

## TERMS OF REFERENCE

### LOCAL GOVERNANCE COMMITTEE (LGC)



These terms of reference are based on the principles of maximum delegation of responsibility, within the terms of the scheme of delegation, and operational autonomy to the Local Governance Committee (LGC) and Head of School/Headteacher for the day-to-day operation of the academy.

The LGC role is to exercise leadership on behalf of the directors/trustees in the running of the Academy and to provide information to the trust on the operation and performance of the Academy.

Each LGC has a key role to play in the overall development and success of the Trust and in contributing to joint working and sharing best practice between the academies in the Trust.

Composition and membership	<p>7 – 12 members appointed by the trustees to include:-</p> <ul style="list-style-type: none"><li>➤ Head of School/Headteacher</li><li>➤ At least one member of staff from those employed within the Academy</li><li>➤ At least 2 parents whose children currently attend the Academy</li><li>➤ Other persons with the skills, experience and knowledge to contribute to the effective governance of the Academy.</li></ul> <p>The term of office for each governor, apart from the Head of School/Headteacher who will remain a governor during the tenure of their office, will be 4 years.</p>
Framework	<p>The LGC will:</p> <ul style="list-style-type: none"><li>➤ Help the academy to set high standards by planning for the academy's future, set the direction for each academy and agree targets for improvement, monitor and evaluate its performance.</li><li>➤ Be a critical friend to and hold leaders to account for the pace and rate of improvement and the achievement of all pupils/students.</li><li>➤ Set the academy's standards of conduct and values.</li><li>➤ Ensure sound management and administration of the academy and ensure all staff have the appropriate qualifications, skills, experience, and training to carry out their duties.</li><li>➤ Ensure compliance with all financial, statutory and regulatory requirements.</li><li>➤ Help the academy respond to, and meet, the needs of parents and the wider local community.</li><li>➤ Ensure all governors are skilled in understanding, interpreting, and comparing academy performance, attendance, admissions, and exclusions data and are kept fully apprised of the performance of the academy at all times.</li><li>➤ Ensure all governors have the skills, knowledge, and information to assess the academy's financial performance.</li></ul>
Governance	<p>In line with the trust's governance arrangements, policies and procedures, and scheme of delegation for the academy:</p> <ul style="list-style-type: none"><li>➤ Recommend a governor for appointment by the Board of Trustees as the Chair of the LGC, annually.</li><li>➤ Hold at least three LGC meetings a year.</li><li>➤ Appoint a vice-chair of the LGC annually.</li></ul>

	<ul style="list-style-type: none"> <li>➤ Maintain and publish, through the clerk, a register of governors' and senior members of staff's business interests and adhere to procedures for registering and managing conflicts of interest.</li> <li>➤ Carry out all duties and responsibilities delegated to the LGC by the Board.</li> <li>➤ Report to the board, as per the format determined, on the duties and responsibilities that have been delegated.</li> <li>➤ Review and report to the board on the effectiveness of delegation arrangements annually.</li> <li>➤ Appoint governors with specific responsibilities for example: <ul style="list-style-type: none"> <li>○ SEND (Special educational needs and disability),</li> <li>○ Child protection/safeguarding,</li> <li>○ H&amp;S and premises</li> <li>○ Finance</li> <li>○ Standards</li> <li>○ Performance management of staff</li> </ul> </li> </ul> <p>Who will report to the relevant Board committee on behalf of the LGC as required.</p> <ul style="list-style-type: none"> <li>➤ Quorum will be 50% of the governors eligible to vote and not less than 3. One vote per governor with the chair of governors, or the person acting as chair in their absence, having a casting vote in the event of a tie.</li> <li>➤ Review and monitor: <ul style="list-style-type: none"> <li>○ Statutory requirements</li> <li>○ Data such as RAISE and other data profiles</li> <li>○ Academy performance in line with the academy improvement plan</li> <li>○ Safety and welfare of all staff, students/pupils and the associated policies</li> </ul> </li> </ul> <p>The above will also likely inform the governor visit programme and discussions with those with the relevant leads within the Academy to report back to the LGC.</p>
Review of these Terms	Annually in consultation with the LGC by the board of trustees
Approval	Date.....  Signed by Chair of the Board.....