



A family of schools
with shared values

WOLDS LEARNING PARTNERSHIP
LOCAL GOVERNING COMMITTEE
TERMS OF REFERENCE
September 2021

(Approved at the Trust Board Meeting held on : 23 September 2021)

1 Purpose & Scope

- 1.1 A Local Governing Committee (**LGC**) for each academy is established as a committee of the Trust Board (**Trust Board**) of the Wolds Learning Partnership (the **Trust**). The LGC will therefore perform its authorised duties and request and obtain any relevant information required from any officer of the academy who will be requested to cooperate with any request made.
- 1.2 A “Local Governing Committee” is the preferred term of the Trust for what is referred to in our Articles as a Local Governing Body and has the same meaning for the purposes of the Articles.
- 1.3 Members of the LGC will be known as ‘Governors’ and will be listed on the Get Information for Schools website.
- 1.4 The LGCs will work in conjunction with the Trust Board, to oversee the effectiveness of the academy, through:
 - 1.4.1 providing support and challenge to its Academy’s Leadership Team on matters relating to the quality of its educational provision and the outcomes of its young people
 - 1.4.2 being responsible for monitoring academy improvement overall and acting as a link to the Trust Board
 - 1.4.3 being responsible for the safeguarding of its young people and safety of its staff and reporting on the same in its Minutes
 - 1.4.4 undertaking work on exclusion review panels, complaints panels and staffing related panels which will be supported by the Executive Management Team
- 1.5 The LGC will be required to work in conjunction with the Trust Board, Committees of the Trust Board, the CEO, the Executive Management Team and the Academy Leadership Team.
- 1.6 Governors of the LGCs will attend appropriate training and ensure they are aware of all requirements of the Academy Trust Handbook and advise the Trust Board when any revision to any policy/procedure or process is required

2 Composition

- 2.1 For the avoidance of doubt, Governors are not Trustees unless separately appointed as such.



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- 2.2 The LGC's membership and composition will be reviewed by the Trust Board on an annual basis and will operate with between 5 and 10 Governors for a Primary School Academy or between 7 and 15 Governors for a Secondary School Academy.
- 2.3 Employees of the WLP Trust **will not** be appointed to each LGC except for
- 2.3.1 a single Staff Elected Governor who will be appointed in accordance with the Trust's Staff Elect Guidance
- 2.3.2 the Headteacher, or such person who has ultimate responsible for the operation of the Academy, who will be appointed automatically by virtue of their role
- 2.4 Two parent governors must be elected to each LGC according to the Trust's Parent Elect Guidance.
- 2.5 The LGC will recommend Trust Appointed Governor candidates to the Trust Board for approval based on an analysis of the requirements of the LGC to provide the necessary skills and qualities to fulfil the LGC role.
- 2.6 The LGC will select a Chair and Vice Chair annually for recommendation to the Trust Board for approval. Where no suitable candidates are recommended by the LGC or where the Trust Board believes it is in the best interests of the Academy, the Trust Board reserves the right to choose and appoint its own candidate as Chair or Vice Chair.
- 2.7 The Trust Board may also appoint candidates of its own to any LGC of the Trust.
- 2.8 The LGC may recommend the dismissal of any Governor to the Trust Board and the Trust Board reserves the right to dismiss Governors as appropriate.
- 2.9 The LGC may request, and recommend to the Trust Board, that the LGC subdelegate authority and/or functions of the LGC to an LGC Committee. The LGC will be required to detail the subdelegating of its powers/function in a separate Terms of Reference document for the proposed LGC Committee. The formation of any LGC Committee and its Terms of Reference remain subject to the approval of the Trust Board who may request amendments to be made to the Terms of Reference.

3 Meetings and Quorum

- 3.1 The LGC shall meet at least six times a year.
- 3.2 Any three Governors appointed to the LGC may also, by giving notice to the Clerk, call an LGC Meeting.



