



# Corinium Education Trust

Collaboration • Kindness • Courage • Innovation

## Terms of Reference for a Local Governing Body of the Corinium Education Trust

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## **1. Establishment of Local Governing Bodies**

- 1.1. The Corinium Education Trust is a charity and a company limited by guarantee. The Trustees of the Trust are responsible for the leadership, management and administration of the Trust and the Schools within it and as per the Articles of Association have determined to appoint a Local Governing Body (LGB) for each School and as such will determine the constitution, membership and proceedings of all such LGBs.
- 1.2. The specific powers and roles delegated by the Trustees to the LGBs are set out in the Trust's Scheme of Delegation.
- 1.3. The following Terms of Reference set out the constitution, membership and proceedings of the LGBs and shall be reviewed by the Trustees on an annual basis.

## **2. Reporting to the Trust Board**

- 2.1. All decisions taken by the LGB under delegated authority must be reported to the next available Trust Board meeting. This will routinely be done by way of a minute of the decision or of the meeting at which the decision was taken.

## **3. Composition**

- 3.1 The composition of the LGB is determined by the Trust Board and must include at least two parent representatives.
- 3.2 For any Church schools within the Trust, the LGB must include 25% representation from the appropriate Diocese.
- 3.3 The Headteacher of the school will be an ex-officio member of the LGB.
- 3.4 Trustees may attend LGB meetings as required but may not be voting members of the LGB.
- 3.5 Non-voting participants may be invited to meetings by the LGB as and when required.

## **4. Appointment of Governors**

- 4.1. The recruitment and appointment process for Governors is outlined in the CET Trustee and Governor Recruitment Policy.

## **5. Term of Office**

- 5.1 The usual term of office for all Governors is 4 years, except the Headteacher, who serves as an ex-officio Governor for as long as he/she remains in office. Governors at the end of their 4-year term must then follow the process for the re-appointment of Governors if they wish to stand for a further term.

## **6. Leadership**

- 6.1 The LGB will elect a chair and vice chair from its own membership, but this cannot be the Headteacher. The Chair of the LGB will be elected annually by the Governors at the first meeting of each School year.
- 6.2 In the absence of either the Chair or the Clerk at a meeting, the LGB will agree on a replacement for the meeting.

## **7. Quorum**

- 7.1. Three members of the LGB must be present at meetings for decisions to be binding.

## **8. Meetings**

- 8.1. The LGB must hold a minimum of three meetings per year with a minimum of 7 days' notice given for each meeting.
- 8.2. The Clerk to the LGB will circulate an agenda and any papers at least one week before a meeting of the LGB.
- 8.3. All recommendations and decisions made during a meeting will be accurately recorded in the minutes. These minutes will be sent to the Chair for approval and then distributed to the Governors and Trust Board by the Clerk within two working weeks of the meeting.
- 8.4. Any Trustee may attend any meeting of an LGB.

## **9. Undertakings of Governors**

- 9.1. The Governors shall annually give a written undertaking to observe the Corinium Education Trust's Code of Conduct for Trustees and Governors.
- 9.2. Governors are expected to engage in relevant training to support their governance including Diocesan training for Church School Governors.

## **10. Core Responsibilities**

- 10.1. **To act as a critical friend by providing support and advice to the school.**
- 10.2. **To ensure the school has clarity of vision, ethos, and strategic direction, and that this aligns with the overarching vision and strategic priorities of the Trust.**

To include:

- To approve and monitor the school development plan so it is consistent with the strategy set by the LGB and drives measurable improvement across the school.
- To agree an annual cycle for governor monitoring visits that reflects the strategic priorities of the school and the responsibilities of the LGB. Receive and review reports of governors' visits.

- 10.3. **To monitor and hold the school to account for the academic standards and pupil outcomes it achieves.**

To include:

- To regularly review reports on the quality of teaching, pupil progress, attainment and outcomes and ensure interventions are in place to address areas of underperformance.
- To work with school leaders to prioritise pupil attendance as a key aspect of school culture to include regularly reviewing attendance data, identifying trends, patterns, and areas of concern.

**10.4. To monitor and review all aspects of safeguarding, SEN, equality, and pupil welfare at the school.**

To Include:

- LGBs to appoint Link Governors for Safeguarding, Pupil Premium and SEN.
- To review and approve the Annual Statutory Report on Pupil Premium and the annual SEN Information Report. To regularly monitor the impact of pupil premium funding.

**10.5. For Church schools, to maintain the ethos and Christian distinctiveness of the school and ensure compliance with any specific requirements.**

To include:

- To approve and monitor policies related to Religious Education, collective worship, and spiritual development. Support preparations for SIAMS inspections.

**10.6. To ensure the voice of key stakeholders within the school community, including parents, pupils, and staff are heard.**

To include:

- To establish communication channels with school stakeholders and ensure the school is integrated in the local community.

**11. Additional Responsibilities**

- 11.1. To liaise with the Trust Board, Trust Lead (CEO), and DFO and Head Teacher, on all aspects of policy review as required. To review and approve School specific policies.
- 11.2. To ensure effective governance support during OFSTED inspections by attending parts of Ofsted inspections as required.
- 11.3. To receive updates from the Director of Finance and Operations regarding the annual budget and the school's financial performance relative to this budget for information purposes only.
- 11.4. Primary School LGBs - To review and approve the annual Sports Premium Report. To regularly review and monitor the impact of sports premium funding.
- 11.5. To monitor the use of school resources with reference to resources allocated to teaching and learning, the pupil premium grant, SEN pupils and pupil welfare.
- 11.6. To ensure that behaviour and reward systems are effective and aligned with Trust expectations
- 11.7. To support the Headteacher in the appointment of staff working at the school in accordance with Trust policies.
- 11.8. To support the Trust Lead (CEO) in the appointment of senior school staff in accordance with Trust policies.
- 11.9. To assist the Headteacher in determining an appropriate buildings maintenance and development programme for the school.
- 11.10. To receive and review a Health and Safety Report from the school at each meeting.
- 11.11. To investigate and respond to formal complaints in accordance with Trust policies.
- 11.12. To ensure compliance with statutory guidance on suspensions and exclusions.
- 11.13. To recruit and propose new members of the LGB to the Trust Board for approval in accordance with the CET Member, Trustee and Governor Recruitment Policy.

- 11.14. To conduct an annual self-evaluation of its governance effectiveness, led by the CET Governance Officer.
- 11.15. To ensure that the LGB has the necessary skills and experience to govern effectively by conducting an annual skills audit of all LGB members led by the CET Governance Officer.

## **12. Absence**

- 12.1. If a member of an LGB misses all local governing board meetings for six months without permission, they will be disqualified from serving. Before this happens, the Chair should contact the absent member to check on their situation and ensure there are no new issues preventing their attendance. Accepting ongoing apologies for absences is considered permission for absence, but LGBs should carefully consider doing so. For extended absences (e.g., maternity leave or a period of ill health), the Chair of Governors should contact the CEO and Governance Officer for guidance.

## **13. Sub-Delegation of Functions**

- 13.1. The LGB may sub-delegate any of its functions to a sub-committee of the LGB, to an individual member of the LGB, or to the Headteacher as appropriate. The decision-making powers of any sub-committee must be clearly stated at the time of establishment.

## **14. Additional Committees**

- 14.1. The LGB may be required to convene or contribute to additional committees as follows:
  - | Complaints Panels
  - | Disciplinary panel

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