



EQUA
Multi Academy Trust

LOCAL GOVERNING BODY TERMS OF REFERENCE

Committee	Board of Trustees
Adopted by Trustees	2019
Last amended	February 2023
Last review	March 2023
For review	Every 3 years

1. Constitution

1.1. Purpose – to enable strong leadership to ensure excellent teaching and learning within the academy, to protect the individual ethos of the school and to monitor and challenge performance of the school with particular respect to curriculum, school improvement and standards.

1.2. Membership:

- will have between 8 and 12 Governors relevant to their school's need
- Where the Academy is a Church of England School, former VA representation of a majority of Governors or a former VC representation of 25% of Governors, to be approved by the Salisbury Diocesan Board of Education (which is itself a corporate Member of the Trust) as having the requisite skills and experience to protect, develop and promote the Distinctive Christian character of the school.
- will include at least 2 elected parents, who will have been nominated by parent groups and then appointed by the Trustees. A parent governor can be from any Equa school.
- other Governors will be appointed by the Trust Board in consultation with the LGB Chair according to the skills and experience required
- Headteacher will be an ex-officio Governor
- may have one other member of staff nominated as a Governor
- may have local working groups/ sub-committees if they wish

2. Responsibilities and Functions

2.1. Governance

- To champion Equa's vision and values in the school and to ensure the spiritual wellbeing of the pupils
- To protect and develop the character, mission and ethos of the school, and in the case of the Church Schools to develop the distinctively Christian character of the school, providing a positive encounter with Christianity for children of all faiths and of none
- To ensure that the school has a vision for its future and a robust strategy for achieving it
- To propose in accordance with Equa guidelines a nominee for LGB Chair to be approved by the Trustees and where required (where the nominee is a Foundation Governor) by the SDBE.
- To appoint (and remove) from its number, subject to any specific approvals required of the Trustees, LGB Vice-Chair and Local Governors with specific responsibilities for special educational needs and inclusion, safeguarding, statutory grants (including pupil premium), health and safety and financial matters
- To review, amend and scrutinise the implementation of the policies of the school (in line with any Trust prescribed policy)
- To implement a means whereby the school can receive and react to pupil, parental and staff feedback
- To establish and maintain a positive relationship with the members of the local community that contributes to the objectives of the school and or Equa and the outcomes and opportunities for children, and in the case of the Church schools this must include fostering the relationship with the Church and Parish.

2.2. Curriculum and standards

- To approve the curriculum proposed by the Headteacher (to the extent that it is consistent with the Trust-wide policy)
- To ensure effective processes are in place for monitoring the quality assurance of teaching and learning, the curriculum, inclusion and the sharing of good practice across the school
- To monitor the KPI figures reported from the Headteacher relating to standards
- Monitor and evaluate school performance against agreed targets
- To develop, monitor and approve the School Improvement Plan
- To appoint a Local Governor responsible for SEN and inclusion
- To review and maintain the school's SEN policy consistent with any Trust-wide plan
- To provide oversight of the implementation of the SEN policy within the school and compliance with the Disability Discrimination Act requirements.

2.3. Safeguarding

- To appoint a designated governor for safeguarding
- To adopt the Equa safeguarding and child protection policy for the school and monitor/ensure its implementation
- To ensure the completion of the single central record.

2.4. Behaviour

- To review and maintain a behaviour policy for the school in line with any Trust prescribed policy
- To convene a committee to review the exclusion of a pupil by the Headteacher as required by department for Education guidance on exclusion
- To review the number, duration and reasons for exclusions at the school at least annually .

2.5. Admissions

- To undertake consultation, publish admissions and determine arrangements consistent with the Equa admissions policy, as required in accordance with the School Admissions and Appeals Codes
- To make arrangements for determining admissions and hearing admission appeals
- To ensure effective arrangements are in place for pupil recruitment
- To contribute to the development of the School prospectus.

2.6. Pupil related matters

- To review attendance and pupil absences (as part of the KPI report)
- To appoint a Local Governor responsible for statutory grants including pupil premium
- To monitor the impact of the pupil premium in the School
- To monitor the impact of other ring-fenced grants such as the Sports Premium
- To adopt the Equa Complaints policy
- To hear complaints at the relevant stage
- To ensure effective arrangements are in place for pupil support and representation at the school
- To support the Trust and the Headteacher in any extended school provision in the school.

