



## LOCAL GOVERNING BODY (LGB)

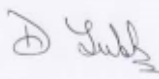
### TERMS OF REFERENCE 2023/2024

#### Our Vision

*Achieving More Together*

#### Our Mission

*Working together passionately to achieve the best outcomes for our SEND children and young people*

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| Reviewed by:   | Chair of Trustees, CEO, LGB Chairs, Clerk   |
| Review date:   | 29 <sup>th</sup> June 2023  |
| Ratified by:   | Board of Trustees   |
| Ratification Date:   | 6 <sup>th</sup> July 2023   |
| Review Frequency: <i>Annual, Bi-Annual</i><br>(Subject to Academy Trust or national policy change) | Annual  |
| Review Date:   | July 2024   |
| Chair of Trust/Chair of Governors Signature:   |  |

## *‘To pioneer excellence in staff and pupil achievement and well-being’*

The Local Governing Body (LGB) of Enable Trust schools act to assure the Quality of Education in our schools through focused monitoring of pupils outcomes, the development of our holistic curriculum and the wellbeing of our staff and pupils within the parameters of available resources.

### **Authority**

The Board of Trustees will ratify the terms of reference annually and ensure, in the review of the scheme of delegation, that the roles and responsibilities of Local Governors are in line with the needs of the schools and the Trust.

### **Membership**

Up to ten governors, termed Local Governors, including one Staff Governor, one non-teaching staff Governor, two Parent Governors plus the Head Teacher. Other, non-voting members, may be invited to assist the committee as required.

The LGB will elect a Chair and Vice Chair annually from among their number and the appointments will be recommended by the LGB to the Board of Trustees for confirmation. The Chair and Vice-Chair will be eligible for re-appointment after their term of office ends.

### **Quorum**

The quorum shall be one third of members currently in post (rounded up).

### **Meetings**

The committee shall meet a minimum 6 times per year, usually once per academic term and as required. Meetings shall be held in person but can be blended via Microsoft Teams.

### **Attendance at Meetings**

Governors unable to attend meetings must inform the Clerk to the LGB giving the reason for their absence. At the meeting, the LGB will decide if the absence is authorised. If a Governor fails to attend two consecutive meetings of the LGB, the Clerk and Chair of the LGB will discuss the reason for non-attendance with the Governor concerned. Failure to attend three consecutive meetings will be referred to the Board of Trustees to discuss the Governor's suitability to continue as a Local Governor.

### **Documents Portal**

All documents pertaining to LGB meetings and other reference, and training documents will be stored on, and Governors will access through, Governor Hub.

### **Procedures**

- An agenda will be sent out at least seven clear days before the meeting. Any items for inclusion in the agenda should be sent to the Clerk in sufficient time to meet the seven day circulation deadline
- The Clerk will produce minutes from notes taken during the meeting. The minutes will record the business and decisions of the LGB, those present or absent and whether it is an authorised absence.
- The first draft of the minutes will be confirmed by the Chair and Head Teacher. The confirmed minutes of the meeting are to be sent out with the agenda for the next meeting.
- The Clerk will circulate the confirmed minutes to the Board of Trustees.

## **Roles and Responsibilities**

1. Assessing the quality of education that the school provides for the pupils who attend it, to include evaluating pupil attendance, behaviour, wellbeing, and progress.
2. Assessing the impact of the staff on outcomes for pupils and their experience as professional educators in the Trust.
3. Assessing the quality of engagement with parents and carers of pupils in the school.
4. Holding the school leaders to account for standards in the school, including health and safety, premises and risk management
5. Holding the school to account for the delivery of agreed budget outcomes and monitoring of operational objectives to ensure staff and children are safe.
6. Ensuring the school contributes to the capacity of the Trust and is willing to offer and receive expertise from other areas of the Trust.

