



Terms of Reference for the Local Governing Body of the Primary Academies Trust

The terms of reference of the Local Governing Body (LGB) must be approved by the Board of Directors (the Board) of the Academy Trust. The Board may review and amend these terms of reference from time to time. These terms of reference provide the framework within which the LGB shall operate.

The LGB of (name of school) school will be composed, where possible, of 7 members: The Head of School, 1 staff elected member, two parent elected members and up to 3 co-opted members, (2 of which will be Foundation members approved by the Diocese of Exeter, in church schools) wherever possible the local incumbent will be a member and if not the PCC will nominate a suitable representative.

The Board of Directors supports the Local Governing Body in its ambition for the academy to be outstanding by July 2015. It believes that outstanding schools take responsibility for their own decisions and wishes to enable and support the LGB in acting as far as possible as if it were a single academy trust.

Working Practice:

1. The structure of the LGB will be agreed by the Board and may be amended from time to time.
2. The usual term of office for all members of the LGB will be 4 years except for the head of school.
3. The members of the LGB shall, upon their appointment or election, give a written undertaking to the Members and Board of Directors to uphold the objects of the Company as set out in the Articles of Association and all policies and procedures agreed by the trust or LGB from time to time.
4. The chair of the LGB will be elected annually by the members of LGB at its first meeting in each School year.
5. In the absence of either the chair or the clerk at a meeting of the LGB, the LGB will agree a replacement for the meeting.
6. The chair of the LGB will meet with representatives of the Board at the beginning of each School year to discuss the roles and responsibilities of the LGB in relation to the local academy's development plan and any other issues as appropriate.
7. The LGB will meet as often as is necessary to fulfil its responsibilities but as a minimum, the LGB will meet at least once each term.

8. The quorum for any meeting of the LGB meeting is 50% of those members of the LGB currently appointed. (rounded to the nearest whole number)
9. The clerk to the LGB will circulate an agenda and any papers at least one week before a meeting of the LGB.
10. It is assumed that each Member of the LGB has read any papers as long as they have been circulated in accordance with point 9.
11. All recommendations and decisions made at a meeting of the LGB will be recorded accurately in writing. These minutes will be forwarded by the clerk of the LGB at least one week before the next LGB.
12. All minutes will be forwarded to the Company Secretary within two weeks of the meeting, highlighting any issues raised for Directors, which in turn will be passed onto the relevant Director's committee or Board.
13. The Board may request the chair of the LGB to attend any Board meeting and present a summary of the issues discussed and recommendations made at any previous LGB meeting.
14. Any Director of the Academy Trust may attend a meeting of the Local Governing Body.
15. Any member of the LGB may request the chair to invite persons who are not members of the LGB to attend its meetings.
16. Each member of the LGB shall have one equal vote. Where there is an equal division of votes, the chair of the LGB will have the casting vote.
17. All decisions reserved for the LGB shall be determined by the Board and will be reviewed at least annually.

Terms of Reference:

1. Appoint the Chairs of Local Governing Bodies
2. Monitor School Improvement Plan
3. Review progress against School Improvement Plan
4. Review the quality of teaching (anonymously)
5. Receive reports on School Performance Data
6. Monitor Head of School Budget
7. Monitor implementation of behaviour policies
8. Review behaviour and discipline policy
9. Consult on admissions arrangement if appropriate Monitor the implementation of local premises-related policies and procedures
10. Develop and implement processes to meet Directors' responsibilities, as specifically delegated through the year.
11. Monitor implementation of PAT H&S Policy
12. Monitor the implementation of Safeguarding Policy and Annual Safeguarding audit
13. Report on Risks to Board
14. Propose, and regularly review a Critical Incident Plan
15. Monitor the spend and impact of any specific funds with specific aims nationally/locally eg Sports Funding and Pupil Premium Funds.