Local Governing Body – Terms of Reference

Roles and Remits of the Local Governing Body within John Taylor MAT

1.1 Legal responsibility for the Academy lies with the Trust (John Taylor MAT). It is governed by the Directors, who rely on advice and support from the Academy Local Governing Bodies, particularly (but not limited to) strategic planning and the specific matters delegated under these Terms of Reference.

1.2 Subject to the provisions of these Terms of Reference, the Companies Act 2006, conditions relating to our charitable status, the Articles and to any further directions given by the Directors, the business of each Academy shall be managed by the Local Governing Body who may exercise all the powers of the Trust. The Directors delegate the running of each Academy to the Local Governing Body and specifically the following duties:

1.2.1 articulating the aims and objectives of John Taylor MAT in the local context of the Academy;

1.2.2 determining the execution of the educational vision of John Taylor MAT in consultation with the Directors, including, but without limitation, determination of the Academy improvement plan;

1.2.3 ensuring compliance with the Terms of Reference under which the Academy is governed and subsequent amendments;

1.2.4 accepting receipt of the Academy annual funding;

1.2.5 compliance with the Academy Trust Handbook (or any subsequent set of financial requirements imposed by the Department for Education) including determination and implementation of procurement policies for the Academy;

1.2.6 oversight with regard to the finances the Academy, including, but without limitation, responsibility for compliance with the financial and accounting requirements detailed within the Funding Agreements;

1.2.7 determination of the corporate planning and strategy for the Academy in consultation with the Directors;

1.2.8 monitoring income and expenditure for the Academy;

1.2.9 determining financial and reporting targets for the Academy;

1.2.10 consideration of the Academy's required funding and support to the Directors in connection with the agreement with the DfE of the Academy's budget;

1.2.11 monitoring and reviewing expenditure on a regular basis and ensure compliance with the overall financial plan for the Academy;

1.2.12 maintenance of proper accounting records and the preparation of income and expenditure and balance sheets as required;

1.2.13 maintenance of the Academy estate in accordance with the guidelines established by the Trust;

1.2.14 maintaining a fixed asset register;

1.2.15 notifying the Trust of any changes to fixed assets used by the Academy;

1.2.16 responsibility for the implementation of human resource policies and procedures and terms and conditions of service;

1.2.17 the appointment, job description, appraisal and dismissal of all members of staff of the Academy – although in conjunction with the Directors with regard to holders of TLR1s, Grade 8 or above (support staff) or LG pay spine - but the remuneration of every member of staff and their terms of service shall be within the parameters from time to time established by the Directors;

1.2.18 implementation of the admissions policy and arrangements for the Academy in accordance with admissions law and DfE codes of practice;

1.2.19 implementation of actions required to comply with statutory regulations and the Funding Agreements.

1.2.20 each Local Governing Body will elect from its number a Chair and a Vice Chair of the LGB. These are positions to be elected annually and are subject to formal ratification from the Trust Board prior to commencement via the final LGB meeting (meeting 6) of the year preceding their tenure. Chairs and Vice Chairs of LGBs can chair and vice chair one or both of the Academy's Committees (see 1.2.23 and 1.2.24) but are not obligated to.
Existing Chairs and Vice Chairs standing for re-election to either post are ratified by default by the Board. Governor colleagues seeking election for the first time for either role of Vice Chair or, Chair ship (which would be considered atypical) will require exceptional ratification from the Trust Board prior to taking up their position. The clerk to the LGB will be required to contact the Director of Governance immediately should this situation arise.

The above set of responsibilities can and will be amended by directors if the Board view this as necessary to secure the improvement of an academy or

academies within the John Taylor MAT. This is most likely to be the case when an academy is deemed to "Require Improvement" or be judged "Inadequate" by Ofsted. However, there are other circumstances when action may be taken. As the legal entity with responsibility for all its academies, the Board and its directors reserve the right to undertake any remedial action required.

Local Governing Bodies shall discharge these responsibilities primarily, but not exclusively, through both collegiate activity in formal and informal committee and individual engagement (see below):

Committee Structure for each LGB:
Learning and Standards Committee

Managing and Organising Committee

Terms of Reference:

Generic Responsibilities for both of the above Committees:

1.2.21 The Committee is granted full delegated powers to make decisions within its specific remit (see below) which do not, legally, require Trust Board approval.

1.2.22 Where decisions require the approval of the Directors, then the Committee may consider, at the request of the MAT Board, such matters and report back their recommendation(s) for the Directors' attention.

1.2.23 A Chair will be appointed at the last meeting of the Committee at the end of each new academic year.

1.2.24 A Vice-Chair must be appointed by the committee at the last meeting held at the end of the school year.

1.2.25 Governors appointed to the LGB shall serve for an initial tenure of one year, at which point their continuation will require the affirmation of the LGB Chair. This will then be communicated in writing to the Trust Board via the Director of Governance and minuted within the LGB minutes.

