



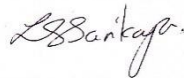
**THE ST. BART'S  
ACADEMY**  
— TRUST —

# **Terms of Reference (ToR) for a Local Governing Committee**

**September 2023**

# The St. Bart's Academy Trust

## Terms of Reference (ToR) for a Local Governing Committee

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<b>Approved by Trust Board:</b>		<b>Lisa Sarikaya</b> Chief Executive Officer
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<b>Date</b>	<b>Section Amended</b>	<b>Signature</b>



## Contents

1.	The Local Governing Committee .....	4
2.	Membership and Quorum .....	4
3.	Term of Office .....	4
4.	Meetings .....	4
5.	Calendar of Business .....	5
	Autumn Term (Business Meeting).....	5
	Autumn Term 2 – Academy Focus.....	6
	Spring Term – Academy Focus .....	7
	Summer Term – Academy Focus .....	7
6.	Duties.....	8
7.	Authority.....	8

## 1. The Local Governing Committee

The board of trustees within St Bart's MAT can delegate some of their functions to a committee or a local governing board. The local governing committee (LGC) does not assume responsibility for the academy it is installed to oversee, its role is to offer assistance to the board of trustees in fulfilling their duties by monitoring the performance of the academy by:

- a) Ensuring clarity of vision, ethos and strategic direction.
- b) Holding the principal to account for the educational performance of the academy and its pupils
- c) Scrutinising the financial performance of the academy and making sure its money is well spent

To ensure the local governing committee is fulfilling its duties and supporting the trust board effectively, guidelines should be created relating to how the local governing committee will be formed, the duties it will carry out and a timeline for doing so. The ToR can be used to hold the local governing committee to account for its performance.

## 2. Membership and Quorum

The members of the local governing committee will be appointed by the board of trustees. Whilst there is no statutory guidance about the number of required local governing committee members, the minimum number will be six, to ensure there are enough members to carry out their roles effectively.

Employees of the trust are permitted to be members of the local governing committee. The chair of the board of trustees should not be the chair of the local governing committee.

Individuals with the requisite knowledge and skills to effectively engage with and challenge the trust will be appointed to the local governing committee.

To ensure effective parental engagement, the local governing committee will endeavour to include two parent LGC members.

In a Church school the number of committee members is usually eight which includes two foundation representatives.

Only full members of the local governing committee can vote on any matters.

The quorum of the local governing committee will be one half of the numbers of the committee rounded up to the nearest full number – e.g. if the local governing committee comprises five members, then a minimum of three members must attend the meeting to meet the quorum.

A note-taker to the local governing committee will minute meetings.

## 3. Term of Office

The Trust Board will confirm the membership of the LGC annually. Trust appointed members of the LGC will hold office from either the date of their appointment until their resignation, or their omission from membership of the local governing committee on subsequent consideration by the board of trustees – whichever occurs first. Elected parents and staff members will hold a term of office for four years.

## 4. Meetings

- The local governing committee will meet as often as is necessary to fulfil its responsibilities, but at least four times per year.

- The chair of the local governing committee or any three members may, by giving notice in writing to the designated note-taker, call unscheduled meetings as long as appropriate notice of at least seven days is given to the other members of the local governing committee.
- The frequency and dates for local governing committee meetings will be scheduled before the first autumn term of the academic year.
- The nominated note-taker to the local governing committee will circulate an agenda, copies of minutes of the previous local governing committee meetings, and any papers to be considered, no fewer than seven working days prior to the meeting.
- Local governors will withdraw from the meeting if there is an identified or potential conflict of interest, or there is a motion to question their ability to remain impartial. Conflicts of interest are declared before the start of each academic year and at the beginning of each local governing committee meeting.
- The nominated note-taker will take minutes of the meeting. This will be approved, by the chair of the local governing committee, as accurate representations of the meeting before they are handed to local governing committee members for final approval at the next local governing committee meeting. Part 1 of the minutes will be uploaded to the SBMAT intranet.
- Confidential minutes will only be shared with local governors who were present at the meeting where the confidential item was discussed.
- The local governing committee may invite non-members to meetings to assist or advise on a particular matter or issue. Non-members will not be entitled to vote on any matters.
- Every matter to be decided upon will be determined by a majority vote – where there is an equal division of votes, the chair will have the deciding vote. Each member of the local governing committee who is present at the meeting will be entitled to one vote.
- A register of attendance shall be kept for each meeting and will be published on the trust's website on an annual basis.

## 5. Calendar of Business

While the trust board has the overarching responsibility for ensuring the tasks and duties below are carried out, they may choose to delegate these powers to the local governing committee. The local governing committee will meet at least four times per year – the items of business that maybe discussed and when are outlined below. It is important to ensure that all decisions made at LGC level take into account the views and experiences of stakeholders (pupils, parents, staff & the community.)

