



flourishing together

Central Schools Trust

Terms of Reference Local Committees

Sept 2024

Composition and Quorum

- Each Local Committee (LC) will comprise a maximum of 10 members (known as Local Governors)
- The quorum for the LC is at least 50% of its membership, subject to a minimum number of four members in attendance and not containing a staff majority

Relationship with the Trust Board

The governance of the academy is delegated to the Local Committee (LC) who may exercise the powers of the Trust in so far as they relate to the Academy, subject to:

- any restrictions in the Companies Act which requires a decision of the members of the Trust Board
- the Articles
- policies and procedures set by the Trust Board
- any individual scheme of delegation established by the Trust Board.

The Trust Board and the LC acknowledge that they each play a crucial role in the governance of the academy and commit to working together in the best interests of the Trust and the member academies. They also recognise that the duties of the Trust sit with the Trust Board and as such the Trust Board is entitled:

- to overrule a decision of the LC; and/or

- remove delegated powers from the LC, if they consider it to be in the best interests of the academy or the wider Trust.

The Trust Board reserves the right to review or remove any power or responsibility conferred under these terms of reference. In circumstances where there are significant concerns about the running of the academy, the Trust Board will, where necessary, suspend the operation of the LC.

These terms of reference should be read in conjunction with the individual scheme of delegation established by the Trust Board. Where there is a conflict between the two documents, the scheme of delegation overrides these terms of reference.

Composition and Operation of Local Committees

- The LC will comprise a maximum of 10 members (known as Local Governors) including:
 - the Headteacher
 - at least two members appointed by the Trust Board
 - two elected parents or guardians of a pupil at the academy
 - up to two employees of the academy, usually comprising one teacher and one non-teaching member of staff, elected by employees of the academy
 - up to three members co-opted by the Local Governors.
- The term of office of all Local Governors shall be four years. Subject to remaining eligible to be a Local Governor, any Local Governor may be reappointed or re-elected at the end of their term.
- A Trustee who is employed by CST is ineligible to be a voting member of the Committee, but may attend as a non-voting observer.
- A Local Governor's term of office will be terminated if:
 - any event or circumstance occurs which would disqualify them from the office of Trustee under the Articles were they to hold such office
 - they have, without the consent of the LC, failed to attend LC meetings for a continuous period of six months, beginning with the date of the first such meeting they failed to attend, and the LC Chair agrees that the term of office should be terminated
 - they resign from office by notice to the Trust Board
 - they are removed from office by the Trust Board.

- Each LC will have its own Chair and Vice-Chair. The Trust Board is entitled to remove the Chair and/or Vice-Chair from office at any time, although this may not necessarily affect the individual's position as a Local Governor
- The quorum for the LC is at least 50% of its membership, subject to a minimum number of four members in attendance and not containing a staff majority
- Agendas for meetings, where practical, will be circulated seven days prior to the meeting
 - Additional agenda items should be sent to the LC Chair at least ten days prior to the meeting
- The minutes of meetings will be circulated, if possible, to the Trust Board seven days before Trust Board meetings
 - Failing this, copies will be available before the start of the Trust Board meeting
- The LC will ensure that adequate minutes are taken, resolutions and decisions are formally noted (and that the Chair of the meeting signs them as a mark of approval)
 - Confidential items will be noted as such and excluded from public papers
- The Chair or Vice-Chair of the LC will provide a report at each Chairs Forum meeting
- Meetings are held on a minimum half-termly basis
- The LC may establish committees to carry out certain functions of the LC
 - The establishment of any new committee, other than temporary ad hoc committees required to deal with specific issues, must be agreed in advance with the Trust Board

Governance

- To champion the Trust's vision and values in the academy and to ensure the well-being of the pupils
- To determine the educational character, mission and ethos of the academy reflecting the wider character, mission and ethos of the Trust
- To ensure that the academy has a medium to long-term vision for its future and a robust strategy for achieving it
- To appoint (and remove) from its number, the Chair, Vice-Chair and Local Governors with specific responsibilities for special educational needs, safeguarding, health and safety and financial matters
- To review and amend the policies of the academy (in line with any Trust prescribed policy)

Finance and contracts

- To review the academy's in-year budget with the Headteacher by exception only
- To provide the Finance Committee with a business case proposal for additional in-year funds, if necessary
- To maintain a register of LC members' business interests

Curriculum and standards

- To approve the curriculum proposed by the Headteacher (to the extent that it is consistent with the Trust-wide policy)
- To ensure effective processes are in place for monitoring the quality assurance of teaching and learning, the curriculum, inclusion and the sharing of good practice across the Academy
- To monitor the KPI figures reported from the Headteacher relating to standards
- To monitor progress being made against the objectives set in the academy's School Improvement Plan
- To review attendance and pupil absences
- To monitor the impact of the pupil premium and other ring-fenced grants in the academy
- To adopt an Academy Complaints policy (consistent with the Trust-wide policy) and to hear complaints at the relevant stage

SEN

- To appoint a Local Governor responsible for SEN and inclusion
- To provide oversight of the implementation of the SEND Policy within the academy and compliance with the Disability Discrimination Act requirements

Safeguarding

- To appoint a designated governor for safeguarding
- To review and maintain a Safeguarding and Child Protection Policy for the academy (consistent with the Trust-wide policy)
- To ensure the completion of all safeguarding records

Admissions and Exclusions

- To undertake consultation, publish admissions and determine arrangements as required in accordance with the School Admissions and Appeals Codes
- To make arrangements for determining admissions and hearing admission appeals
- To convene a committee to review the exclusion of a pupil by the Headteacher

Staffing

- To participate in the process to appoint a Headteacher as requested by the Chief Executive Officer (acting with the delegated authority of the Trust Board)

- To support the Headteacher in the development and review (from time to time) of an appropriate staffing structure for the academy and for the appointment of academy staff to ensure that the academy is fully staffed in accordance with that structure
- To ensure that the Trust's policies on all HR matters are implemented in the Academy
- To monitor the implementation of the Trust's policies at the academy for HR matters, including the appointment, induction and performance management of staff, pay review process and procedures for dealing with disciplinary matters, grievances and dismissal

Health, safety and risk

- To appoint a Local Governor responsible for Health and Safety
- To review the Risk Register of the academy annually
- To adopt a Health and Safety Policy for the academy (in line with the Trust-wide policy)
- To review the implementation of the above policy and ensure that appropriate risk assessments are being carried out in the academy
- To conduct site inspections to review any health and safety issues and the security of premises and equipment