

Propeller Academy Trust

Terms of Reference

Local Governing Board



Purpose

1. The role of each Local Governing Board (LGB) is to:
 - 1.1. Support, promote and ensure effective communication and execution of the Propeller Academy Trust (PAT) vision, strategy, values, and principles.
 - 1.2. Ensure effective governance and oversight of the school's financial compliance and budget priorities linked to the SDP and resources, including a focus to ring fenced grants
 - 1.3. Hold the Headteacher and the Senior Leadership Team (SLT) to account for the educational performance of the school and its pupils, in line with Ofsted standards.
 - 1.4. In conjunction with the CEO, ensure the effective and efficient performance management of the Head Teacher and through delegation of the Headteacher, the staff.
 - 1.5. Support and challenge the Headteacher and the SLT, to ensure compliance with PAT and school policies.
 - 1.6. Support and challenge the Headteacher and the SLT, to ensure effective development and implementation of an annual School Improvement Plan
 - 1.7. Oversee, develop, and embed awareness and knowledge of key focus areas, including safeguarding, attendance, vulnerable and disadvantaged pupils, health and safety, online safety, all staff well-being, estates and the school curriculum.
 - 1.8. Be accountable to the PAT Board of Directors, ensuring that skills and succession planning for Governors are relevant and timely.
 - 1.9. Engage with parent and staff communities through school events and feedback. Work collaboratively with other School Governors across the Trust and the Trust central team
 - 1.10. Ensure the school complies with statutory regulations and the Memorandum and Articles of Association.

Membership, Meetings and Quorum

2. Membership, as approved by the Board:
 - 2.1. The Chief Executive Officer (CEO) has a standing right of attendance but is not a voting governor as the role holds membership to the Board. The LGB may invite other members of staff to attend in a non-voting capacity. There must always be at least two governors who were, at the time of their appointment, parents/carers of children at the school; if the LGB is unable to recruit parent governors in two consecutive processes of seeking nominations, the Board shall be entitled to appoint co-opted individuals.
3. The following LGB structure will apply to all schools:
 - 3.1. The Headteacher.
 - 3.2. Up to two elected staff and up to two elected parents/carers approved by the Board of

Trustees.

- 3.3. Up to seven community members appointed or approved by the Board of Trustees
- 3.4. The LGB will vote annually for a Chair and Vice Chair from within its body
4. The LGB expects the Board when appointing Governors, and itself when recommending governors for approval to appoint individuals who between them have many of the following skills /experiences:
 - 4.1. Educational leadership/governance expertise, including SEND, safeguarding and risk management expertise
 - 4.2. Expertise in other public services delivering to our community (i.e., health, children's services)
 - 4.3. Financial expertise
 - 4.4. Legal expertise
 - 4.5. Commercial / contracts expertise
 - 4.6. Property expertise (such as surveyor, construction, architect)
 - 4.7. Human Resources expertise
 - 4.8. Marketing and business development expertise
 - 4.9. Knowledge, expertise, and ability to represent the local and school communities

This is not an exhaustive list.

5. Appointment process:

- 5.1. Headteacher, ex-officio
- 5.2. Parent governors shall be appointed by the following process:
 - 5.2.1. Seeking nominations from all parents/carers of registered pupils at the school; (Note: vacancies can be held vacant until the following term where the LGB considers this appropriate, such as to enable parents of an incoming year group to be eligible).
 - 5.2.2. If there are fewer nominations than vacancies or the same number of nominations as vacancies, then the nominees are recommended by the LGB.
 - 5.2.3. If there are more nominations than vacancies an election will be held where the parents/carers of each child attending the school on the date that the election starts are entitled to vote (one vote per parent) for the nominees. The nominee with the largest number of votes will be recommended for appointment by the LGB; if there was more than one vacancy this process shall be repeated until all vacancies are filled (i.e., if two vacancies, the two nominees with the most votes shall be appointed).
 - 5.2.4. If there remain vacancies after two rounds of seeking nominations, the LGB may approach suitable individuals and appoint them.
- 5.3. Staff governors shall be appointed by the following process:
 - 5.3.1. Seeking nominations from staff based at the school
 - 5.3.2. If there are fewer nominations than vacancies or the same number of nominations as vacancies, the nominees are appointed

- 5.3.3. If there remain vacancies, then the previous two bullet points are repeated
 - 5.3.4. If there are more nominations than vacancies, an election will be held whereby every member of staff based at the school on the date that the election starts are entitled to vote (one vote per member of staff) for the nominees. The nominee(s) with the largest number of votes will be appointed.
 - 5.3.5. If there remains a vacancy after two rounds of seeking nominations, the LGB may approach and, with their consent, recommend eligible individuals.
 - 5.4. LGB may recommend community governors by ordinary decision of those Governors based on the skills / experience that is required by the LGB to ensure its effectiveness, a wide range of skills across the board and with due regard to succession planning.
 - 5.5. Governors employed within the Trust can be appointed by the LGB and must not exceed one third of the total number of governors
 - 5.6. All LGB members must be approved by the Trust board.
6. Term of office:
 - 6.1. Headteacher- Ex-officio
 - 6.2. Parent / Staff / Community Governors: 4 years
 - 6.3. The Board may remove a 'Board/LGB appointed governor' at any time (even during their term of office) if they believe that the person has not adequately fulfilled the role of Governor or brought the school or Trust into disrepute.
 - 6.4. Individuals will be eligible for re-election or re-appointment.
 - 6.5. Resignation should be notified in writing to the Chair of the LGB, resignation by the Chair should be in writing to the Board of Directors. The Board should be notified of all changes
 - 6.6. All Governors must comply with the provisions within the Memorandum and Articles of Association for ineligibility.
 - 6.7. Governors of the school must declare conflicts of interest in accordance with the Memorandum and Articles of Association.
7. Meetings:
 - 7.1. Meetings of the LGB will be quorate if 5 or one-half of Governors are present (whichever is the greater); this provision applies to every part of the meeting.
 - 7.2. The LGB should have a minimum of 6 meetings over a school year
 - 7.3. Each Governor shall have one vote and shall not be able to vote by proxy (but will be able to partake in a meeting by video conference). All decisions require a majority of the persons present and entitled to vote. The Chair will have a second and casting vote if necessary.
 - 7.4. The LGB can make decisions without a meeting so long as the majority of Governors positively responds to the decision required in the manner specified when the decision is sought (i.e., by email response or by signing a hard copy document).

