



East Stanley School Committee Terms of Reference

Relationship between the Trustee Board and the Local Governing Body (LGB).

The Trust Board will delegate some power to its sub-committees and LGBs.

LGBs will have delegated power to monitor the role of their academy at an operational day to day level and to monitor and review:

- The management and organisation of the academy.
- The implementation of the decisions of the board and strategic leadership board.
- Performance in relation to targets approved by the trustee board.
- The implementation of policies as stated in the policy schedule approved by the trustee board.

Every meeting of the LGB will consider, as a minimum, the well-being of the children, health and safety, safeguarding, standards and progress, staffing or other issues, data analysis, curriculum, attendance, behaviour and some restricted finance duties.

They will also be in receipt of any statutory updates.

Finance issues which require further detailed consideration will be referred by the LGB to the Chief Financial Officer (CFO), who will consult with the relevant staff, in line with the scheme of delegation, to determine whether the matter is referred to the relevant Trust sub-committee.

It is not proposed that the LGB will have only one standing sub-committees (Pay Review Committee).

However, it may be necessary from time to time by agreement with the chair to establish a single purpose working party of the LGB in order to deal with an issue that cannot be dealt with adequately in one of its scheduled meetings.

The 'normal' termly schedule of meetings across the Partnership will be agreed centrally in order to ensure all relevant people can attend and that all reports are available.

The LGB will report to the board (via the strategic leadership board if appropriate) its advice and recommendations.



Local Governing Body Structure (LGB)

Membership

The membership of the LGB will be agreed on an annual basis as per the scheme of delegation. (See SLP Website Scheme of Delegation)

The Headteacher for an academy is an ex-officio member of the LGB.

Attendance at LGB meetings

The LGB may invite attendance at meetings from persons who are not trustees/governors to assist or advise on a particular matter or range of issues.

Quorum

The quorum is half of the governors in post on the LGB.

Voting at LGB Meetings

Only members of the LGB may vote at its meetings. The chair will have a casting vote.

Appointment of Chair

The Chair of each LGB will be elected at the first meeting of the academic year.

No trustee/governor who is employed by the Trust will act as chair to the LGB.

In the absence of the chair the LGB will elect a temporary replacement from among the trustees/governors

present at the meeting subject to the above.

Clerk

The clerk of the LGB will be the governor manager or a member of the governance team.

In the absence of the clerk the LGB will appoint a replacement clerk for the meeting.

The clerk will circulate an agenda and papers for each meeting at least a week before the LGB meeting.



Recording and reporting the proceedings of LGB meetings

The clerk will record attendance at meetings. Issues discussed and recommendations for decisions will be recorded.

The written record will be forwarded by the clerk of the LGB to the clerk to the Board of Trustees within seven working days for it to be included in the agenda and papers for the next meeting of the Board of Trustees.

This is to meet the statutory requirement to provide information to the whole Board of Trustees and to seek ratification of decisions and recommendations.

Frequency of meetings and programme of work

As there is a decline in the number of Committee Meetings that Governors will attend, there is an expectation that the Local Governing Body will meet at least 6 times a year. There will be 3 termly meetings and at least 3 additional 'Special Meetings' held over the course of the academic year.

The 3 additional meeting will very much focus on the key areas of Curriculum, Performance and Data and will also help Governors to become fully acquainted with the ethos and general environment of the school.

Review date

The LGB meeting arrangements and terms of reference will be reviewed annually.

Pay Review Committee at Local Governing Body Level

Purpose

This committee is responsible for the Pay Review of School Staff level below that of the Headteacher.

The committee has delegated responsibility from the Local Governing Body for ensuring that fair decisions are taken in relation to salary determinations following performance management recommendations.

Membership

The membership of the committee comprises of at least three LGB Governors and a Trustee will be invited to attend if they so wish.