

## LOCAL GOVERNING BODY

### Terms of Reference

#### **Constitution**

The Diocese of Ely Multi-Academy Trust resolves to establish committees of the Trust Board to be known in each case as the Local Governing Body for an individual academy or federation of DEMAT academies.

The Trust Board reserve the right to amend the levels of delegation to any LGB at any time.

The Chief Executive Officer of DEMAT (CEO) reserves the right to determine the operational structure of a LGB, or group of LGBs through consultation with the Chair(s) of the LGB(s).

#### **Membership**

- The Chair of the LGB shall be appointed by the CEO.
- The LGB shall consist of not less than 4 members (including the Headteacher) and not more than 10 members, of which one must be a parent member. The LGB shall have a Chair and a Vice-Chair. Such other members as the Trust decides.
- A parent member shall be elected or appointed by the parents at the relevant academy or federation. The elected parent must have a child registered at the academy or federation and must be a parent at the time when he or she is elected or appointed.
- A place on the governing body is reserved for the local incumbent or their nominee.
- A quorum shall be three members (excluding the Headteacher).
- With the exception of the Chair's position and any DEMAT nominees, the LGB may appoint and remove\* governors (\* in consultation with the Governance team). Any parent governor who is banned from academy site will not be permitted to attend LGB meetings for the duration of their ban.
- The CEO, or substitute, or any Trustee may attend any meetings of the LGB.
- Staff who work at the academy for more than 500 hours in total per year are not eligible to serve as governor.

#### **Term of Office**

Members shall serve for a period of four years, renewable for a second term of office with the exception of parent members who are elected to the LGB by the parents of pupils at the academy.

#### **Resignation and removal**

There are different ways a governor can leave a governing body. Some of these are covered below:

- End of their term.
- Resignation - A governor may at any time resign their office by giving notice in writing to the clerk to the LGB.
- Non-attendance - Any governor who has not attended an LGB meeting for 6 months, with or without apologies will be automatically considered for removal at the next LGB meeting, subject to agreement from the chair of governors and in consultation with DEMAT Governance team.
- Breach of code of conduct - If a governor breaches the code of conduct, a local governing body can propose the removal of a governor by submitting a recommendation, approved by a majority vote at a governors' meeting, for the removal to be considered by the CEO.

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**[www.demat.org.uk](http://www.demat.org.uk)**

#### **DEMAT Office Address:**

Grace Building, 8 High Street, Ely, Cambridgeshire, CB7 4JU

### ***Governor statutory information***

Governors must provide certain information for practical reasons and to ensure their governing body remains compliant with legislation and DEMAT guidelines. This includes:

- Personal contact details – postal address, email, phone
- Declaration of any business and pecuniary interests
- An agreement to abide by the Code of Conduct
- Confirmation they have read the latest KCSIE
- To confirm there have been no cautions or convictions since DBS was issued

This information must be provided by governors via their profile on GovernorHub and should be re-confirmed each academic year. In addition to this, LGBs are required to complete a skills audit once per year.

### ***Meetings***

LGB meetings shall be held termly up to six times per year but not less than four times a year. Extraordinary LGB meetings to be held as necessary. All meetings shall be convened by the clerk to the local governing body, who shall send to the governors written notice of the meeting and a copy of the agenda with any supporting papers at least seven clear days in advance of the meeting. The agenda shall be prepared by the clerk for the local governing body with input from the headteacher and chair.

The convening of a meeting and the proceedings conducted shall not be invalidated by reason of any individual not having received written notice of the meeting or a copy of the agenda.

Access to all notices, agendas, and minutes of meetings of the local governing body shall be provided to governors via document upload to GovernorHub.

Attendance at each meeting, matters discussed and recommendations for decisions will be recorded. The written minutes of each meeting will be submitted to the next meeting of the LGB.

Every matter to be decided at a meeting of the local governing body shall be determined by a majority of the votes of the governors present and voting on the matter. Every governor shall have one vote. Where there is an equal division of votes the chair of the meeting shall have a second or casting vote.

A governor may not vote by proxy.

No resolution of the governors may be rescinded or varied at a subsequent meeting unless consideration of the rescission or variation is a specific item of business on the agenda for that meeting.

A resolution in writing, signed by governors shall be valid and effective as if it had been passed at a meeting.

Any governor shall be able to participate in meetings of the governors by telephone or video conference if they have given reasonable notice to the clerk and that the governors have access to the appropriate equipment.

