



**Terms of Reference  
Local Governing Body  
September 2022**

## Terms of Reference

Basildon Upper Academy Local Governing Body 2022-23

Basildon Lower Academy Local Governing Body 2022-23

<b>Chair</b>	Nick Luckock – Chair of Governors BUA, BLA
<b>1. Constitution and Membership</b>	<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"> <li>• Chair</li> <li>• At least two parent governors</li> <li>• The Headteacher (ex officio)</li> <li>• At least one staff governor</li> <li>• At least one local authority governor</li> <li>• Any number of co-opted/community governors</li> </ul> <p>1.7 The functions duties and proceedings of the LGB shall be subject to regulations made by trustees from time to time.</p>
<b>2. Meeting Frequency</b>	<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>
<b>3. Quorum</b>	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.
<b>4. Governance Professional (Clerk)</b>	4.1 Geoff Slide Appointed by Trust Board
<b>5. Roles and Responsibilities</b>	<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"> <li>o Working within agreed policies</li> <li>o Is meeting the agreed targets</li> <li>o Managing its finances and resources well</li> </ul>

	<ul style="list-style-type: none"> <li>o Engaging with stakeholders</li> <li>o Reporting to the Board</li> </ul> <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"> <li>School performance &amp; improvement</li> <li>Safeguarding, SEND, other vulnerable groups</li> <li>Behaviour, attendance &amp; safety</li> <li>Student development</li> </ul> <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><b>6. Governor Panels</b></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"> <li>Staff Grievances</li> <li>Staff Appeals</li> <li>Exclusions</li> <li>Complaints</li> </ul> <p>This list is not exclusive. Local training will be provided.</p>
<p><b>7. Governor Training</b></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>

<b>8. Decision Making</b>	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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