



Truro and Penwith Academy Trust Local Governing Body (LGB)

Terms of Reference

This document represents the structure for Governance meetings and committees and should be read and used in conjunction with the TPAT SoDA.

1. Membership

The LGB will be made up of 7 Governors:

1	Staff	Either support or teaching, elected by staff
2	Parent	Elected by parents
	Headteacher	
4	Co-opted	Appointed by the LGB

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. Parent Governors whose Child(ren) leave the school 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.
- Governors will cease to hold office if absent without permission from all meetings held within a period of 6 months.

2. Meetings

The LGB full board will meet 3 times per academic year.

The committees will meet 3 times per academic year.

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

The location of meetings will be determined in advance and Governors can join in person or virtually.

The LGB will operate with an additional Personnel committee:

- Mrs C McColville
- Mrs L Rowe
- Mrs J Tinnion

Terms of reference for these committees can be found in appendix 1 All meetings will be scheduled by the Clerk to the LGB and agendas will be set in conjunction with the Clerk, Chair and Headteacher.

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

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 academy 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 Clerk to convene the meeting accordingly. The clerk 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 clerk or unless variation is a specific agenda item at a subsequent meeting.

5. The role of the Clerk

The Clerk 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 Clerk will be responsible for the provision of advice, guidance and support; specifically regarding the implementation of the Scheme of Delegated Authority (SODA).

The Clerk 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 Clerk in the minutes, these will be circulated as soon as possible after the meeting.

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

6. Conflicts of Interest

A Governor 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.

A Governor 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 school 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 Clerk must also withdraw if their remuneration, conditions of service, promotion, conduct, suspension, dismissal or retirement are to be considered.

The Clerk shall ensure that Governors interests are kept up to date on the school website 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 Governor- Mrs S O'Toole

Health and Safety Governor - Mr M Starkie

Curriculum Governor - Mr W Nicholls

Pupil Premium/ Sports Premium - Mrs J Tinnion

SEND - Mrs V Rolls

Staff Development- Mrs L Rowe

Finance - Mrs V Rolls

<p>Finance and Resources</p>
<p><u>Membership</u></p> <p>Finance Governor 2 Governors (not staff Governors) Headteacher</p>
<p><u>Meetings and Quorum</u></p> <p>The committee shall meet once a term and otherwise, as required. The quorum for a committee shall be 2 non-staff Governors.</p>
<p><u>Responsibilities</u></p> <p>To ensure that budget is established and approved in line with SoDA and TPAT policies.</p> <p>To ensure that resources are allocated effectively in line with agreed budgetary processes and school priorities.</p> <p>To ensure that contractors and SLAs provide quality services and value for money.</p> <p>To receive termly budget reports and monitor the income and expenditure of the school.</p> <p>To challenge any anomalies within the budget and escalate to TPAT if necessary.</p> <p>To represent the LGB on key appointments and ensure statutory processes are followed e.g. Safer Recruitment.</p> <p>Monitor wellbeing in the school.</p> <p>To provide Governor support for matters involving staff performance management, capability or disciplinary processes.</p> <p>To recommend relevant policies to the full LGB.</p>

Premises, Health and Safety and IT

Membership

Health and Safety Governor
2 Governors (not staff Governors)
Headteacher

Meetings and Quorum

The committee shall meet once a term and otherwise, as required. The quorum for a committee shall be 2 non-staff Governors.

Responsibilities

To monitor the health and safety policy and ensure that appropriate checks and assessments (e.g. fire risk, asbestos registers, gas and electricity testing, legionella) are carried out

To ensure the school carry out effective risk assessments

To review the effectiveness of the school's safeguarding procedures in respect of the school premises and site in ensuring the safety of pupils

To monitor compliance with statutory requirements regarding Health and Safety and Accessibility.

To receive reports on the state of the premises and consider recommendations repairs/renovations/ improvements.

To monitor the requirements of IT infrastructure and development

To recommend relevant policies to the full LGB.

Quality of Education

Membership

2 Governors (not staff Governors)
SEND Governor
Headteacher

Meetings and Quorum

The committee shall meet once a term and otherwise, as required. The quorum for a committee shall be 2 non-staff Governors.

To monitor attainment and progress data for all key cohorts and target priorities to address any areas of concern.

To ensure that the school is compliant with all statutory requirements with regard to specific cohorts of students.

To monitor the Curriculum Intent, Implementation and Impact so that all students have access to a broad, balanced and stimulating Curriculum which focuses on academic and personal development.

To ensure staff development and wellbeing is monitored as a priority.

To recommend relevant policies to the full LGB.

Behaviour, Welfare and Personal Development

Membership

Safeguarding Governor
2 Governors (not staff Governors)
Headteacher

Meetings and Quorum

The committee shall meet once a term and otherwise, as required. The quorum for a committee shall be 2 non-staff Governors.

To monitor behaviour, attendance and exclusions data

To monitor the effectiveness of policies relating to behaviour, attendance and exclusions

To recommend relevant policies to the full LGB

To monitor safeguarding

To monitor behaviour, attendance and exclusion processes and data.

Individual Governor Role Descriptions:

Appendix 2

Name of appointed person:	
Area of responsibility:	Chair of Governors
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 Clerk 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 School and TPAT.</p> <p>To participate in relevant personal development to improve skills and knowledge</p>
Key staff contacts:	Headteacher
Development and training expectations:	Attendance at TPAT Chairs Forums

Role review date:	Summer Term each year (in preparation for election in the Autumn Term.)
--------------------------	---

Name of appointed person:	
Area of responsibility:	Vice Chair of LGB
Duties and responsibilities:	<p>To stand in for the Chair when he/she is unavailable and to hold the “casting vote” if relevant.</p> <p>To have an effective working relationship and communication with the Chair and Headteacher</p> <p>To work alongside the Chair on governance business as part of succession planning</p> <p>To participate in relevant personal development to improve skills and knowledge</p>
Key staff contacts:	Headteacher
Development and training expectations:	
Role review date:	Summer Term each year (in preparation for election in the Autumn Term.)

Name of appointed person:	
Area of responsibility:	Safeguarding
Duties and responsibilities:	<p>Meet regularly with the designated safeguarding lead</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 to 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:	Appropriate safeguarding training

Role review date:	When KCSIE is updated.
--------------------------	------------------------

Name of appointed person:	
Area of responsibility:	Finance
Duties and responsibilities:	<p>To have a good understanding of the finances of the school</p> <p>To meet with the school business manager half termly to review management accounts</p> <p>To report back to the LGB following monitoring activities</p> <p>Keep the LGB fully informed about issues and actions with regards to finance</p> <p>Participate in relevant personal development to improve skills and knowledge</p>
Key staff contacts:	School business manager.

Development and training expectations:	
Role review date:	

Name of appointed person:	
Area of responsibility:	Health and Safety
Duties and responsibilities:	<p>Meet with the health and safety officer termly and appropriately report back to the LGB</p> <p>Receive health and safety audit reports</p> <p>Receive minutes from the health and safety group meetings</p>
Key staff contacts:	Health and safety officer
Development and training expectations:	
Role review date:	

Name of appointed person:	
Area of responsibility:	SEND
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 communicating with parents</p> <p>To be aware of the changes to the code of practice and its impact on the school</p>
Key staff contacts:	SENDCO
Development and training expectations:	
Role review date:	

Name of appointed person:	
----------------------------------	--

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:	
Development and training expectations:	
Role review date:	