2.7. Finance and contracts

- To appoint a Local Governor responsible for monitoring Finance
- To consider the annual budget for the School prior to submission to the Resources Committee
- To ensure that a register of Local Governors' business and personal interests is maintained and published
- To support the Trust Board in its monitoring and evaluation of the delivery of any central services/functions provided/procured by the Trust.
- To ensure compliance with the financial scheme of delegation.

2.8. Staffing

- Performance management of the Headteacher will be led by the Trust CEO (or other person to whom the headteacher reports), in partnership with the local governing board (usually the Chair), and involving as appropriate either a Trustee, a further representative from the school's LGB, the DCEO/Primary Lead, or with the support of an external advisor
- In case of a vacancy in the post, to work with the CEO (or other person to whom the headteacher will report), and Trustees to appoint the Headteacher such process always to include both the CEO and a Trustee on any selection panel. Such selection panel is to include 5 people, three of whom are either part of the Executive Team or Trustees and two of whom are Local Governors at the school. In the case of the appointment of a headteacher at a Church school, at least half of the selection panel must be approved as "Foundation", and the panel must be joined by an advisor appointed by SDBE
- To support the Headteacher in the development and review (from time to time) of an appropriate staffing structure for the school in line with agreed budgets, compliant with the financial scheme of delegation, and for the appointment of school staff to ensure that the school is fully staffed in accordance with that structure
- To communicate effectively with the Headteacher
- To ensure that the Trust's policies on all HR matters are implemented in the school
- To monitor the implementation of the Trust's policies at the school for HR matters including the appointment, induction and performance management of staff, pay review process and procedures for dealing with disciplinary matters, grievances and dismissal, and to take part in those procedures for the Trust as appropriate

2.9. Information management and communication

- To ensure the effective implementation of the data protection policies and procedures in the school, and in particular for each Local Governor, not to download or retain any personal or otherwise confidential data on any device not belonging to the school / Trust
- To ensure systems are in place at the school for effective communication with pupils, parents or carers, staff and the wider community including the support of a local parent teacher association (if established) and in line with the Trust's strategy and Scheme of Publication.

2.10. Health, safety, risk and estates

- To appoint a Local Governor responsible for health and safety
- To review the risk register of the School and prepare a Risk report for the Resources Committee
- To adopt a health and safety policy for the School in line with the Trust-wide policy

- To review the implementation of the above policy and ensure that appropriate risk assessments are being carried out in the School
- To conduct site inspections to review any health and safety issues and the security of premises and equipment.
- To enable strong leadership in teaching and learning within the school by providing support and challenge to the leadership team within the context of the Trust Strategic Plan in so far as it relates directly to the individual school and its School Development Plan.
- To promote the individual ethos and values of the school and the wider ethos of the trust within the local community
- To act as a conduit for concerns, recommendations and sharing success between the local community and the Trust
- To determine the individual school admissions policy (in line with the overarching Equa Admissions Policy)
- To sit on panels for the recruitment of staff (in the case of recruitment of a Headteacher in conjunction with the CEO and a Trustee)
- To sit on panels to support the Headteacher in making decisions on admissions, exclusions, disciplinary and grievance issues,
- Along with a member of the Standards and the CEO, the LGB Chair will support the Headteacher during an Ofsted inspection [and for Church Schools during a SIAMs inspection]
- The LGB Chair will support the designated lead safeguarding officer in the event of any safeguarding disclosure and provide support in ensuring that safeguarding policy is adequate and observed within the school, including carrying out internal audits.

3. Communication and methods of reporting

3.1. Open and transparent communication is key to the success of Equa. This needs to be balanced with efficient, clear reporting. The methods of communication between LGBs, executive and trustees are detailed below:

- LGBs link governor monitoring reports (completed by, or on behalf of, link governors) are made available to the relevant Trust Board committees and/or executive staff for collation and analysis.
- Chairs Forum minutes will be circulated prior to the following Full Trust Board meeting and Chair of Chairs to attend this meeting.
- Link trustees allocated to schools to maintain communication and attend relevant meetings.

4. Authority

4.1. The Committee has been delegated its responsibility via the Scheme of Delegation.