

Secondary Local Governing Board (LGB)

Terms of Reference

This document represents the structure for Governance meetings and committees to be effective from the start of the Autumn Term 2023/24. This should be read and used in conjunction with the TPAT SoDA.

1. Membership

The LGB will be made up of a maximum of 10 Governors:

1 (max 2)	Staff	Either support or teaching, elected by staff
2	Parent	Elected by parents across the school/s
1	Headteacher	Headteacher of the school - 2 where there are 2 schools
Up to 6	Co-opted	

The Trust Board reserves the right to appoint 2 Trust Governors in certain circumstances.

- A suitably experienced Chair and Vice Chair will be elected from within the LGB membership, on an annual basis (no TPAT member of staff will be eligible to stand for these positions).
- The term of office for all Governors will be 4 years - a staff Governor will only hold office for as long as they work for the school/s. Parent Governors whose Child(ren) leave the school/s may continue to hold office until the end of their term if they so wish.
- Subject to remaining eligible, members may be re-appointed or re-elected at the end of their term. Any LGB member seeking re-appointment/election will need to ensure they are able to demonstrate their positive impact on the work of the LGB.

2. Meetings

The LGB full board will meet 6 times per academic year - once each half term.

Additional or more frequent meeting may be held as circumstances require such as training needs, or at the request of the Trust Board.

The LGB meetings will be held on site at the school.

All meetings will be scheduled by the Local Governance Officer and agendas will be set in conjunction with the Local Governance Officer, Chair and Headteacher/s.

Attendance at the LGB meetings will be published on the school websites.

The Headteacher/s will attend all meetings.

In order to ensure balanced representation in meetings and to facilitate robust challenge for school leaders, other members of the school/s' leadership team will attend meetings only where they are contributing to the agenda and aligning with their roles and responsibilities.

The Trustees may terminate the appointment of any LGB member whose presence or conduct is deemed by the Trustees not to be in the best interests of the academies or Trust. This is in line with the requirements of the Trust's Code of Conduct.

3. Delegated Permissions

In the event of a need to make urgent decisions between meetings, the Chair of the LGB, in consultation with the Headteacher and the Trust, will take appropriate action on behalf of the LGB. The decisions taken and the reasons for the urgency will be minuted and explained fully at the next meeting.

The Chair of the LGB is authorised to invite attendance at its meetings persons to assist or advise on a particular matter or range of issues, including members of Trust staff.

All LGB Governors must be aware of and act within the remit of the delegated responsibilities afforded to them by the Scheme of Delegation Authority.

4. Quorum and Voting

The quorum for LGB full board meetings shall be 40% of the total number of Governors (rounded up to a whole number).

If a meeting cannot be held or cannot continue due to lack of a quorum during the meeting, the Chair will determine the time and date at which a further meeting will be held and will direct the Local Governance Officer to convene the meeting accordingly. The Local Governance Officer will be expected to monitor quorum throughout the meeting and note the timings in the minutes.

It is generally expected and encouraged that decision making by the LGB should be by consensus and LGB members recognise a collective approach to decision making. However, it is recognised that there will be occasions where a formal vote is necessary. LGB members shall have one vote each, where there is an equal division of votes, the chair of the meeting shall have the casting vote.

This is subject to any member of the LGB having an interest, loyalty or duty that conflicts, or is reasonably likely to conflict, with the interests of the LGB. In such

cases the governor must declare their interest for the particular item and must not vote on or be present for the vote on that item.

No resolutions or decisions may be rescinded or varied at subsequent meetings unless these have been incorrectly recorded by the Local Governance Officer or unless variation is a specific agenda item at a subsequent meeting.

5. The role of the Local Governance Officer

The Local Governance Officer shall be appointed by the LGB and shall attend and service meetings, including circulating the agenda and papers before each meeting, and preparing the minutes.

The Local Governance Officer will circulate an agenda, papers and any joining instructions to every LGB member at least 7 full days in advance of the meeting.

Attendance at each meeting, matters discussed and recommendations for decisions will be recorded by the Local Governance Officer in the minutes, these will be circulated as soon as possible after the meeting.

