



**Terms of Reference
Local Governing Body
September 2023**

Terms of Reference

Basildon Upper Academy Local Governing Body 2023-24

Basildon Lower Academy Local Governing Body 2023-24

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| Chair | Nick Luckock – Chair of Governors BUA, BLA |
| 1. Constitution and Membership | <p>1.1 The trustees have appointed committees known as the Local Governing Body (LGB) to each academy.</p> <p>1.2 The constitution, membership and proceedings of the Local Governing Body (LGB) shall be determined by trustees.</p> <p>1.3 The same LGB may be appointed for more than one academy.</p> <p>1.4 In line with the scheme of delegation, the trust board will appoint the chair, governance professional (clerk), ensure that parents are elected and will determine its structure and organisation.</p> <p>1.6 Trustees shall ensure that the minimum requirements of committee members (governors) for the academies LGB are:</p> <ul style="list-style-type: none"> • Chair • At least two parent governors • The Headteacher (ex officio) • At least one staff governor • At least one local authority governor • Any number of co-opted/community governors <p>1.7 The functions duties and proceedings of the LGB shall be subject to regulations made by trustees from time to time.</p> |
| 2. Meeting Frequency | <p>2.1 The LGB holds a minimum of 3 meetings in every school year.</p> <p>2.2 A meeting in Term 1, and one LGB meeting each term thereafter.</p> |
| 3. Quorum | 3.1 Any three members of the committee (governors) shall constitute a quorum, provided always that staff governors (including the Headteacher) do not form the majority of those present. |
| 4. Governance Professional (Clerk) | 4.1 Geoff Slide Appointed by Trust Board |
| 5. Roles and Responsibilities | <p>5.1 Building an understanding of how the academies are led and managed.</p> <p>5.2 Monitoring whether the academies are:</p> <ul style="list-style-type: none"> o Working within agreed policies o Is meeting the agreed targets o Managing its finances and resources well |

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| | <ul style="list-style-type: none"> o Engaging with stakeholders o Reporting to the Board <p>5.3 Review, approve and monitor the Academy Development Plan (ADP)</p> <p>5.4 Review, monitor and challenge Headteacher/Directors/Head of School reports:</p> <ul style="list-style-type: none"> School performance & improvement Safeguarding, SEND, other vulnerable groups Behaviour, attendance & safety Student development <p>5.5 Providing assurance and reports to the Trust Board that the quality of education and academy improvement are consistent with the vision and values of the trust</p> <p>5.6 Maintain and update annually a file of pecuniary interest declarations</p> <p>5.7 Organise support and training for governors</p> <p>5.8 Annual report of works of LGB: submit to Trust and publish</p> <p>5.9 Determine school level policies which reflect the Trusts ethos and values</p> <p>5.10 Skills audit: complete and recruit to fill gaps</p> <p>5.11 Delegation can be removed if Trustees determine that the LGB is unable to meet key performance indicator</p> |
| <p>6. Governor Panels</p> | <p>6.1 All Governors may be called upon, subject to training, to serve on Trust Governor Panels relating to:</p> <ul style="list-style-type: none"> Staff Grievances Staff Appeals Exclusions Complaints <p>This list is not exclusive. Local training will be provided.</p> |
| <p>7. Governor Training</p> | <p>7.1 Governor Training is essential if the LGB is to effectively fulfil its remit. An Annual Programme of governor training, provided through the executive team.</p> |

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| 8. Decision Making | 8.1 Any decisions taken to inform recommendations to the Trust Board, must be determined by a majority of votes of LGB members present and voting. |
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