

**LOCAL GOVERNING BODIES
TERMS OF REFERENCE**

Local Governing Bodies (LGBs): LGBs have responsibility for localised challenge and support but with no legal liability or final approval of core documents. They are delegated certain school-level responsibilities which enables them to focus on school improvement and outcomes, and lead on local stakeholder engagement (staff, parents, community). LGBs have agreed specific powers delegated to them under Swale Academies Trust’s Scheme of Delegation

Membership and Administration

Membership	The LGB membership comprises the Head, up to two staff Governors, two parent Governors and a minimum of three co-opted Governors. A member of the Trust Executive Team will also attend meetings as necessary as a Trust Governor.
Attendance	The LGB/school may, on occasion, invite members of the school’s senior team to attend meetings.
Quorum and Voting	The quorum for the meeting shall be a minimum of four Governors, of which one must be co-opted. Any decisions taken will be on a majority basis.
Terms of Office	Four years.
Chair	The Chair is appointed by the Trust Board and is a member of the Chairs’ Forum. Chairs are responsible for agreeing the agenda with the Head and ensuring that it is considered within the agreed time.
Link Governors	All LGBs shall have a named Link Governor for SEND, Safeguarding and Health & Safety. In addition to the above, Secondary LGBs will have a named Link Governor for Careers.
Meetings	The LGB will meet 6 times per year. The agenda and relevant papers will be circulated to members of the LGB prior to the meeting (at least the Friday before when the actual meeting takes place). The reports from the school will be in sufficient detail to enable Governors to undertake their strategic responsibilities for planning, monitoring and evaluation. Governors must give 48 hours notice if unable to attend meetings. Minutes will be recorded.
Clerk	Each school will appoint a Clerk.
Minutes	Draft minutes will be circulated to the Chair and Head within three days of the meeting which will be circulated to the LGB within a week. Minutes will be agreed at the next meeting and signed by the Chair. They are made available to the Trust Board.
Items of Any Other Business	Items of Any Other Business should be raised by Governors through the Clerk at least 48 hours prior to the meeting date.

Strategy and Leadership

1. Set, Oversee and monitor the strategic objectives of the school, including the School Strategic Plans and the Post-Ofsted Inspection action plan.
2. Challenge the school on engagement of local stakeholders and the community.
3. Ratify individual school policies, in accordance with the Trust Policy Schedule.
4. Appoint/remove Local Governors in consultation with the Director of Primary/Secondary.
5. Set and review the vision, culture, values and ethos of the **school**.
6. Be made aware of the vision, culture, values and ethos of the **Trust**.
7. Be made aware of the Trust strategy, including the Trust Strategic Plan objectives.

Education

1. Approval of school targets for student achievement/outcomes, and attendance.
2. Monitor school targets for student achievement/outcomes, and attendance.
3. Setting and review of the curriculum for the school and its effectiveness.
4. Review and challenge the pupil premium spend (and sports premium spend - Primary phase only) – evaluating value for money in terms of educational outcomes and narrowing the achievement gap.
5. Monitor school compliance with the SEND Code of Practice.
6. Set and review the school's Admissions Policy and ensure compliance with statutory requirements.
7. Review collective worship arrangements for schools without religious character.
8. Review and ratify school-based policies and be familiar with statutory Trust policies.
9. Receive suspension and permanent exclusion information, and monitor the use of suspensions.
10. To be consulted in respect of any changes to the opening and closing times for the schools and the length of the school day.
11. To be consulted in respect of Term Dates.

Safeguarding

1. Review the school's Child Protection and Safeguarding policies and be aware of Trust guidance documents and related procedures.
2. Ensure school compliance with the school's Child Protection and Safeguarding policies and procedures, statutory and local requirements.
3. Ensure completion of annual safeguarding audits, including PREVENT.
4. Monitor Action Plans from the annual safeguarding audits, including PREVENT.

Human Resources

1. To be consulted on the appointment of a Headteacher/Head of School.
2. To be informed of the school's staffing plan to ensure that the structure can effectively support the school's priorities and to be aware of any staff restructuring.

Premises Management and Health and Safety

1. Check implementation and adherence to the Health and Safety Policy, including Health and Safety Audits and Fire Risk Assessments and Educational Visits Policy.
2. Ensure there is daily oversight of Health and Safety compliance throughout the school.
3. Review Health and Safety RIDDOR reporting has been completed.
4. Monitor Actions Plans from Health and Safety and fire assessment audits.
5. Be aware of management of the Asbestos Management Plan.
6. To receive school budget monitoring reports and be informed of Trust capital expenditure and premises management.

Finance

1. Receive, monitor and challenge school-level budget monitoring reports and associated papers.
2. To monitor additional funding to review and challenge the value for money.