In the absence of the Local Governance Officer the LGB will approve a replacement for the meeting. This cannot be one of the staff governors.

6. Conflicts of Interest

An LGB member who has a duty or personal interest which conflicts or may conflict with their duties as a member of the LGB shall disclose that fact to the LGB as soon as they become aware of it.

They also should notify the Chair at the start of any meeting where that conflict relates to an agenda item.

An LGB member must remove themselves from any discussions in which it is possible that a conflict will arise between their duty to act solely in the interests of the schools and any duty or personal interest. This includes both actual and perceived conflicts of interest or where their loyalty or objectivity could be called into question.

Any Governor who is also an employee of the Trust shall withdraw from that part of any meeting of the LGB at which his/her remuneration, conditions of service, promotion, conduct, suspension, dismissal or retirement are to be considered.

The Local Governance Officer must also withdraw if their remuneration, conditions of service, promotion, conduct, suspension, dismissal or retirement are to be considered.

The Local Governance Officer shall ensure that Governors interests are kept up to date on the school websites in line with the DfE publication of interests guidance.

7. Individual Governor Roles

Individual Governor roles will be assigned to Governors, aligned with their skills, areas of interest and capacity:

Safeguarding

Finance

Health and Safety

SEND

Whistleblowing

Careers and guidance

In addition, there will be Senior Leadership Team link Governors

Name of appointed person:	Mark Arnold
Area of responsibility:	Chair of LGB (& link to the Headteacher)
Duties and responsibilities:	<p>To ensure the business of the LGB is conducted properly, in accordance with the TPAT SoDA and Trust policies.</p> <p>To ensure meetings are run effectively.</p> <p>To establish an effective relationship with the Headteacher based on trust and mutual respect for each other's roles.</p> <p>In the event of a tied vote in a meeting the Chair may vote again as a 'casting vote'.</p> <p>To work with the Local Governance Officer to plan meeting agendas and ensure the accuracy of the minutes.</p> <p>The Chair may take urgent action on behalf of the LGB if it is not possible to convene a full extra-ordinary meeting. Such actions should be communicated to the full LGB in a timely fashion.</p> <p>To support the governors to fulfil their roles and ensure appropriate induction for new Governors</p> <p>To communicate effectively and openly with all stakeholders.</p> <p>To be aware of the health and wellbeing of the staff and take all appropriate actions to support this initiative.</p> <p>To escalate issues/seek support from TPAT specialists to ensure effective Governance.</p> <p>To uphold the ethos and values of the Schools and TPAT.</p>

	To participate in relevant personal development to improve skills and knowledge.
Key staff contacts:	Headteacher
Development and training expectations:	Attendance at TPAT Chairs Forums Attendance at relevant Chairs training and networking opportunities.
Role review date:	Summer Term each year (in preparation for election in the Autumn Term.)

Individual Governor Role Descriptions:

Name of appointed persons:	Jeremy Martin
Area of responsibility:	Vice Chair of LGB (& link to Nick Croker Senior AHT Attendance and Behaviour)
Duties and responsibilities:	To stand in for the Chair when he/she is unavailable and to hold the “casting vote” if relevant. To have an effective working relationship and communication with the Chair and Headteacher. To participate in relevant personal development to improve skills and knowledge. To provide support for fellow Governors and mentor newly appointed Governors.
Key staff contacts:	Headteacher
Development and training expectations:	Attendance at relevant Chairs training as part of succession planning.
Role review date:	Summer Term each year (in preparation for election in the Autumn Term.)

