

Castle Primary School LGB – Terms of Reference

Membership:

The list of current local governors is provided to local governors at the start of each academic year.

New/replacement governors will be appointed/elected in line with the Trust's policy and procedures. The LGB may recruit and appoint, as it sees fit, "associate governors" to provide specialist advice to the LGB and/or a sub-committee if required: "associate governors" may not vote.

The Trustees appoint the Chair of the LGB annually following a recommendation from the LGB. The LGB appoints the Vice-Chair and Chairs of sub-committees annually.

Term of Office:

Four years. Governors can be re-elected or re-appointed. The Principal holds office ex-officio as long as he/she is in post.

Quorum:

A quorum shall be more than 50% of governors eligible to vote. One vote per governor. The Chair has a casting vote.

Organisation:

Terms of Reference, Constitution and Membership to be reviewed annually.

The Head Teacher has the right to attend all meetings of the LGB and its Sub-Committees.

Professional Advisers to the LGB:

The Head Teacher, the Chief Executive Officer of the Trust, the Chief Finance Officer and any other member of staff with trust wide responsibilities as appropriate and any additional advisers as appropriate.

The Head Teacher has delegated powers and duties in respect of the overall leadership, management and achievement of the Academy and responsibility for ensuring the implementation of agreed policy.

Purpose:

The LGB's role is to exercise leadership on behalf of the Trust in the running of Castle Primary School and to provide information to the trust on the operation and performance of the school and to exercise its responsibilities and powers in partnership with the Head Teacher, staff, and the Trust's Directors.

The LGB and the Head Teacher have full delegated responsibility for the strategic direction of the day-to-day leadership and management of the academy.

Each LGB 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 academies and the trust.

In line with the overall vision, strategy, ethos and broad policy framework of the Trust, the LGB will:

Help Castle Primary School set high standards by planning for the school's future, set the direction for the school and agree targets for improvement, monitoring and evaluating its performance.

Be a 'critical friend' to and hold leaders to account for the pace and rate of improvement and the achievement of all pupils.

Set the school's standards of conduct and values.

Ensure sound management and administration of the school and ensure all staff have the appropriate qualifications, skills experience and training to carry out their duties.

Ensure compliance with all financial, statutory and regulatory requirements.

Help the school respond to and meet the needs of parents and the wider local community.

Ensure all Local Governors are skilled in understanding, interpreting and comparing school performance, attendance, admissions and exclusions data and are kept fully apprised of the performance of the school at all times.

Ensure all Governors have the skills, knowledge and information to assess the school's financial performance.

Governance:

Determine and approve the school's vision, strategy and long term development plan - in line with the Trust's overall vision.

Ensure that the school contributes significantly to the overall development and success of the Trust.

In consultation with the Board of Directors determine key performance indicators and targets for the school.

Approve the school's development plan. Monitor overall performance and the achievement of objectives, targets and key performance indicators, and ensure that plans for improvement are acted upon and report progress to the Board and provide all required data.

Following consultation, adopt and ensure the implementation of trust-wide policies and procedures.

Determine and approve school specific policies and procedures, monitor their implementation, and evaluate their impact.

Determine any other constitutional matter in which the LGB has discretion.

In line with the Trust's governance arrangements, policies and procedures, and scheme of delegation for the academy:

Recommend a Governor for appointment by the Board as the Chair of the LGB, annually.

Hold at least three LGB meetings and at least three meetings of each sub-committee a year.

Appoint a Vice-Chair of the LGB annually.

Make arrangements for the election/appointment of parent and staff Governors; appoint these Governors in line with the Trust's arrangements and procedures.

Make arrangements for recruiting and appointing 'Associate Governors' if required.

Appoint a clerk and implement clerking arrangements in line with the Trust's requirements.

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.

Establish sub-committees. Appoint the chairs of the sub-committees.

Delegate functions of the LGB to sub-committees, groups, and individuals.

Carry out and report on all duties and responsibilities delegated to the LGB by the Board.

Ensure the academy complies with legal and statutory requirements.

Receive reports and recommendations from any sub-committee, group, or individual to whom an action or decision has been delegated to agree the recommendation, ratify the decision, or consider whether any further action by the LGB is necessary.

Review and report to the Board on the effectiveness of delegation arrangements annually.

Appoint Governors with specific responsibilities for example, for special educational needs and disability (SEND) and Pupil Premium and in line with any statutory requirement.

Publish papers, minutes of meetings of the LGB and its sub-committees in line with the Trusts' arrangements.

Advise the Trustees of any concerns about the running of the academy that cannot be resolved by the LGB and of any suspicions of fraud and irregularity.