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- 3.3 Notice of the LGC Meeting along with an Agenda must be provided to all people appointed to the LGC at least seven days prior to the date of the LGC Meeting. The Chair of the LGC may permit a shorter notice if a particular matter requires addressing sooner.
- 3.4 The dates and frequency of LGC Meetings will be determined by the Trust Governance Professional before the first meeting of each academic year subject to approval from the Trust Board.
- 3.5 Members of the Trust Board, Trust Board Committees, the CEO, any officer of the Executive Management Team or Academy Leadership Team or Academy Officer may attend to provide information and participate in discussions. Such attendees **will not** be entitled to vote.
- 3.6 The LGC can invite appropriate attendees to the LGC Meeting to advise on matters. Such attendees **will not** be entitled to vote.
- 3.7 External and internal advisors may be invited to attend LGC Meetings, as appropriate. They will be given the opportunity to raise any issues they wish to discuss with the LGC in the absence of management.
- 3.8 The quorum of an LGC Meeting shall be any three Governors, or where greater, any one third (rounded up to a whole number) of the total number of Governors appointed to the LGC and present at the LGC Meeting.
- 3.9 Decisions will be determined by a majority of votes of Governors appointed to the LGC. Each such Governor will carry one vote. The Chair of the LGC will have a deciding vote if voting is equal.
- 3.10 The agenda of each meeting shall be prepared by the Clerk in consultation with the Chair of the LGC and Head of the Academy and circulated to the LGC at least seven days in advance of the meeting. The Clerk will take a record of the meeting from which draft Minutes will be produced for review by the Chair of the LGC and Head of the Academy. Draft LGC Meeting Minutes will be circulated with the next LGC Meeting Agenda, where possible.
- 3.11 The LGC Meetings will not be open to the public but minutes shall be made available on request, subject to clause 3.12.
- 3.12 Sensitive and/or confidential matters shall be included as confidential on the LGC Agenda. Details, papers and minutes of the confidential items shall not be made generally available unless the circumstances which caused them to be considered sensitive or confidential no longer pertain.
- 3.13 In the absence of the Chair and Vice Chair, the LGC shall nominate an acting chair. The acting chair must be a Governor appointed to the LGC but **must not** be an employee of the Trust.



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- 3.14 In the absence of the clerk the LGC shall select a clerk for that meeting from any attendee.
- 3.15 A Register of Attendance will be kept for the LGC Meetings.
- 3.16 If any conflict of interest or possible conflict of interest arises at an LGC Meeting such individuals **must** withdraw, as appropriate, from the meeting during discussion of the relevant item on the agenda and will not be entitled to vote on any decision required.
- 3.17 The LGC will minute all meetings and report appropriate comments, recommendations and decisions to the Board of Trustees.
- 3.18 The Chair of the LGC will provide a summary report to the Trust Board after each meeting using an agreed Trust template and highlighting:
 - 3.18.1 any governance related comments or concerns to the relevant Board Committee or the Trust Board itself
 - 3.18.2 any operational related comments or concerns to the CEO
 - 3.18.3 any compliance related concerns to both the CEO and the Trust Board
 - 3.18.4 any recommendations or approvals made as part of the evening's business
- 3.19 The LGC will request professional advice as appropriate/required and will inform the Chair of the Trust Board immediately when this is required.
- 3.20 The LGC will adhere to the Code of Conduct as adopted by the Trust Board, at all times
- 3.21 The LGC Committee will review the Terms of Reference on at least an annual basis and make a recommendation of any amendments to be considered by the Trust Board.

4 Activities

Academy Improvement and Inclusion

- 4.1 The LGC will be responsible for:
 - 4.1.1 appointing, from its number, one Curriculum, Teaching and Standards Link Governor who will be required to:
 - (a) liaise, support and work in collaboration with the Chair of the Curriculum, Teaching and Standards Committee, the Curriculum, Teaching and Standards Committee as a whole as well as all other appropriate Academy and Trust officers, as required
 - (b) undertake appropriate training and monitoring, including visits to school (as and when appropriate) or required to do so and ensure any reporting is provided to the LGC as soon as reasonable



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- 4.1.2 appointing, from its number, a SEN Link Governor who will be required to:
 - (a) liaise and work in conjunction with the SEN Trustee as well as any other appropriate Academy and Trust Officers including Trustees and Governors, as required
 - (b) undertake appropriate training and monitoring, including visits to school (as and when appropriate) or required to do so and ensure any reporting is provided to the LGC as soon as reasonable
- 4.1.3 appointing, from its number, three Governors to form an Academy level exclusion review panel
- 4.1.4 monitoring educational outcomes and progress against targets outlined and reviewing any associated strategies or interventions put forward for implementation and monitoring impact
- 4.1.5 contributing to and reviewing the Academy Self-Evaluation Documentation (SEF)
- 4.1.6 recommending the Academy Development / Strategic Plan and monitoring academy priorities (School Improvement Plan) (SIP)
- 4.1.7 monitoring the implementation of any post OFSTED action plans and if relevant, any Trust related improvement plans
- 4.1.8 ensuring the Academy effectively implements strategies for inclusion
- 4.1.9 monitoring the effectiveness of the Covid-19 Recovery Plan in the Academy
- 4.1.10 support the work of the Curriculum, Teaching and Standards Committee as a whole and monitoring the implementation of any Trust (and *Academy Appendices*) policies relating to curriculum, standards or teaching

