

Local Governance Committee Terms of Reference

Purpose of the Local Governance Committee

As set out in the Soke Education Trust's Articles of Association, the Local Governance Committee is a committee of the Trust Board which has delegated functions to ensure the effective educational performance of the trust and its pupils.

The role of the Local Governance Committee is to carry out the Trust's vision, ethos, values and principles in ways that are appropriate to the school's status, pupils, staff and community. The Soke Education Trust ask Local Governance Committees to understand the local context, and ensure the best local offer is provided in each School. The committee will make appropriate comments and recommendations on such matters to the Trust Board.

The specific powers and roles delegated by Trustees to the Local Governance Committee are set out in the Scheme of Delegation. The Trust Board reserves the right to de-delegate governance functions or specific elements of the Scheme of Delegation as required.

Schools entering the Trust under a sponsorship agreement may have a revised delegated authority and responsibility, which may include a Trustee being part of the Local Governance Committee and/or the Trust directly appointing Co- Opted Governor positions. The conditions of a sponsorship will be stated in the Agreement and will determine the Scheme of Delegation for the school.

A Governor may be removed from office by the Trustees where he/she becomes disqualified from acting as a Governor or where it is decided by the Trust Board that he/she is not acting in the best interests of the school, its pupils or the Trust. Consideration will also be given to upholding the Local Governance Committee Code of Conduct and the NOLAN Principles of Public Life when determining such matters.

Any major issues will be referred to the Trust Board for ratification.

Powers of the Soke Education Trust Board

The Trustees shall determine and approve the Local Governance Committee Terms of Reference and shall review the Terms at the end of each academic year to take effect from 1 September

The Trustees shall determine and approve the delegation of powers, responsibilities and duties to the Local Governance Committee and shall review this Scheme of Delegation at the end of each academic year to take effect from 1 September.

The Trustees shall have the right to intervene in the governance of a School where it has serious cause for concern, including if:

- Standards of performance of pupils at the school are unacceptably low
- There is a serious breakdown in the way the school is governed or managed
- The safety of pupils or staff is threatened
- There is financial mismanagement or failure to operate within the budget lines agreed.

Term of Office

The standard term of office for all governors is four years. This term of office does not apply to the Headteacher, who is expected to serve as an ex-officio Governor for as long as he/she remains in office.

Administration of Meetings

The Trust Board will define an annual schedule for the local governance committee, which the Governance Professional will share at the start of the academic year. The Clerk for the governance committee will communicate with the Chair and the Headteacher finalise the papers required for the meeting two weeks prior to the meeting. The clerk will upload the final agenda and any papers for the meeting to GovernorHub at least one week prior to the meeting.

It is expected that all Governors will have read the papers in advance. Where paperwork has not been received within the outlined timescale, it is at the Chair's discretion whether the business is covered at the meeting.

All recommendations and decisions made at meetings will be recorded accurately in writing. The minutes and actions will be sent to the Headteacher and Chair for draft approval and will be voted upon at the next meeting of the same Committee.

Appointment of Governors

Parent Governors

Parent Governors are elected by the parent body of the school. The Local Governance Committee shall make all necessary arrangements for an election of parent members. It must take all reasonable steps to ensure that every qualified candidate is informed of the vacancy, their entitlement to stand as a candidate and their right to vote. It will put procedures in place for an election via secret ballot in the event of their being more candidates than the number of vacancies and will ensure that all those entitled to vote in said secret ballot have the opportunity to do so. Outcomes of any election process will then be published within the school in the interests of openness and transparency.

Staff Governor

Staff Governors are elected as representatives by the staff body of the school. The LGC shall invite nominations from all staff employed under a contract of employment at the school. If more than one nomination is received, the LGC shall put procedures in place to have an election

by way of a secret ballot. All staff employed under a contract of employment at the school have the opportunity to vote.

Headteacher

The Headteacher of each school holds ex-officio office on the Governance Committee aligned with their appointment to the role. They can elect not to remain as a voting member of the Governance Committee, but would still be expected to attend meetings where they were presenting paperwork or at the request of the Local Governance Committee.

Co-Opted Governors

Co-opted Governors are nominated and appointed by the Local Governance Committee typically based on the skills and experience that they bring to the strategic leadership of the school.

Sub-Committees

The Local Governance Committee may from time to time be required to establish ad-hoc sub-committees to hear matters relating to the Trust’s Complaints Policy and Procedure (a complaint at Stage 2), or to review the Headteacher’s decision to permanently exclude a child.