### ***Conflicts of Interest***

Any governor who has any duty or personal interest (including but not limited to any personal financial interest or perceived interest) which conflicts or may conflict with their duties as a governor shall disclose that fact to the governors as soon as they become aware of it. A governor must absent themselves from any discussions of the governors in which it is possible that a conflict will arise between their duty to act solely in the interests of the academy and any duty or personal interest (including but not limited to any personal financial interest).

Interests should be declared on GovernorHub annually during the first term of each new academic year. The clerk should be notified of any change to this declaration throughout the year.

Each governor shall always act in the best interests of the academy and Trust.

The governors must keep confidential all information of a confidential nature obtained by them relating to the academy and Trust.

### ***Appointment of chair and vice-chair***

The chair of the LGB shall be appointed by the CEO and will therefore be a nominee of the Trust. The vice-chair of the LGB shall be appointed by the governing body. If both the chair and the vice-chair are absent from any meeting of the LGB, those governors present shall appoint one of their number to chair the meeting.

### ***Duties***

The Trust is a charitable company limited by guarantee. The Trustees are the charity trustees and responsible for the general control and management of the administration of the Trust in accordance with the provisions set out in the Memorandum and Articles. The LGB is a Committee of the Trust Board. Trustees delegate the day to day running of each academy to the headteacher and LGB. Trustees reserve the right to withdraw delegated powers from the local governing body and disband it at any time. LGBs play an important role in the continued improvement of the DEMAT academies. A DEMAT LGB will have a focus on academy level strategy and academy improvement; it will develop the right blend of challenge and support for the Headteacher in delivering the academy's strategic plan; it will focus on the long-term success of the academy and monitor the progress the academy is making. These Terms of Reference should be considered in conjunction with the Scheme of Delegation.

### ***Governance***

1. To monitor compliance with and implementation of the Academy Development Plan (ADP).
2. To champion the DEMAT vision and values in the Academy and to review the processes in place to support the wellbeing of pupils and staff.
3. To champion, through communication with relevant stakeholders, the individual character and Christian ethos of the Academy. This is to include providing assurance to the Trust Board through direct observation and reports from the Headteacher and (termly) the Hub Director, that there are effective arrangements in place for regular collective worship which are inclusive, engaging, and enable all pupils and adults to flourish spiritually in the Academy. All members are expected to participate in academy visits as requested by the Chair of Governors.
4. To establish and maintain a relationship with parents, staff, the members of the local church and the local community generally.
5. To review how the needs of the local community are understood by the Headteacher and how the Academy is perceived by it, for the purposes of the Headteacher's establishing and implementing the ADP and running the Academy generally.
6. To appoint (and remove) from its number, the Vice-Chair and to allocate specific responsibilities to Local Governors which must include safeguarding, Christian ethos, Health & Safety and SEND and other areas as the LGB sees fit.
7. To support the DEMAT governance team to appoint (and remove) a Clerk.
8. To review, make recommendations and scrutinise the implementation of the local procedures adopted by the Academy (in line with any Trust prescribed policy).
9. To review the outcomes of pupil, parental, and staff feedback surveys.
10. To recruit and plan succession for the membership of the LGB.
11. To communicate in a timely manner to the Trust Board any issues of concern in relation to the functioning of the Academy in line with published reporting mechanisms.
12. Where it has been necessary to establish Transition or Intervention Boards, support the conversion back to a normally constituted DEMAT LGB, including undertaking relevant recruitment and handover activities to ensure the smooth transition of governance.

### ***Finance***

1. To monitor adherence the Academy's delegated budget.
2. To maintain a register of LGB members' business and pecuniary interests
3. To support the Trust Board (as required) in its evaluation of the delivery of any central services/functions provided/procured by the Trust.

### **Curriculum & Standards**

With support and information from the Academy's Hub Director and on a termly basis:

1. to provide assurance to the Trust Board, that a broad and balanced, curriculum, consistent with DEMAT's curriculum principles is delivered in the Academy including enrichment opportunities and that effective processes are in place for monitoring the quality of teaching and learning, the curriculum, inclusion, and the sharing of good practice across the Academy.
2. to receive pupil outcome data and provide assurance to the Trust Board that the headteacher is taking appropriate action where necessary.

### **Special Educational Needs and Disability (SEND)**

1. To designate a governor to review and report on SEND and inclusion.
2. To review and maintain the Academy's SEN information report as required by statute, consistent with any Trust-wide policy.
3. To monitor outcomes and provision for vulnerable and disadvantaged groups.
4. To provide assurance to the Trust Board of the implementation of the Inclusion policy within the Academy and compliance with Equality Act requirements as they relate to SEND.