### Autumn Term (Business Meeting)

- Elect a chair and vice chair of the local governing committee
- Complete the declaration of interest form for Governors and provide up-to-date contact details.
- Review and agree the Academy Trust Local Governing Committee Code of Conduct and sign the diocese letter of undertaking for church schools (This only need completing once per appointment, per Academy)
- Review and agree the ToR
- Review the scheme of delegation
- Agree and schedule meeting dates for the upcoming year.
- Review academy risk registers.
- Review any data breaches for the previous academic year and receive any GDPR updates

- Review gifts and hospitality register
- Review Charging and Remission Policy
- Review the asset management plan
- Review Health and Safety Practices and any incidents and accidents for the previous year
- Complete the local governing committee skills audit and analyse the results from the previous year
- Undertake an annual review of the work and impact of the local governing committee. – impact report including the impact of link local governor roles and monitoring activities over the year
- Agree a monitoring / visit schedule for the forthcoming year
- Complete Governor skills audit
- Receive the Competency Framework for Governance (to be aware of)
- Appointment of Link Governors
- Complete the SBMAT Criminal Self-Declaration form
- Safeguarding Update - Keeping Children Safe in Education
- BOYD policy and complete mobile phone security declaration form
- Review and agree any statutory policies written during the Autumn term

## Autumn Term 2 – Academy Focus

- Discuss targets for 2023/24 e.g. attendance, pupil performance targets
- Discuss admissions arrangements and agree policy (2025/26)
- Ensure, as a minimum, all local governors have completed level one safeguarding training and have completed annual refresher training, and that all local governing committee members and all staff members have read and signed the latest edition of 'Keeping children safe in education'.
- Request that all Governors complete Diversity Information ( Microsoft Forms)
- Review Equality Policy, Equality Statement and Objectives
- Review the Accessibility Plan
- Discuss the curriculum offer and ensure it is broad and balanced, and meets the needs of all pupils.
- Receive and consider the Pupil Premium Strategy Impact Report 22/23 and Action Plan 23/24
- Receive the PE and Sport Premium Impact Report 22/23
- Review and analyse benchmarked validated performance data against national and local figures.
- Review community engagement and effectiveness.
- Plan future stakeholder voice activities – surveys, questionnaires, meetings. Pupils, Parents, Staff
- Discuss Principal and Staff Workload and Wellbeing
- Discuss the vision and practice of the academy as a Church School, if applicable
- Safeguarding Update including SCR check
- Share and agree term and holiday dates including Inset dates for 2024/2025
- Review any statutory policies and any policies directed by SBMAT

- Identify Governor training needs and opportunities
- Review Governor Membership
- Receive input for the LGC annual impact statement.
- Receive a Performance Management Update including Principal's target update

### **Spring Term – Academy Focus**

- Review attendance figures, scrutinising trends and identify any necessary actions
- Discuss pupil attainment and comparison to pupil performance targets
- Review validated school performance data.
- Discuss any curriculum development updates
- Ofsted framework update
- Review the complaints logs from the academy and identify any trends.
- Receive and consider the SEND report to the governing committee.
- Review the academy's self-evaluation documents.
- Safeguarding Update – including SCR check outcomes and Prevent update
- Discussion on Academy priorities/areas of focus
- Review community engagement and effectiveness.
- Plan future stakeholder voice activities – surveys, questionnaires, meetings. Pupils, Parents, Staff
- Discuss Principal and Staff Workload and Wellbeing
- Discuss the vision and practice of the academy as a Church School, if applicable
- Identify Governor training needs and opportunities
- Review any statutory policies and any policies directed by SBMAT
- Review Governor Membership
- Receive input for the LGC annual impact statement.

### **Summer Term – Academy Focus**

- Review the number of pupils on roll for September.
- Receive the annual pupil voice and collaboration report.
- Receive and review any parental views and subsequent engagement works
- Review attendance figures, scrutinising trends and identifying any required actions.
- Receive a report on predicted pupil performance and outcomes and discuss any mitigation.
- Consider pupil mobility data.
- Discuss overview of strategic spend
- Share baseline Energy Consumption and carbon Emissions including national data.
- Review progress towards achieving the outcomes of the SDP.
- Review Quality of Teaching & Learning and what immediate focus priorities are

- Safeguarding Update – including SCR check outcomes
- Review community engagement and effectiveness.
- Plan future stakeholder voice activities – surveys, questionnaires, meetings. Pupils, Parents, Staff
- Discuss Principal and Staff Workload and Wellbeing
- Discuss the vision and practice of the academy as a Church School, if applicable
- Identify Governor training needs and opportunities
- Review any statutory policies and any policies directed by SBMAT
- Review Governor Membership
- Receive input for the LGC annual impact statement.
- Receive a Performance Management Update including Principal's target update

## 6. Duties

- To ensure clarity of vision, ethos and strategic direction.
- To oversee the educational performance of its academy, pupils, and the effective and efficient performance management of staff.
- Through the scrutiny of the overarching financial performance of the academy ensuring that its money is well spent.
- To develop and review the long-term vision of its academy in line with the MAT's overarching principles.
- To agree priorities, aims and objectives.
- To sign off policies, plans and targets for achieving the goals that have been set, ensuring these reflect the trust's vision and values.
- To decide how and when progress of improvement priorities will be checked.
- To review the strategic framework regularly.
- To preserve and develop the religious character of the academies, where necessary.
- To ensure the academies are run in accordance with the MAT's articles of association and ethos statement, and the mission statement of the academy.
- It is important to ensure that all decisions made at LGC level take into account the views and experiences of stakeholders (pupils, parents, staff & the community.)

## 7. Authority

The local governing committee is authorised by the board of trustees to:

- Hold senior leaders to account for the educational performance of the academies and its pupils, and the performance of staff.
- Undertake reviews and reports and offer feedback to the trust board to help inform their decisions.







# THE ST. BART'S ACADEMY

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TRUST

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