

# Local Governing Body Terms of Reference

September 2019



The Local Governing Body acts as a critical friend to the School and is accountable for its decisions. It plays a key role in monitoring and improving the quality of provision in the school; its relationship with stakeholders and the safety and well-being of its children and staff.

Governors' term of office shall be 3 years, and can be re-elected up to 3 consecutive terms and then must take one calendar year break.

**Quorum:** The quorum for a meeting of the LGB shall be 40% of the total number of Governors of the LGB [rounded up to a whole number] at the date of the meeting.

- To hold at least 3 Local Governing Body meetings a year;
- To recruit new governors as vacancies arise;
- To appoint or remove the Chair and Vice Chair;
- To appoint a Whistleblowing governor;
- To appoint a DSEN governor;
- To appoint a Looked after Children governor;
- To appoint a Pupil Premium governor;
- To appoint a Collective Worship/RE governor [Church Schools];
- To appoint a Safeguarding governor;
- To appoint a Health and Safety governor;
- To appoint or remove a clerk to the Local Governing Body;
- To suspend a governor;
- To decide which functions of the local governing body will be delegated to individuals;
- To receive reports from any individual to whom a decision has been delegated and to consider whether any further action by the Local Governing Body is required;
- To receive reports from, and provide challenge and support to, the Headteacher on the quality of teaching and learning and the performance of the school;
- To participate in the school's self-evaluation processes;
- To ensure that safeguarding and health and safety of the school is robust;
- To contribute to the school development plan and its priorities;
- To make arrangements for staff disciplinary/conduct hearings;
- To contribute to the performance review of the Headteacher annually;
- To participate in the school appointments panels and ensure the school recruits the best possible staff in line with Safer Recruitment procedures;
- To devise, monitor and review the policies of the school and make recommendations to Trustees on Trust wide policies;
- To assist the Headteacher in promoting good relations with parents and the community;
- To form the student disciplinary panel in relation to serious breaches of school discipline;
- To approve the curriculum plan, being mindful of statutory requirements;
- To ensure the requirements of children with special education needs are met.

[For fuller details see the Scheme of Delegated Authority]

The minutes of the proceedings of a meeting of the LGB shall be drawn up and signed [subject to the approval of the Governors] at the same or next subsequent meeting by the Chair of the meeting. The minutes shall include a record of all appointments of Governors and all proceedings at meetings of

the LGB and of subcommittees of the LGB, including the names of all persons present at each such meeting. The minutes should also include details of decisions taken, actions agreed, person responsible for taking action and timescales for completion. The agreed actions from a previous meeting should be included in the agenda for the next meeting.

The Chair shall ensure that copies of the draft minutes of all meetings, including any confidential item[s], of the LGB [and any subcommittees] shall be provided to the Company Secretary as soon as reasonably practicable and in any event within fourteen days of the meeting having been approved by the Chair of that meeting, and the Chair shall thereafter ensure that the Company Secretary is provided with updated copies of such minutes if later revisions are made.

The LGB shall ensure that a copy of:

- the agenda for every meeting of the LGB
- the draft minutes of every such meeting, if they have been approved by the person acting as Chair that meeting
- 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. There may be excluded from any item required to be made available any material relating to a named teacher or other person employed, or proposed to be employed, at the School, a named student at, or candidate for admission to, the School and any matter which, by reason of its nature, the LGB is satisfied should remain confidential.

#### **Local Governing Bodies:**

- Breage
- Coverack / Manaccan / St Keverne
- Crowan
- Cury
- Garras
- Godolphin
- Grade Ruan
- Halwin
- Helston
- Landewednack
- Mullion Primary
- Mullion Secondary
- Parc Eglos
- Porthleven
- Sithney
- Trannack
- Wendron

For full details regarding membership of Local Governing Bodies, please see the individual school websites which can be directly accessed through a link on our 'Schools' page.

**Full details of our Governance Structure can be found in 'An Introduction to Southerly Point Co-operative Multi-Academy Trust'.**

**September 2019**