Terms of Reference

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| Chair of committee: | The chair of the committee will be appointed annually |
| Clerk: | The committee will be clerked by a suitably qualified person, appointed by the Trust Board |
| Membership: | <p>The membership of the Committee should comprise:</p> <ul style="list-style-type: none"> ● 1 Headteacher (Ex Officio) ● 2 Parent Governors ● 1 Staff Governor ● 4 Co-Opted Governors <p>The Trust Board reserves the right to add or remove governors from Local Governance Committees as circumstances may require.</p> |
| Quorum: | The quorum for the transaction of the business of the committee shall be a minimum of three committee members and no vote on any matter shall be taken at a meeting of the committee if it is not quorate. Each governor attending will have one equal vote. Where there is an equal split of votes, the Chair of the LGC will have the casting vote. |
| Meetings: | The Committee will meet six times a year to fulfil its responsibilities. Each governor attending will have one equal vote. Where there is an equal division of votes the Chair shall have a casting vote. Any Trustee may attend any meeting of a Local Governance Committee. The Chief Executive and Chief Operations & Finance Officer hold the same privilege. If a governor does not attend and apologies are not accepted for three consecutive meetings then the LGC can vote to formally remove the governor. An opportunity for the governor to explain their reasons must be provided prior to the vote being held. |

Governor Support

Information, advice and training can be found through the Governorhub and by contacting the Trust's Governance Professional. New Governors will follow an induction process arranged by the Governance Professional.

Delegated Functions of the Local Governance Committee

Local Governance Committees have an important role to play. At the Soke Education Trust they are responsible for:

- Safeguarding
 - SCR monitoring
 - Ensuring Safer Recruitment procedures in enacted
- Quality of Education
 - School performance including internal & external data analysis
 - Use of resources to achieve objectives
 - SEND implementation & impact
 - Pupil Premium implementation & impact
 - Sports Premium implementation & impact
- Compliance
 - Implementation of Trust policies
 - Review and monitoring of local policies
 - Website
 - Health & Safety
- Behaviour & Attitudes
 - Pupil development & wellbeing
 - Pupil Behaviour
 - Exclusions
 - Attendance
 - Bullying
- Community
- Complaints
- Staffing
 - Support with appraising the Headteacher

The Local Governance Committee acts as a supportive but critical friend to the leadership team.

The delegated functions are set out in the Trust's Scheme of Delegation. Local Governors exercise the powers, responsibilities and duties delegated by the Trust Board as set out in the Terms of Reference and Scheme of Delegation and, in particular;

- to carry forward the MAT's vision, ethos, values and principles in ways that are appropriate to the school's status, students, pupils, staff and community
- to provide assurance to the Board of Trustees about
 - safeguarding
 - progress in achieving school improvement objectives
 - progress made in achieving pupil outcome targets
 - compliance in health & safety, risk management, website information, policies

- to monitor the school in line with the Scheme of Delegation, Terms of Reference, Governance Planner, Trustee and Governor Code of Conduct and other guidance set out by the Board of Trustees
- To act as a link with parents and the community by building a knowledge of parents' views and the community context and ensuring that Trustees and the CEO are aware of parents' and community views
- to support the CEO in the process to recruit and appoint the school Headteacher in line with the MAT recruitment policy (appointment to be approved by the Trust Board)
- to support the CEO in the Headteacher's performance review in line with the Trust's Pay Policy
- to review and approve policies in accordance with MAT Policy Matrix and to monitor the school's compliance
- to be consulted upon the school branding and marketing including logo, uniform and prospectus
- to establish Academy sub-committees to hear matters relating to pupil exclusions and complaints, in accordance with the Trust's Policies.

Local Governance Committees make Recommendations to the Trust Board on the following:

- Appointment a Chair of the Local Governance Committee
- Appoint Members of the Local Governance Committee

Local Governance Committees approve the:

- Non-statutory policies for their school
- Permanent exclusions of children at their school

Appendix A

Process for electing the chair of any trust committees

1. The Clerk invites written applications which are to be submitted to the Clerk within the time period specified by the Clerk.

Any applications received after the stated date cannot be considered (unless no applications have been received, in line with point 3 below).

2. The Clerk circulates the expression of interests to all Trustees prior to the meeting at which the voting will occur, normally with the other materials for the Trust Board meeting.

At the meeting

The business of appointing the new Chair has been described below as being coordinated by the Clerk. In the event the incumbent Chair is at the meeting and not standing for re-election, the Clerk and Chair will decide who performs this role.

If no applications have been received, the Clerk seeks applications at the meeting. If no such applications are received, the formal application process will need to be repeated and another meeting of the Board arranged.

The Clerk confirms to the Board that expressions of interest have been received, and invites each applicant in turn to provide a short verbal presentation to the other attendees. After each presentation attendees may ask questions of points of clarification from the applicant.

Once all presentations have been heard, the candidates are requested to leave the meeting whilst the remaining attendees discuss and debate the merits of each candidate.

The Clerk then conducts the voting process, in order to identify the preferred candidate:

- The decision is made by a simple majority.
- Attendees can abstain from the vote if they wish.
- Only those holding a voting position and attending the meeting can vote.
- In the event of a tie, the vote is re-run.
- In the event that voting is still tied, Attendees will need to reconvene a meeting to re- run the process

The candidates are invited back to the meeting, and the Clerk confirms the outcome of the voting process.