



Terms of Reference
Local Governing Body
September 2025

Terms of Reference

Basildon Upper Academy Local Governing Body 2025-26

Basildon Lower Academy Local Governing Body 2025-26

Chair	Leah-Marie Smith– Chair of Governors UA LGB Deirdre O'Donoghue – Chair of Governors LA LGB
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 places guaranteed• 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	2.1 The LGB holds a minimum of 3 meetings in every school year.
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	5.1 Building an understanding of how the academies are led and managed. 5.2 Monitoring whether the academies are: o Working within agreed policies o Is meeting the agreed targets o Managing its finances and resources well

	o Engaging with stakeholders o Reporting to the Board 5.3 Review, approve and monitor the Academy Development Plan (ADP) 5.4 Review, monitor and challenge Headteacher/Directors/Head of School reports: School performance & improvement Safeguarding, SEND, other vulnerable groups. Behaviour, attendance & safety. Student development. 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. 5.6 Maintain and update annually a file of pecuniary interest declarations. 5.7 Organise support and training for governors. 5.8 Annual report of works of LGB: submit to Trust and publish. 5.9 Determine school level policies which reflect the Trusts ethos and values. 5.10 Skills audit: complete and recruit to fill gaps.
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	<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 Governors may be called upon, subject to training, to serve on Trust Governance Panels relating to:</p> <p>Staff Grievances Staff Appeals Exclusions Complaints</p> <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>

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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