



## Inspiring Primaries Academy Trust Local Governing Body Terms of Reference

### MEMBERSHIP

- Please see individual LGB documentation for the breakdown and membership of each LGB and its committees.

### ACCOUNTABILITY AND PURPOSE

- The Trust has Local Governing Bodies (LGBs) with delegated powers outlined in the current Scheme of Delegation. All decisions made by LGBs therefore must be in line with those delegated powers.
- The key purposes of each LGB are:
  - To provide advice, support and challenge to school leaders, helping pupils to thrive, guarding the school's ethos and managing its relationship with its community.
  - To ensure compliance with statutory requirements and Trust / School policies.
  - To work with the Trust CEO on the performance management of the Executive Principal / Headteacher.
  - To work with the Trust CEO and Finance/Business Manager on the staffing structure of the school and on recommending an initial budget to the Finance and Audit Committee of the Trust Board.
  - To report annually to the Board on the school's achievements and areas for development on the report template provided by the Trust Board (see Appendix 15).

### RESPONSIBILITIES OF THE COMMITTEE

- To recommend the appointment (or removal) of the elected Chair and Vice Chair to the Trust Board.
- To appoint or remove a clerk to the LGB and its committees (if applicable).
- To recruit new governors as LGB vacancies arise - using a skills audit to identify relevant skills required.
- To plan for succession of key roles.
- To suspend a governor.
- To record business and pecuniary interests.
- To consider safeguarding and equalities implications when undertaking all committee functions.
- To ensure required academy governance details are published on the academy website.
- To determine and approve school level policies which reflect the school's ethos and values to include e.g. admissions, SEND, accessibility plan, curriculum, behaviour.
- To undertake consultation, publish admissions and determine arrangements that are consistent with the school's admissions policy, as required in accordance with the School Admissions and Appeals Codes.
- To make arrangements for determining admissions and hearing admission appeals.
- To ensure effective arrangements are in place for pupil recruitment, reflecting the local context.
- To designate a Local Governor responsible for SEND and inclusion.

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- Ensure that provision for pupils with SEND meets requirements.
- To approve the curriculum proposed by the Executive Principal / Headteacher (to the extent that it is consistent with the Trust-wide curriculum overview).
- To review pupil attendance and absence figures.
- To monitor the pastoral care of all pupils in line with policies related to pastoral care.
- To consider any permanent exclusions made by the School Leader.
- To forward minutes of the LGB and the annual LGB report (Appendix 15) to the Trust Board.
- To engage with the range of stakeholders.
- To ensure the school's vision and strategy aligns with that of the Trust - agree key priorities and key performance indicators against which progress towards achieving the school's vision can be measured.
- To monitor achievement targets and attainment and progress data – ensuring they are at least in line with national standards, for EYFS, PSC, KS1 and KS2 for their school.
- To monitor achievement data of identified groups e.g. gender, FSM, SEND, ethnicity etc. ensuring they are at least in line with national standards.
- To review the information about school performance and report to parents according to statutory requirements.
- To consider and handle complaints strictly in line with the IPAT Complaints Policy.
- To monitor the impact of the Pupil Premium grant.
- To monitor the impact of the PE and Sports grant.
- To participate in the appointment and performance management of the Executive Principal / Headteacher.
- To support the Executive Principal / Headteacher in reviewing the staffing structure of the school.
- To recommend the first formal budget plan of the financial year to the Trust Board.
- To monitor and scrutinise the implementation of the Trust's policies at the school for HR matters including the appointment, induction and performance management of staff, pay review process and procedures for dealing with disciplinary matters, grievances and dismissal.
- To ensure the Trust's Health and Safety Policy is adhered to.
- To ensure the Trust's Safeguarding Statement is adhered to and the school's Safeguarding and Child Protection Policy is current and adhered to.
- To designate a Local Governor responsible for safeguarding.
- To ensure the completion of the single central record and its regular updating.
- To support the promotion of a robust safeguarding culture in the school and complete the annual safeguarding audit required by the Trust Board.
- To comply with the full range of Trust policies, the Trust's Compliance Checklist and its auditing and risk management procedures.

## MEETINGS AND QUORUM

- The regularity and number of meetings should be determined by each LGB with a minimum of 3 meetings during each academic year.
- The meeting schedule of the Trust and its other committees will be shared with each chair of the LGBs prior to the start of each academic year, enabling each LGB to align with Trust meetings.
- Quorum is half of the membership of the LGB, ignoring vacancies.

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