

NET Academies Trust

Local Governing Body Terms of Reference (v2.0)

1. Powers of the Trust Board of Directors

- 1.1. The Directors of the Trust Board shall establish the Local Governing Body as a committee of the Trust as set out in the Trust's Articles of Association (Article 100).
- 1.2. The Directors shall determine and approve the Local Governing Body Terms of Reference and shall review the Terms at the start of each academic year (Article 104).
- 1.3. The Directors shall determine and approve the delegation of powers, responsibilities and duties to the Local Governing Body and shall review this Scheme of Delegation at the start of each academic year (Article 105).
- 1.4. The Directors shall have the right to intervene in the governance of an academy where it has serious cause for concern, including:
 - 1.4.1. Standards of performance of pupils at the Academy are unacceptably low;
 - 1.4.2. Serious breakdown in the way the Academy is governed or managed;
 - 1.4.3. Safety of pupils or staff is threatened;
 - 1.4.4. Financial mismanagement or failure to operate within budget.
- 1.5. The Trust Scheme of Delegation is attached as [Annex 1](#).

2. Powers of the Local Governing Body

- 2.1. The Governors shall exercise the powers, responsibilities and duties delegated by the Trust Board as set out in the Terms of Reference and Scheme of Delegation, and in particular:
 - 2.1.1. to carry forward the Trust's vision in ways that are appropriate to the [academy's/school's] status, pupils, staff and community;
 - 2.1.2. to implement policies, plans and actions to comply with statutory regulations, the Trust's policies and procedures and the decisions of the Directors;
 - 2.1.3. to hold to account the [academy/school] leadership for the academic performance, the quality of provision and the quality of care;
 - 2.1.4. to review and recommend the Academy Targets and Performance Review to the Trust Board (SoD 2.2-3) and monitor progress towards the approved targets;
 - 2.1.5. to review and approve and monitor the [Academy/School] Development Plan to achieve the approved [Academy/School] Performance Targets (SoD 2.5);
 - 2.1.6. to oversee the financial governance and operation of the [Academy/School] to comply with the Trust's financial regulations, policies and procedures (SoD 5.1-2);
 - 2.1.7. to review and propose to the Trust Finance Committee the [Academy's/School's] annual budget (SoD 5.13-5.14).
 - 2.1.8. to monitor the management of staff to comply with statutory regulation and the Trust's HR regulations, policies and procedures (SoD 3.8-15);
 - 2.1.9. to review and approve the [Headteacher's/Principal's] recommendations for individual performance pay awards (SoD 3.7);

- 2.1.10. to review and recommend to the Trust Board any changes to the academy provision such as Published Admissions Number (PAN) or age range (SoD 7.2-7.4),
- 2.1.11. to review and approve such academic and pupil-related policies and plans that are determined by the Trust as cluster or school level (SoD 2.6-2.10 & 7.7-7.15)
- 2.1.12. to review and recommend to the Trust Board the [Academy/School] admission policy and oversee the allocation of places against the approved [Academy/School] admissions policy (SoD 7.19-7.20);
- 2.1.13. to establish the Local Governing Body working group structure and to regulate their proceedings (SoD 1.8).

3. Composition and Appointment of the Local Governing Body

- 3.1. The composition of the Local Governing Body shall be as follows:
 - 3.1.1. two (2) Parent Governors elected by the parents or carers of registered pupils at the [Academy/School];
 - 3.1.2. one (1) Staff Governors elected by the staff of the [Academy/School];
 - 3.1.3. four (4) Trust Governors appointed by the Trust Board;
 - 3.1.4. the [Academy/School] [Headteacher/Principal]
- 3.2. The membership of the Local Governing Body is attached as [Annex 2](#).

4. Term of Office and Responsibilities of Governors

- 4.1. The Term of Office for all Governors except the [Headteacher/Principal] is 4 years.
- 4.2. On appointment Governors are each required to familiarise themselves and to agree to comply with;
 - 4.2.1. Trust Articles of Association;
 - 4.2.2. Trust Financial Regulations;
 - 4.2.3. these Terms;
 - 4.2.4. current relevant legislation and guidance for Governors.

5. Meetings of the Local Governing Body

- 5.1. The Local Governing Body shall meet at least once per term and at least four times per year and in particular:
 - 5.1.1. the Local Governing Body shall meet at the appropriate times set out in the Trust Governance Calendar;
 - 5.1.2. the Governors will receive notice of each meeting 7 clear days before the date of the meeting;
 - 5.1.3. the agenda, papers and minutes of Local Governing Body meetings will sent to the Clerk to the Directors when they are issued to Governors;
 - 5.1.4. minutes will be signed by the Local Governing Body Chair at the next meeting to verify that the minutes are a true record.

- 5.2. Quorum for a meeting of the Local Governing Body will be one half (1/2) of a number of Governors entitled to vote.
- 5.3. Each question to be decided at a meeting of the Local Governing Body shall be determined by a majority of votes of Governors present and eligible to vote on the question. In the event that there are equal votes on the question then the Chair shall have an additional casting vote.

6. Appointment of the Local Governing Body Chair and Vice Chair

- 6.1. The Trust Board shall appoint the Chair and Vice Chair.
- 6.2. The Trust Board shall have the right to remove the Chair and/or Vice Chair, specifically in circumstances outlined in item 1.4 of these Terms of Reference.

7. LGB Working Groups

- 7.1. The Local Governing Body shall establish Working Groups as it sees fit to fulfil its powers, responsibilities and duties.
- 7.2. The Local Governing Body will set out Working Group Terms of Reference and membership to be agreed and reviewed at the first meeting of the Local Governing Body each academic year.
- 7.3. The current Working Group structure, Terms of Reference and membership shall be detailed by the Local Governing Body and attached as [Annex 3](#).
- 7.4. The practice for Working Group management shall be:
 - 7.4.1. Agendas will be circulated to all Working Group members at least seven days in advance of the meeting.
 - 7.4.2. Working Group papers and minutes will be available to all Governors (not just those on the Working Group).

8. Appointment of a Clerk

- 8.1. The CEO shall appoint a Clerk to the Local Governing Body, who may be recommended by Governors.

9. Governors' Expenses

- 9.1. The Trust Board shall set out a policy for payment of exceptional expenses incurred by Governors, subject to prior application and approval by the Chair of the Local Governing Body

Declaration

*The Local Governing Body, at its meeting on **insert date** resolved to adopt these Terms of Reference. A copy has been forwarded to the Clerk to the Directors for the formal Trust Board records. These Terms of Reference will be reviewed annually at the start of the academic year.*

Signature
(Chair of the Local Governing Body)

Date of signature

ANNEX 1: Trust Scheme of Delegation

ANNEX 2: Membership of the Local Governing Body

ANNEX 3: Local Governing Body working group structure, Terms of Reference and membership