

Potteries Educational Trust Local Governing Body – City of Stoke-on-Trent Sixth Form College Terms of Reference

Accountability, Aim and Purpose of the Local Governing Body

The Local Governing Body (LGB) is a committee of the Potteries Educational Trust and is responsible to the Trust Board. The LGB operates under delegated authority from the Trust Board, who are the employers of all Potteries Educational Trust staff.

The Local Governing Body will act as an advisory body to the Trust Board and will be responsible for enduring the successful delivery by the Principal of the day to day operational matters affecting the daily life of the academy. The Local Governing Body is the link between the academy, the parents, the community and the Potteries Educational Trust.

The aim and purpose of the Local Governing Body is to assist the Trust Board in the discharge of its strategic responsibilities for;

1. Ensuring clarity of vision, values, ethos and strategic direction for the academy.
2. Maintaining the vision, values, ethos and strategic direction of the Trust.
3. Holding senior leaders to account for the educational performance of the academy and its pupils, and the effective and efficient performance of staff.
4. Overseeing the financial performance of the academy and making sure its money is well spent

The Local Governing Body is responsible for the scrutiny of detailed reporting at an academy level. The Local Governing Body will focus on the strategic performance of the academy through effective monitoring, evaluation and challenge.

The Local Governing Body will review risks relevant to the academy and ensure that effective procedures are in place to minimise or mitigate the risks.

The Local Governing Body will have due regard to the vision, values, ethos and strategic direction of the Potteries Educational Trust, relevant statutory requirements, student and staff voice, and student and staff well-being.

The Local Governing Body will support the reflective evaluation of Members, Trustees, Governors and senior staff in their contribution to effective and efficient leadership, management and governance. The LGB will support and work with other LGBs across the Trust.

The Local Governing Body will support the senior leaders to develop and maintain relationships with its stakeholders including, the Trust, parents, local communities and businesses, the Local Authority to enhance the quality of education provided for its pupils.

To discharge its duties effectively the Local Governing Body may choose to implement a sub-committee structure, for example, Teaching and Learning and Finance and Resources. The LGB will allocate its own membership to the sub-committees and determine the terms of reference.

The Role of the Local Governing Body

Educational performance

- To support the Board in holding the Principal to account for the performance of the Academy, pupil progress and outcomes, and their leadership of the Academy
- To scrutinize and monitor Academy Development / Improvement plans by providing challenge and support to the Principal and senior leadership team
- To report to the Trust Board at the end of each academic year on the achievement of the annual targets set out in the Academy Improvement / Development plan
- To monitor that the Academy is providing a broad and balanced curriculum including reviewing the impact of educational visits and extra-curricular activities
- To monitor that key duties in relation to inclusion, special educational needs and disability (SEND) are undertaken effectively across the Academy
- To monitor the impact of bursary, pupil premium, PE and sports funding and other targeted funding streams across the Academy

Financial Performance

- To review and approve a balance annual budget for the Academy for submission to the Board, in line with the Trust Scheme of Delegation, the Education and Skills Funding Agency handbook, the Trust Financial Policies and Procedures
- To ensure the required level of reserves are maintained within the budget
- To review and consider the Academy's three and five-year budget forecast
- To consider the latest monthly management accounts, other financial reports and other performance indicators as required in order to monitor income and expenditure against forecasts and other performance measures for the Academy
- To determine tuition fees, catering charges and other fees and charges for the Academy in line with the Trust Fees and Charging Policy
- To receive from the Principal and senior leaders any proposals for entering into Academy level contracts or service level agreements and where appropriate recommending to the Trust Board in line with the Scheme of Delegation and the Trust Financial policy and procedure
- Receive from the Principal and other senior leaders, details of proposed asset disposal and, where appropriate, recommending to the Trust Board in line with the Scheme of Delegation and the Trust Financial policy and procedure
- To recommend the level of annual pay awards to staff other than senior post holders in line with Trust policy.

