

## **Local Governance Committees: Terms of Reference**

The Articles of Association provide for the appointment of Local Governance Committees (LGC). The Directors may delegate certain functions to Local Governance Committees, under a Scheme of Delegation. The Directors have the absolute discretion to review and amend the Scheme of Delegation at any time.

Whilst some schools will conduct the majority of their business through one committee (the LGC), other schools may determine to further delegate certain responsibilities to sub-committees, the headteacher or other senior office holder as they see fit. The terms of reference, constitution and membership of subcommittee will be determined by the LGC, so long as it falls within the parameters of the LWCET Scheme of Delegation. The terms of reference, constitution and membership of any subcommittee should be reviewed at least annually, to ensure it remains fit for purpose and compliant with the LWCET Scheme of Delegation.

Where any power or function of the LGC is exercised by a sub-committee or member of the LGC, the headteacher or any other holder of an executive office, that person or subcommittee will report back to the LGC in respect of any action taken or decision made at the next meeting of the LGC immediately following the action/decision.

As individual contexts will differ, this document outlines the composite Terms of Reference of the LGC.

### **Core Duties**

In all its work, the LGC will promote LWCET's charitable objects, within company and charity law, and the contractual obligations contained within the funding agreement (s).

### **Trust Governance**

1. Ensure the accurate, timely production of an annual review of the school's performance and achievements to inform the Trust's annual report.

### **Local Governance and Administration**

1. Work alongside the Governance Professional and Diocese to ensure the effective recruitment, training and succession planning for the LGC
2. Review the constitution and terms of reference for the LGC and any sub-committees in line with the Scheme of Delegation
3. Elect a Chair and Vice Chair from within the LGC
4. Appoint governors with specific responsibilities for SEND and inclusion, safeguarding, pupil premium and health and safety, as appropriate
5. Give notice of any removal of a local governor (other than a foundation governor) to the Governance Professional
6. Give notice of any resignation of a local governor to the Governance Professional
7. Appoint a Clerk, in line with the Trust's strategy
8. Ensure business and pecuniary interests are registered and ensure compliance with the requirement to publish information as directed by DfE, ESFA and Companies House
9. Agree the programme of work and calendar of meetings for the LGC for each school year, based on known LWCET cycles
10. Work alongside the central team, reviewing the LGC's effectiveness, as required

### **Vision and Ethos**

1. Champion the vision, mission and ethos of LWCET, ensuring it is fully embedded within the school

2. Assist the Directors in realising their strategic priorities for LWCET by ensuring that the school development plan reflects Trust and school priorities and is sufficiently robust to ensure a thriving Catholic education for all pupils
3. Ensure adequate provision for the spiritual wellbeing of pupils in the academy (including, but not limited to Collective Worship and chaplaincy provision)
4. Ensure the school establishes and maintains relationships with the parish priest, local Church and parish community to contribute to the Catholic formation of the pupils at the academy
5. Ensure the school established and maintains relationships with parents of pupils attending the school and actively engages with the wider stakeholders to further the vision and mission of LWCET, including other LWCET schools
6. Notify the CEO of any complaint or situation that arises which could bring into disrepute the Catholic character of LWCET and/or its schools, or has potential reputational damage for the Trust itself.

### **Policy**

1. Engage in the implementation and review of LWCET policies as determined in the policy review schedule.
2. Determine any specific school-based policies which fall beyond the remit of the LWCET's policy schedule
3. Adopt all Trust-wide policies and always monitor school compliance
4. Approve and review any school-specific policies which fall outside of the LWCET policy schedule, monitoring compliance at all times

### **Staffing**

1. Work alongside the CEO to appoint a Headteacher or Executive Headteacher for the school
2. Work alongside the CFO in the appointment of SBM, finance, business and administrative staff, as appropriate
3. Appoint all other school-based staff, on behalf of LWCET<sup>1</sup>
4. Participate in any consultation regarding the overarching management structure of LWCET and the monitoring and reviewing of staffing structures within schools
5. Participate in any consultation regarding the harmonisation of terms and conditions of employment and pay across the Trust
6. Ensure the school maintains accurate and secure staff records
7. Monitor compliance with all Human Resource policies, procedures and codes of conduct, (including the pay policy and disciplinary, grievance and capability procedures etc), ensuring that all staff are dealt with equitably and consistently

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1. <sup>1</sup> Ensure that specified posts are filled by practicing Catholics in observance of the Bishops' Memorandum regarding teachers in Catholic Schools and ensure that the diocesan protocol is followed in respect of the appointment of any other senior post which directly affects the Catholic mission of the Trust and its academies (e.g, lay chaplains)

## **Performance Management**

1. Work with the CEO to facilitate the performance management of the Headteacher
2. Ensure the school effectively performance manages all school-based staff

## **Suspensions and Dismissals**

1. Work alongside the CEO, as appropriate, in the suspension or dismissal of the Headteacher.
2. To make any determination with regard to dismissal of teaching and non-teaching staff in school, in line with the appropriate HR policy.