1.2.26 Each of the two Committees shall consist of all governors of the Local Governing Body.

1.2.27 Quorum will be 'half plus one' of the governors – rounding down in the event of an odd number of governors on the LGB.

1.2.28 In the event of the absence of the substantive headteacher of the school, the Director of School Improvement will endeavour to attend the meeting.

1.2.29 The Committee will meet half termly (six times per year) and otherwise as required, using the terms of reference as a guide to agenda setting.

1.2.30 The Committee will review policies and procedures as agreed with the Directors as appropriate for local delegation.

1.2.31 The Committee will review progress against areas of the School/Academy Improvement Plan that fall within its remit, and evaluate the impact of activities upon completion.

1.2.32 The Committee will review aspects of the Academy's self-evaluation documentation that fall within its remit.

1.2.33 Members of staff, recognised trade union representatives, parents, students or external advisors can be invited to the meetings of the Committee if their attendance would assist the Committee in any matter under consideration.

1.2.34 Meetings will take place prior (ideally, but not necessarily, within one calendar month) to the meetings of the John Taylor MAT Board. Regular attendance at meetings is required. Should a governor fail to attend 3 meetings during an academic year the Chair will formally request the consideration of the governing body, which may ask the governor to step down from the Governing Body or seek their removal via the Trust Board.

1.2.35 The Clerk will arrange for the distribution of agendas and taking of minutes of the Committee.

1.2.36 The Committee may provide governors by invitation to serve upon any bodies established by the Academy or John Taylor MAT Board. This may include for example those set up to deal with appointments, admissions, appeals, human resource matters (e.g. grievance or disciplinary matters) in accordance with paragraph 105A of the Articles of Association.

1.2.37 Liaise with the John Taylor MAT Board in the preparation, maintenance and continuous review of the risk register.

1.2.38 The Local Governing Body will annually review its own performance and seek continual improvement in the undertaking of its duties.

1.2.39 Terms of Reference for the Local Governing Body will be reviewed on an annual basis at the first meeting of the academic year. The terms of reference will be submitted to the John Taylor MAT Board for approval. All amendments to the Local Governing Body terms of reference will require a special resolution by the John Taylor MAT Board i.e. 75% voting in favour.

Learning and Standards Committee

Mission:
To improve, monitor and evaluate the quality of provision and teaching, and the resulting achievement and attainment standards.
In practice, this will involve improving, monitoring and evaluating:

- rates of progress and standards of achievement by students, including any underachieving groups
- the effectiveness of whole-school raising achievement strategies and to receive reports from lead staff.
- the quality of teaching and the impact of continuing professional development on improving staff performance
- the effective implementation of appraisal procedures
- that the curriculum is balanced, broadly based, maximises achievement, and meets the needs of all students and complies with statutory requirements
- the promotion of Spiritual Moral Social and Cultural education, preparing students for life in modern Britain and inclusive practice relating to race, gender and disability equality
- the scale, scope and effectiveness of parental engagement
- links with the local community including other schools within and beyond the MAT.
- the views of stakeholders, in order that outcomes are effectively used to inform planning
- the effectiveness and impact of curricular and extra-curricular visits
- the extent to which students develop workplace and other skills that will contribute to their future economic well-being
- the quality of the school's assessment provision
- the effectiveness of curriculum areas
- the effectiveness of provision for children with special educational needs
- the identification and celebration of student achievement

Managing and Organisation Committee

Mission:
To improve, monitor and evaluate the efficiency and effectiveness of systems, procedures and structures of the Academy and the deployment of resources required to ensure them.
In practice, this will involve improving, monitoring and evaluating:

- all matters relating to budgeting, finance, academy premises and grounds, security and health and safety
- the budget allocated to the academy to achieve value for money
- the proposed annual and 3 year budget prior to recommendation to MAT Board
- spending against the academy budget, upon receipt of a report from the Headteacher
- that the principles of 'best value' are adhered to, as are the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty and leadership)
- the annual maintenance programme and its implementation
- academy compliance with health and safety standards
- the staffing structure and costings for proposed staffing levels
- safe recruitment procedures for staff appointment
- lettings and charging arrangements within the academy
- the academy's risk management strategy and strategic risk register

Individual Engagement:

This can take many and varied forms. Typically, governors will serve on interview panels, support and challenge specific areas of school provision commensurate with the Academy's structure and context (e.g. a subject area or delivery phase) through the role of 'link' governor, attend school events, liaise with their stakeholder constituency (e.g. parents, staff), represent the Academy, and John Taylor MAT positively for the furtherance of its reputation to all with whom they come into contact.

In addition, each Local Governing Body shall have identified governors for the following specific areas:

- Health and Safety
- Special Educational Needs and Disabilities
- Safeguarding
- Pupil Premium