Safeguarding

- To monitor the application of the Academy Safeguarding and Child Protection policy
- To understand the LGB responsibilities under the Keeping Children Safe in Education requirements
- To ensure that safer recruitment practices for the Academy are robust and follow the statutory requirements, and include monitoring of the Single Central Record
- To monitor the well-being of pupils of the Academy including compliance with statutory safeguarding requirements, and to encourage and support the improvement and the achievement of pupils

Human Resources

- To monitor the application of HR policies and procedures
- To contribute to the selection process of a Principal and other key senior appointments in accordance with the Trust's recruitment protocols
- To monitor the well-being of staff of the Academy
- To ensure the implementation of the performance management policy, retain oversight of the annual staff appraisal process and ensure the relevant professional development of all staff
- To monitor the implementation of the Trust's Health and Safety policy in the Academy

Estates

- To consider reports on the efficient and effective use of Academy's estate;
- To monitor the Academy's Estate Strategy including maintenance and building programmes (subject to the limits specified in the Scheme of Delegation);
- To consider reports on access to the Academy premises and facilities to ensure compliance with the Equalities Act and other relevant legislation;
- To consider capital development proposals and potential grant applications, and subject to the Trust's Financial Regulations and within approved budgets:

Insurance

- To review the Academy's insurance portfolio from time to time.

Other matters

- To agree the academy admission policy and manage the admissions process on behalf of the Trust
- To review and adopt Academy level policies
- To review, adopt and implement Trust level policies
- To ensure that the Academy, in accordance with statutory requirements, publishes the required details on its website
- To investigate and/or hear employment, exclusion and complaints or appeals as delegated by the Trust Board
- To participate in a regular review of effective governance
- To participate in the annual review of Trust Strategic Plan
- To work with other governing bodies across the Trust
- To deal with other matters as delegated by the Trust Board from time to time

Membership

The Local Governing Body will be appointed by its own members and approved by the Trust Board. It shall consist of a maximum of fifteen governors including

- the principal (by virtue of office held)
- 2 elected parent governors
- 2 elected staff governors (ideally one teaching and one support staff)
- 2 elected student governors (in a 16 – 19 academy setting)
- Other governors will be co-opted to provide specific skills, expertise and sector representation to support the efficient operation of the LGB. (NB If staff members are co-opted to the LGB the total number of staff including the principal must not exceed one third of the LGB membership)

Parent and co-opted governors will hold a four-year term of office but may be re-appointment for a further term of office as appropriate.

Staff governors will hold a two-year term of office but may be re-appointment for a further term of office as appropriate.

Student governors will hold a one-year term of office.

Senior leaders, as appropriate, from the academy or the Trust or Trustees, may be 'in-attendance' without voting rights at LGB meetings.

Sub-committees shall consist of a minimum of three governors and a maximum of eight. The membership may include persons who are not governors to provide expert advice provided that a majority of members of the sub-committee shall be governors.

Office of Chair and Vice Chair

At the first LGB meeting of the academic year the LGB shall appoint a Chair and a Vice Chair from within the LGB to hold office for one year and shall be eligible for re-appointment.

Quorum

Meetings of the LGB shall be quorate if at least 50% of the total number (rounded up) of the total number of governors holding office at the time of the meeting (excluding vacancies).

Meetings of a sub-committee shall be quorate if at least 50% of the membership (rounded up) of the sub-committee is present at the sub-committee meeting.

Meetings may proceed where a quorum is not present but decisions must be deferred until quorate.

Frequency of Meetings

The LGB shall hold meetings as frequently as it decides is appropriate to discharge its functions effectively but shall hold at least termly meetings. The LGB may choose to hold additional meetings as appropriate.

Clerking

The LGB shall appoint a Clerk who shall attend all meetings of the LGB and shall record the minutes of meetings.

Approved minutes will become available for public scrutiny with the exception of agreed confidential items.