To assist with monitoring within the framework of termly meetings, the LGB will appoint Governors to specific areas of oversight to liaise with staff and school leaders and provide regular update reports to the LGB. These roles will include, as a minimum, Governors with oversight of:

Safeguarding  
E-Safety  
Health & Safety  
Pupil Premium and Children Looked After  
Finance & Risk Management  
Careers Education (Culverhill School)

## **Monitoring and Challenge**

### **1. QUALITY OF EDUCATION**

- To scrutinise termly attendance data and the number and reasons for exclusions and monitor the impact of action planning including pupils attending alternative provision
- To monitor pupil wellbeing and behaviour through regular reports from CPOMS and school leaders, including regular safeguarding reports and action planning
- To monitor the development of the Curriculum offer and the progress of implementation through reports from senior leaders and the School Improvement Advisor
- To support the setting of robust and challenging targets for pupil progress and attainment
- To monitor the progress of pupils against their EHCPs outcomes through data drops 3 times a year and analysis of the impact of action planning and interventions, including whole school projects
- To monitor the use and impact of the Evidence for Learning assessment system
- To receive regular updates on the progress of the School Development Plan and plan Governor

monitoring around the key school priorities

- To receive annual reports on careers education and the planned placements for leavers (Culverhill School)

## **2. IMPACT OF STAFF ON PUPIL OUTCOMES**

- To scrutinise termly staff absence data and the impact on staff well-being and quality of teaching and learning including the use of supply and cover staff
- To monitor staff wellbeing through leadership reports and from the school SEMH Leads
- To monitor the staff CPD offer and uptake
- To receive regular reports from the Staff Wellbeing Group (as available)
- To convene a pay committee, annually in October
- To monitor the programme of staff performance reviews
- To support Headteacher in staff selection interviews if required
- To carry out exit interviews with staff leavers (teachers) if required

## **3. PARENTAL ENGAGEMENT**

- To monitor the level of parental complaints and identify themes
- To monitor the effectiveness of communication with parents through Evidence for Learning App and SeeSaw (Culverhill only) and respond to feedback from parental surveys
- To engage with the parental body and gather qualitative information through attending school functions

## **4. STANDARDS**

- To monitor the development of key subject areas through reports from subject leaders
- To scrutinise the termly Head Teacher report and challenge on key school priorities
- To monitor the requests for school places and capacity to accept breech places
- To monitor the standard of Health & Safety and Premises through regular reports from the HUB Operations and Business Manager and Health & Safety Governor walk rounds/ desk top monitoring
- To consider the condition of the premises and programme of planned maintenance to ensure a safe and effective learning environment
- To monitor and oversee action planning for RIDOOR reportable and general incidents and accidents
- To monitor progress towards the school development priorities in line with Ofsted expectations
- To regularly monitor the Risk Register for the school and risk mitigation planning
- To assist in the Head Teacher performance management process (if required)

## **5. BUDGET OUTCOMES**

- To regularly monitor the schools expenditure to budget with the HT / DFO and report to the LGB on status
- To monitor current and planned staffing in relation to pupil needs and EHCPs and associated income
- To ensure requests for extra expenditure follow the correct procedures
- To report to Trust Finance & Audit committee on action planning to correct budget variances, if applicable

## **6. CONTRIBUTION TO THE TRUST**

- To monitor and support the school in the development of middle leaders to provide Trust - wide expertise
- To monitor and support the Trust's wider strategic intents and the schools' place within them

## **POLICES**

- To review and approve delegated policies in line with the School and Trust Policy Schedules
- To monitor the implementation and effectiveness of school policies

## **OTHER**

- To support the school leaders in other matters as required or requested by the Head Teacher or Trust Board

## **REPORTING**

- To inform the Trust Board and its committees by regular reports on the development of key school priorities, pupil attendance and outcomes, staffing and budgetary control

## **Administrative Responsibilities**

- To ensure there are effective Clerking arrangements in place, to be confirmed by the Board of Trustees
- To agree the annual schedule of meetings
- To agree the annual workplan
- To prepare an annual report of the work of the LGB
- To engage in appropriate training and development and regularly review the Governor skills base to inform training and development needs and the recruitment of new Governors
- To review the terms of reference annually and recommend to the Board for approval

These terms of reference shall be adopted by each LGB within Enable Trust. Any variation to these terms must first have the agreement from the Board of Trustees.

END.