Name of appointed persons:	Nancy Barrows
Area of responsibility:	Safeguarding (& Link with James Woodward DHT)
Duties and responsibilities:	<p>Meet regularly with the designated safeguarding lead/s and any other relevant other staff.</p> <p>Report back to the LGB about activities to inform them in order to facilitate scrutiny and impact of safeguarding; and ensure compliance with statutory duties.</p> <p>Ensure that safeguarding deficiencies are brought to the LGB.</p> <p>Ensure that the safeguarding and child protection policy is being followed in practice; and be involved in any policy review.</p> <p>Report to the LGB so that they can ensure resources are effectively allocated or where changes might be required.</p> <p>Ensure that the LGB are kept aware of the safeguarding risks to young people in the school.</p> <p>Ensure that there is a consistent approach to safeguarding and child protection across the school.</p> <p>Ensure that the curriculum for safeguarding reflects the risks for the young people in the area.</p> <p>Ensure that safer recruitment processes are in place.</p> <p>Ensure that the Single Central Record is compliant.</p> <p>Participate in relevant personal development to improve skills and knowledge.</p>
Key staff contacts:	Designated Safeguarding Lead
Development and training expectations:	<p>Tier 2 Safeguarding training</p> <p>Governance safeguarding training</p>
Role review date:	When KCSIE is updated.

Name of appointed person:	Mark Arnold
Area of responsibility:	Finance
Duties and responsibilities:	<p>To have a good understanding of the finances for the school</p> <p>To be the link between the governors and the Headteacher and School Business manager (SBM) or Trust Management Accountant (TMA) and on report to the board on areas such as:</p> <ul style="list-style-type: none"> • How financial resources are being used and how this links with the school improvement plans (SIPs) and budgets • What questions you've asked the SBM or TMA about the budgets (the SBM or TMA should update the board on the budget and how it's been scrutinised in general through a report) • Any relevant finance policies that need to be in place, and how well they're operating in the schools • How the financial position of each school compares to similar schools • Local and national developments which would affect the schools finances, e.g., an increase in National Insurance contributions. Attend relevant training so you can keep up to date <p>To meet with the SBM or TMA half termly to review management accounts.</p> <p>To report back to the LGB following monitoring activities.</p> <p>To contribute to discussions regarding specific funding ie pupil premium and assessing the impact of the spend.</p> <p>Participate in relevant personal development to improve skills and knowledge.</p>
Key staff contacts:	School's business manager or Trust Management Accountant
Development and training expectations:	Finance training/support with the management accountant
Role review date:	Every 2 years

Name of appointed person:	Nancy Barrows
Area of responsibility:	SEND (and Children in Care)
Duties and responsibilities:	<p>To meet with the SENCO termly to monitor the progress and effectiveness of the SEND policy.</p> <p>To monitor the deployment of resources allocated to SEND.</p> <p>To monitor the effectiveness of communication with parents of SEND students.</p> <p>To be aware of the changes to the code of practice and its impact on the schools.</p> <p>To monitor schools support for Child in Care</p> <p>To report back to the full LGB on monitoring activities.</p>
Key staff contacts:	SENDCO
Development and training expectations:	SEND training/support from SENDCO to ensure fully understand SEND provision and requirements.
Role review date:	Every 2 years

Name of appointed person:	Steve Piff
Area of responsibility:	Whistleblowing
Duties and responsibilities:	To monitor the effectiveness of the whistleblowing policy To be a point of contact for staff wishing to make a report
Key staff contacts:	Headteacher
Development and training expectations:	Governor roles and responsibilities
Role review date:	Every 2 years

Name of appointed person:	Elle Wheatley
Area of responsibility:	Careers and Guidance (& Link to Rebs Wilson AHT personal development etc)
Duties and responsibilities:	To meet with each school careers advisor to understand provision To look at data for specific cohorts and appropriately question To monitor outcomes and community links To complete monitoring activities and report back to the full LGB.
Key staff contacts:	School careers advisors
Development and training expectations:	Governor roles and responsibilities
Role review date:	Every 2 years

Name of appointed person:	Steve Piff
Area of responsibility:	Health and Safety
Duties and responsibilities:	<p>To meet with the health and safety officer from each school termly and appropriately report back to the LGB</p> <p>To receive health and safety audit reports in order to discuss with relevant staff</p> <p>To complete monitoring activities and report back to the full LGB.</p>
Key staff contacts:	Health and safety officers
Development and training expectations:	Governor roles and responsibilities
Role review date:	Every 2 Year

Additional SLT Links

Toby Drewett [Link Richard Radford CPD, Exams and Assessment HoD CDT](#)

Governor [Link Bex Leach AHT Quality of Education](#)

Governor [Link Tamsin Hocking AAHT Vocational Learning and Transition](#)