Safeguarding

- 4.2 The LGC will be responsible for:
 - 4.2.1 appointing, from its number, a Safeguarding Link Governor who will be required to:
 - (a) liaise and work in conjunction with the Safeguarding Trustee as well as any other appropriate Academy and Trust Officers including the Academy's Designated and Deputy Designated Safeguarding Leads, as required
 - (b) undertake appropriate training and monitoring, including visits to school (as and when appropriate) or required to do so and ensure any reporting is provided to the LGC as soon as reasonable



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- 4.2.2 monitoring the completion of the Academy's Single Central Record
- 4.2.3 [monitoring the implementation of the Trust [and *Academy Appendices*] Child Protection and Safeguarding policies]
- 4.2.4 undertaking an annual Safeguarding audit and acting upon any recommendations ensuring that a completed submission is provided to the Trust Board

HR/Recruitment

- 4.3 The LGC will be responsible for:
 - 4.3.1 appointing, from its number, one People, Performance and Wellbeing Link Governor who will be required to:
 - (a) liaise, support and work in collaboration with the Chair of the People, Performance and Wellbeing Committee, the People, Performance and Wellbeing committee as a whole as well as all other appropriate Academy and Trust officers, as required
 - (b) undertake appropriate training and monitoring, including visits to school (as and when appropriate) or required to do so and ensure any reporting is provided to the LGC as soon as reasonable
 - 4.3.2 appointing, from its number, three Governors to sit on the Headteacher Performance Management Working Party who will provide input to the CEO in relation to performance management of the Head of the Academy
 - 4.3.3 appointing, from its number, three Governors to sit on the Staff Performance and Pay Review Working Party who will provide recommendations to the LGC for approval
 - 4.3.4 appointing, from its number, three Governors to form a recruitment related panel
 - 4.3.5 appointing, from its number, three Governors to form an Academy level complaints panel
 - 4.3.6 supporting the work of the Trust Personnel, Performance and Wellbeing Committee as a whole and monitoring the implementation of any Trust (and *Academy Appendices*) policies relating to HR

Finances

- 4.4 The LGC will be responsible for:
 - 4.4.1 appointing, from its number a Finance Link Governor who will be required to:



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- (a) liaise, support and work in collaboration with the Chair of the Finance, Audit and Risk Committee, the Finance, Audit and Risk Committee as a whole as well as all other appropriate Academy and Trust officers, as required
 - (b) undertake appropriate training and monitoring, including visits to school (as and when appropriate) or required to do so and ensure any reporting is provided to the LGC as soon as reasonable
- 4.4.2 receiving appropriate reports on Academy finances and monitoring the impact on educational provision and outcomes
- 4.4.3 monitoring, reviewing and reporting the use of pupil premium funding, sports premium funding, catch up funding (including Covid-19), SEN High Needs funding allocations and any other ring-fenced grants
- 4.4.4 supporting the work of the Finance, Audit and Risk Committee as a whole and monitoring the implementation of any Trust (and *Academy Appendices* to) policies relating to Finance and Audit

Compliance, Estates and ICT

- 4.5 The LGC will be responsible for:
- 4.5.1 appointing, from its number an [Estates and Health and Safety] Link Governor who will be required to:
 - (a) liaise, support and work in collaboration with the Chair of the Finance, Audit and Risk Committee, the Finance, Audit and Risk Committee as a whole as well as all other appropriate Academy and Trust officers, as required regarding:
 - (b) undertake appropriate training and monitoring, including visits to school (as and when appropriate) or required to do so and ensure any reporting is provided to the LGC as soon as reasonable
 - (c) monitor and report directly to the Trust Board on the condition and suitability of the buildings and resources of the Academy
 - 4.5.2 reviewing appropriate reports on Compliance, Estates and ICT and monitor the impact on educational provision and outcomes
 - 4.5.3 undertaking and monitoring the risk management responsibilities for the Academy delegated to the LGC by the Scheme of Delegation



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- 4.5.4 monitoring and feeding back to the Trust Board on the condition and suitability of the buildings and resources of the Academy

Community, Governance and Local Issues

- 4.6 The LGC will be responsible for:
 - 4.6.1 monitoring the implementation of Trust policies generally
 - 4.6.2 recommending to the Trust Board and monitoring the implementation of any agreed local Academy policies.
 - 4.6.3 promoting partnership working between the academy and parents/carers in order to promote high quality educational provision and outcomes.
 - 4.6.4 ensuring feedback from stakeholder engagement is used to support the development of best practice and the quality of experience for young people and staff
 - 4.6.5 ensuring appropriate representation at Parent Forums and Academy events

General

- 4.7 The LGC will also perform any other actions delegated to it by the Scheme of Delegation and report termly to the Trust Board on any actions taken under it.
- 4.8 The LGC will consider any other matters when requested to do so by the Trust Board or any other Trust Board Committees or Link Trustees.