### **Safeguarding**

1. To designate a governor to review and report on the Headteacher's monitoring and implementation of safeguarding procedures.
2. To monitor trends or patterns in safeguarding incidents in the Academy.
3. To seek assurance that the Single Central Record is completed according to legal requirements as referenced in Trust policy.
4. To provide assurance to the Trust Board of the adoption of the DEMAT Safeguarding and Child Protection Policy for the Academy and its implementation by way of the half-termly Governor Safeguarding Monitoring form.
5. To provide assurance to the Trust Board that actions from any Trust audits provided to the LGB are completed in a timely manner.

### **Christian ethos**

1. To appoint a governor designated for reviewing the Christian Ethos of the Academy and the implementation of the SIAMS framework.

### **Behaviour**

1. To provide assurance to the Trust Board that there is a behaviour policy for the Academy (in line with any Trust prescribed policy).
2. To provide governors to constitute a Pupil Discipline Committee when required to review exclusion/suspension decisions.
3. To encourage governors or former governors to participate in Independent Review Panels where parent/carers have appealed against decisions by a Pupil Discipline Committee.
4. To receive pupil behaviour data and provide assurance to the Trust Board that the headteacher is taking necessary action to raise standards.

### **Admissions**

1. To provide assurance to the Trust Board that an Academy Admissions Policy based on the DEMAT admissions policy is published, as required in accordance with the School Admissions and Appeals Codes.
2. To provide assurance that effective arrangements for admissions appeals are in place through monitoring.
3. To provide assurance that effective arrangements are in place for pupil recruitment and marketing.

#### **Pupil related matters**

1. To review attendance and pupil absence rates.
2. To provide assurance to the Trust Board of the impact of expenditure of the pupil premium for the benefit of the pupils concerned in the Academy and ensure that applications for pupil premium are being made where appropriate.
3. To provide assurance to the Trust Board of the impact of other ring-fenced grants such as the PE & Sports Premium.
4. To provide governors to participate in a Stage 3 Complaint Committee to support complaints hearings on request.

#### **Staffing**

1. To participate in the process to appoint the Headteacher as requested by the DEMAT Central Team (acting with the delegated authority of the Trust Board).
2. For the Chair of the LGB to provide support to the Headteacher for their performance appraisals, if requested by the Director of Education or the Headteacher.
3. Subject to the Governor having received Safer Recruitment training, to support the appointment of Academy staff as requested by the Headteacher, in line with the Scheme of Delegation, to ensure that the Academy is fully staffed in accordance with the approved structure.

#### **Information management and communication**

1. To provide assurance to the Trust Board of the effective implementation and application of the Trust Data Protection Policy and related procedures in the Academy.
2. To review, monitor and provide assurance to the Trust Board that systems are in place for effective communication with pupils, parents or carers, staff and the wider community and the local parent teacher association (if established).
3. To provide assurance to the Trust Board that the academy web site is up to date.

#### **Health & Safety**

1. To designate a governor for Health and Safety.
2. To receive from Headteacher DEMAT Health & Safety site inspection reports and review any health and safety issues arising.
3. To review and provide assurance to the Trust Board of the implementation of the Trust Health and Safety policy and that appropriate risk assessments are being carried out in the Academy.
4. To provide assurance to the Trust Board that the academy is compliant with all stated Trust requirements and systems in terms of health, safety and estates.

#### **Risks**

1. To review, monitor and approve the risk register of the Academy for submission to the Trust Board ensuring RAG ratings are accurate and mitigating controls are appropriate and operating effectively.
2. To provide assurance to the Trust Board that actions from any Trust audits provided to the LGB are completed in a timely manner.

#### **People matters**

1. To review, monitor and provide assurance to the Trust Board of the effectiveness of key strategies used within the Academy to support the wellbeing of staff (including the Headteacher) and pupils.
2. To 'check in' with staff and pupils through governor visits to gain further assurance that such strategies are having an impact.
3. To provide assurance to the Trust Board that the Trust's policies on all Human Resources matters are implemented and applied consistently in the Academy.

#### **Equality, Diversity & Inclusion**

1. To provide assurance to the Trust Board of the embedding of EDI related strategies in the Academy to support inclusion, value difference, promote equal opportunity, and combat discrimination.

#### **Review**

These terms of reference will be subject to review every two years. Last reviewed: **15/12/23**