## **Inspections**

1. Monitor the effective management of any inspection processes within the school
2. Attend post-inspection feedback and ensure the preparation and implementation of post inspection action plans, as appropriate
3. Ensure that any inspection (educational/non-educational inspection) recommendations are acted upon

## **School Performance**

1. Review and hold the leadership team accountable for school performance data, including progress and attainment against predicted data (including premium pupil, sports premium, SEND and other groups) and ensure the schools liaises with the CEO when concerns arise
2. Ensure robust action plans are put in place and acted upon where standards fall below that which is expected of the school
3. Ensure the school offers a broad and balanced curriculum
4. Hold the leadership team accountable for ensure the school's compliance with legal requirements relating to SEND, including identifying any gaps in provision and ensuring adequate training is in place
5. Ensure the school completes all reports as required by the executive team/Board in relation to ~~standards~~ standards, addressing risks and mitigations, as necessary
6. Ensure the implementation of any school-to-school support opportunities

## **Safeguarding**

1. Appoint a designated LGC Safeguarding governor to monitor compliance and embed

- best practice in the school in all safeguarding matters, including ensuring the school escalate matters to the appropriate authority, as required
2. Ensure the school has sufficient training in place for safeguarding
  3. Ensure that at least one person involved in any recruitment process has undergone safer-recruitment training
  4. Hold the leadership team accountable for ensuring the school's single central record is maintained and compliant by carrying out a check at least three times a year on the SCR (in addition to the Headteacher checking a minimum of 3 times a year)
  5. Ensure the production and implementation of a post safeguarding action plan, after any safeguarding audit
  6. Monitor and review the levels of attendance in the school and hold the leadership team accountable for taking remedial action, where appropriate

### **School Management**

1. Keep under review the school website, monitoring compliance with requirements to publish information
2. Consider and approve opportunities for extended school provision within the school
3. Review school lunch provision, ensuring it meets the appropriate nutritional standards and ensure the provision of free school meals to those pupils meeting the criteria
4. Monitor compliance with all data protection legislation and freedom of information requests and ensure the safe storage of data
5. Regularly review the school's risk register and escalate specific school matters to the CEO/CFO, as appropriate
6. Adopt the disaster recover/business continuity plan for the school, in consultation with LWCET
7. Convene hearing panels (reliant on LGC members from other LWCET schools if necessary), as appropriate, to make any determination/decision in relation to:
  - Dismissing a member of staff (*unless delegated to the Head Teacher*)
  - The application of LWCET's HR policies (e.g. disciplinary, grievance, capability), relating to all school staff other than the Head Teacher
  - Redundancy of a member of staff;
  - LWCET's Complaints' Procedure or Curriculum Policy and National Curriculum disapplications
8. Liaise with the CFO or CEO on the composition of any appeal panel in relation to: a decision to dismiss a member of staff; a decision short of dismissal; an appeal against selection for redundancy or an appeal made on remuneration issues<sup>2</sup>
9. Ensure the school is proactive in marketing and publicity
10. Liaise with the Trust when responding to any media interest and ensure that public statements and/or responses to media enquiries are agreed

### **Suspensions and Exclusions**

1. Convene a disciplinary panel/exclusions panel to review any exclusions of a pupil in the school and to consider representations from parents/carers, as appropriate
2. Review and analyse the overall pattern of exclusions in the school

### **Finance, budgeting and control**

1. Ensure the school's records and information are compliant with the LWCET's policies and procedures and the requirements in the Academy Trust Handbook
2. Through monthly budget reporting, monitor the income, expenditure, cash flow and balance sheet of the school, reporting any variance and taking any action, as

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<sup>2</sup> No member of a hearing panel and no governor with prior knowledge of the matter can sit on an appeal panel. In order to ensure that any panel is suitably experienced, LWCET determine that the composition of the appeal panel will be made up from colleagues beyond the local LGC.

necessary.

3. Participate in the consultation regarding setting an annual balanced budget for the school
4. Make pay recommendations to LWCET Pay Panel, ensuring the pay policy has been equitably and consistently applied and linked to the outcomes of any Performance Management Review, which takes account of the recommendations of the Head Teacher
5. Monitor the effectiveness of centralised services (as they apply to the school) and ensure that any appropriate matters are raised with the central team, assisting in any quality assurance processes for contracted services
6. Feedback to the Executive Team on contract arrangements, as appropriate
7. Support the development of a Trust-wide strategy to ensure efficiency savings and review opportunities for collaborative procurement
8. Ensure the business of the school is conducted ethically and in line with the expectation that all suppliers take account of economic, social and environmental factors

### **Health and Safety**

1. Review the accessibility plan for the school at least every three years, ensuring remedial action is taken as necessary and escalating issues, as appropriate
2. Ensure the school undertakes site inspections, reviewing any health and safety issues, equipment and site security, taking remedial action and escalating issues as necessary
3. Monitor the accident book and agree appropriate actions with the leadership team
4. Ensure the school prepares suitable risk assessments and takes appropriate actions, as necessary
5. Ensure statutory compliance on all Health and Safety matters including, but not limited to, fire safety and legionella checks.

### **School Estate**

1. Ensure compliance with all insurance obligations/requirements at the school
2. Review and maintain any buildings strategy and asset management planning arrangements for the school, in consultation with the central team
3. Monitor the arrangements for the effective supervision of building maintenance and minor works and take up any issues with the senior executive leadership
4. Ensure the land and buildings are maintained and fit for purpose
5. Working with the central team, ensure compliance with all statutory requirements for works such as building regulations consents
6. Ensure the school complies with all statutory testing and maintenance requirements such as asbestos management plans, fire risk assessments, water hygiene and electrical safety