8. Terms of Reference:

8.1. Subject to the provisions of the Memorandum and Articles of Association, and the Scheme of Delegation the LGB may make any decision necessary to fulfil its purpose as set out above.

8.2. Specifically, the LGB is to:

8.2.1. Recommend the School Development Plan, Self-Evaluation, and School Action Plan (if appropriate) to the Board and monitor its implementation, ensuring that it focuses upon:

- 8.2.1.1. Maintaining and, where necessary, improving the quality of teaching.
- 8.2.1.2. Closing any identified gaps in performance, be these subjects or identified groups of students.
- 8.2.1.3. Continuous Professional Development of staff.
- 8.2.1.4. The curriculum and monitoring its delivery.
- 8.2.1.5. Recommending educational targets to the Board and once approved, monitoring progress towards those targets.
- 8.2.1.6. Monitoring staff and financial resources in accordance with this Scheme of Delegation.
- 8.2.1.7. Monitoring compliance with legislative and contractual obligations, including safeguarding and health and safety.
- 8.2.1.8. Ensuring that Governors have the appropriate skills and knowledge to perform their role, including undertaking training as required.
- 8.2.1.9. Reviewing and adopting policies in accordance with this Scheme of Delegation and contributing to the development of policies that would be approved by the Board of Trustees.

8.2.2. Regarding educational provision and quality, the LGB will recommend academic performance targets to the Board and monitor their delivery. Specifically:

- 8.2.2.1. review and advise on the school's curriculum policy.
- 8.2.2.2. receive regular reports on progress towards achieving performance targets.
- 8.2.2.3. monitor school based, local and national performance data and reports, evaluating levels of progress, attainment and achievement and analysing the performance of different groups and subjects.
- 8.2.2.4. monitor the provision for and evaluate the progress and attainment of children eligible for disadvantaged and looked after children and evaluate the effectiveness of intervention strategies.
- 8.2.2.5. monitor the quality of teaching and learning and evaluate its impact.
- 8.2.2.6. determine, monitor, and evaluate the range and the impact of extended activities on pupil learning.
- 8.2.2.7. monitor application of child protection, prevent and other policies relevant to safeguarding including peer on peer abuse and sexual harassment.

- 8.2.2.8. monitor incidences of bullying, discrimination, etc. and advise on appropriate strategies.
 - 8.2.2.9. monitor attendance, punctuality, and exclusions.
 - 8.2.2.10. monitor application of the school's behaviour and discipline policies.
 - 8.2.2.11. ensure students are supported to make informed decisions for a healthy lifestyle – physically, emotionally, and socially; and
 - 8.2.2.12. Review, contribute to, and approve policies as set out in the PAT policy matrix
- 8.2.3. Regarding leadership, management, and resources, the LGB will:
- 8.2.3.1. Recommend the school's vision and annual strategic priorities to the Board
 - 8.2.3.2. Monitor the school's financial position, including developing and proposing the school budget for the next year, benchmarking the performance of the school, ensuring value for money from all support services.
 - 8.2.3.3. Support the CEO with the performance management of the Headteacher and the approval of staff performance management within school. Monitor staffing information, including ensuring that the staffing structure is effective and efficient, monitoring vacancy / agency levels and recruitment, monitoring staff leaving and the reasons for this, monitoring staff attendance, and monitoring the implementation of performance management and the pay policy
 - 8.2.3.4. Monitor the infrastructure at the school, including that the site and buildings are safe and fit for purpose (and seek funds for any necessary works), that the ICT infrastructure and equipment functions and improves the effectiveness and / or efficiency of the school, and monitoring major service contracts (such as catering, cleaning, grounds maintenance); and
 - 8.2.3.5. Ensure all safeguarding practices are compliant and effective including annual approval and monitoring of the school's safeguarding audit findings and single central record
 - 8.2.3.6. Monitor school risk assessments and liaise with the CEO regarding any concerns.
 - 8.2.3.7. Ensure the school promotes equality and protected characteristics in and out of the curriculum
 - 8.2.3.8. Refer complaints or points of concern regarding the Headteacher to the CEO

A LGB may set up a Working Group where appropriate to explore or oversee a time-limited project or issue. At the time of its establishment, the LGB shall establish Terms of Reference for the Working Group, including membership and any delegated authority (if it is to have delegated authority, the majority of individuals on the Working Group and at any meeting making a decision must be Governors, there must be three Governors present at any meeting making decisions).

9. Review of these terms of reference:

9.1. The LGB will review its terms of reference annually and will recommend any necessary changes to the Board of Directors.

Ratified by Directors, 10th October 2022