



Local Governing Body Terms of Reference

September 2023

This document is to be read in conjunction with the *SCSP Trust Board and Local Governing Body Code of Conduct* and the *SCSP Scheme of Delegation*.

Title: Local Governing Body (LGB) Committee

Membership

The Board of Trustees recommends Local Governing Bodies have a minimum of seven members which should include the Headteacher, one Staff Governor and a minimum of two parent governors. The committee may also recommend up to four co-opted governors to be approved by the Trust board.

The LGB may also recommend any non-governor members (normally known as associates) deemed necessary to support their objectives as a governing body, to the Trust Board.

Quorum: The quorum should be at least the majority (more than 50%) of the membership, of which the Headteacher or their representative must be one.

Frequency of meetings: Once per half term and otherwise as required.

Minutes of Meetings

The clerk will arrange for a record of the proceedings and decisions of each meeting to be made, including the names of those present and in attendance and any declarations of conflict of interest.

- Draft minutes of the meetings shall be circulated within 10 working days of the meeting taking place to the Headteacher and Chair of the LGB and then to all governors ahead of the next LGB meeting.
- The minutes of the meeting shall be approved by the governors at its subsequent meeting.

Terms of Reference

The purpose of the LGB is to build an understanding of how the school is led and managed within the parameters of the Trust Scheme of Delegation. The LGB should rigorously monitor the educational performance of the school and its progress towards agreed targets.

Main Responsibilities

Accountability

- Support the setting of the School Improvement Strategy with priorities and targets
- Contribute to school self-evaluation by supporting and receiving reports from all link governors
- Appoint Safeguarding and SEND link governors
- Appoint other link governor roles based on the school improvement plan priorities
- Receive and discuss link governor reports
- Monitor the educational performance of the school and progress towards agreed targets
- Support the appointment and performance management of the headteacher
- Regularly report concerns and successes to the Trust board

Curriculum

- To receive the annual curriculum evaluation report and ensure it meets all national curriculum requirements
- Ensure an awareness of the legal responsibilities of governors in terms of curriculum provision and assessment including SEND provision

- Agree targets for pupil attainment and other non-statutory targets to be included in the school's improvement plans and monitor progress
- Receive monitoring reports on the attainment of different groups of pupils including EAL, new starters, SEND, FSM/non-FSM, with reference to local and national benchmark information, paying particular attention to provisions made for children who are disadvantaged and / or from ethnic minorities and their access to the curriculum

Finance

- Monitor the expenditure of the Pupil Premium Grant to ensure the impact of this benefits those eligible pupils.
- Monitor the expenditure of the Primary PE and Sports Fund to ensure impact of this benefits all pupils.
- Monitor the expenditure of SEND funding for those eligible pupils to ensure impact of this benefits those eligible pupils.
- Monitor spending against the agreed school improvement budget

Delegated Policies

- Monitor whether the school is working within all their agreed policies.
- Adherence to the curriculum policies (including *Religious Education* and *RSE*) and to make recommendations to the Trust with regards to their content and implementation
- Formulation and review (as necessary) of an overall *Curriculum Policy Statement* and approach to the policy as legally required.
- Review and approval of the school's and Trust's policies on *Accessibility, Anti-bullying and Behaviour, Attendance, Child Protection and Safeguarding, Special Educational Needs and Disabilities, Remote Education*.
- Consideration and review of the *Admissions Policy* and make recommendations to the Trust.
- Review and approve the annual *Pupil Premium Statement*, annual *PE and Sports Premium Statement*, *Safeguarding Audit and Action Plan* and the annual *School SEN Information Report*.

Additional Responsibilities

- Receive annual views of pupils, parents and staff and reach out to the school's wider community
- Analyse the views of stakeholders to shape the development of the school culture and implement improvements
- Governors to be invited to be members of panel hearings when reviewing the headteachers decision on exclusions and parental complaints
- Act as initial recipients of formal complaints to the governing body including those about the school curriculum and the school curriculum for SEND pupils in line with the Trust complaints procedure and any local or national requirements