Trust finance policy on all matters.
- Monitor the spending of reserves and ensure appropriate permissions are sought from the Trust.
- Monitor the promotion and provision of free school meals to those pupils meeting the criteria.
- Ensure that priorities in the school's curriculum development plan are appropriately financed.
- Consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the LGB and, where appropriate, the head of finance, in line with the requirements of the finance policy.
- Ensure that the school operates within Trust finance policy and scheme of delegation.
- Monitor the spending and impact of Pupil Premium and PE and Sports Premium funding.
- Ensure, as far as is practical, that funding for Health and Safety issues are appropriately prioritised.
- Ensure a Pay Panel is established, in line with the finance policy, to consider the pay progression of all staff.
- Consider finance and resource recommendations from other committees which have an impact on the school budget.

- Make decisions in respect of service agreements, as per the finance policy and scheme of delegation.
- Monitor the school's premises and development plan.
- Monitor the implementation and impact of the health and safety policy, including monitoring of the accident books and actions taken.
- Monitor the security of school premises and equipment.
- Monitor the school's risk assessments related the delegated responsibilities of the committee.
- Review local policies as assigned by the LGB, ensuring compliance with any Trust policies/guidance.
- Assure best value and impeccable systems of financial management.
- Report back to the LGB.

Terms of Reference for the Local Governing Board Standards and Ethos Committee

Purpose

The purpose of the committee is to maintain strong oversight of the educational standards and the distinctive Christian vision within the school.

Membership and quorum

The Local Governing Board (LGB) Standards and Ethos Committee will be appointed by the LGB. The minimum number of local governors appointed to the committee will be three so that there are enough members to secure a majority when voting on matters.

The clerk to the governing board should also act as the clerk for the committee.

The committee shall appoint a chair from the committee membership.

Membership will be decided based on the LGB's skills audit – the local governors with the required skills and knowledge will be appointed to the committee. For any local governor who wishes to develop the skills and knowledge to serve this committee, a training and development plan should be agreed and implemented.

Only committee members who have been appointed by the LGB are permitted to vote on any matters. The committee may decide to appoint additional non-voting members from and approved by the LGB, who are able to provide advice on matters relating to the work of the committee.

Associate members may be members of the committee but are not permitted voting rights – appointments and terms of office should be recorded in the minutes of a LGB meeting. The term of office of an associate member should be for a determined period of time to enable their expertise and guidance to fulfil a specific need or area of priority.

The quorum of the committee will be one half of the number of members within the committee, rounded up to the nearest full number. For example, if the committee consists of five members, a minimum of three members must attend the meeting to meet the quorum.

One Trustee shall be entitled to attend any meetings of the committee. The Trustee shall count towards the quorum for the purposes of the meeting and shall be entitled to vote on any resolution being considered by the LGB. The presence of a Trustee will constitute one vote in any such matters.

Term of office

The committee will be appointed annually by the LGB and members shall hold office from either the date of their appointment until their resignation, or their omission from membership of the committee on subsequent consideration by the LGB – whichever occurs first.

The chair of the committee will be appointed annually by the LGB. A local governor is permitted to stand as chair of the committee at the end of their term of office as chair. The headteacher or a staff member is not permitted to be appointed as chair of the committee.

Meetings

The committee will meet as often as is necessary to fulfil its responsibilities, but at least once per term. The chair of the committee or any three committee members may, by giving notice in writing to the clerk, call unscheduled meetings as long as appropriate notice of at least seven working days is given to the other members of the committee. A shorter notice period may be given where the chair of the committee decides a particular issue needs addressing without delay.

The frequency and dates for committee meetings will be considered at or before the first meeting of the autumn term.

The clerk to the committee (who acts as the clerk to the governing board) will circulate an agenda, copies of minutes of the previous meeting and any papers to be considered no fewer than seven working days prior to the meeting.

Members will withdraw from the full meeting if there is an identified or potential conflict of interest, or there is a motion to question their ability to remain impartial.

The clerk will take minutes of the meeting. These will be approved by the chair of the committee as accurate representations of the meeting, before they are handed to committee members for final approval at the next committee meeting. Following approval, the clerk will distribute the minutes to the LGB.

Confidential minutes will only be shared with local governors who were present at the meeting where the confidential item was discussed.

The committee may invite non-members to meetings to assist or advise on a particular matter. These additional attendees will not be entitled to vote on any matters.

Every matter to be decided upon will be determined by a majority vote. Where there is an equal division of votes, the chair will have the deciding vote. Each member of the committee who is present at the meeting will be entitled to one vote.

A register of attendance shall be kept for each meeting and will be published on the school's website as soon as possible following the meeting.

Committee responsibilities

- Ensuring the school's distinctive Christian vision is reflected in all decision-making, ensuring it is lived throughout the everyday life of the school.
- Ensuring the Trust's distinctive Christian vision is recognised and understood by the school community.
- Monitoring the impact of the Trust's distinctive Christian vision within the school and on its community.
- Monitoring the impact of the school's distinctive Christian vision within the school and on its community.
- Monitoring the provision and impact of collective worship.
- Monitoring the SIAMS outcomes and the associated improvement plans of the school.
- Ensuring pupils' spiritual, moral, social and cultural development is nurtured throughout the school and its curriculum.
- Monitoring and promoting the links between the school and the local parish.
- Monitoring the School's response to the Diocesan LIFE Together vision.
- Monitoring the educational outcomes and progress of pupils attending the school.
- Receiving reports from leaders, including subject leaders, to support the committees monitoring of agreed academic ambitions and progress for all pupils.
- Using attainment and achievement data to evaluate the impact of teaching and learning on the levels of attainment.
- Monitoring the progress of all pupils in the school, including disadvantaged pupils and those with SEND.
- Analysing performance trends that might be present within the school and compare these with Trust and national trends.

- Understanding the academic ambitions that have been set within the school and challenging underperformance within the school against these targets.
- Ensuring that the school's curriculum is balanced, broadly based and has impact on all groups of pupils.
- Monitoring the provision and impact of religious education within the school.
- Monitoring the procedures in place within the school regarding pupil support, attendance, and behaviour.
- Monitoring pupil attendance within the school and ensuring that there are procedures in place to fulfil statutory requirements, especially regarding children missing from education.
- Monitoring the level of exclusions within the school, ensuring appropriate action has been taken to ensure exclusion is used as a last resort and pupils at risk of exclusion are appropriately supported.
- Monitoring safeguarding procedures within the school as delegated to the committee by the LGB.
- Ensuring that there is a culture of high aspiration for all pupils within the school.
- Identifying areas of concern regarding performance and standards within the school and liaison with the school effectiveness lead regarding these.
- Reviewing and monitoring the implementation and impact of any of the school's policies which relate to standards and Christian distinctiveness, including the Behaviour Policy and RSHE Policy as a minimum.
- Report to the LGB.

