



# LEADING LEARNERS

Guiding children to promising futures

## Local Governing Board Terms of Reference 2025

## **1. Introduction**

**1.1** Leading Learners (the “Trust”) is governed by a Board of Trustees (the “Trustees”) who are accountable to the Department for Education and have overall responsibility and for all the work of the Trust, including the establishing and running of the schools operated by the Trust.

**1.2** These terms of reference are applicable to all schools operated by the Trust.

**1.3** In order to assist with the discharge of their responsibilities, the Trustees have appointed a Local Governing Board (LGB) for each school in the Trust. The LGB shall be a committee appointed pursuant to Article 100a) of the Articles of Association of the Trust.

**1.4** These terms of reference may only be amended by the Board of Trustees.

## **2 Constitution and membership of the LGB**

**2.1** The LGB shall be made up of “Governors”.

**2.2** The authority for the appointment of Governors resides with the Trust Board but is delegated to LGB.

**2.3** The composition of the LGB shall be not less than seven (7) nor more than ten (10) and shall comprise:-

(a) The Headteacher;

(b) 2 Elected Parents;

(c) 1 Staff; nominated by staff and appointed by the Local Governing Board

(d) up to 6 Community Governors appointed by the Local Governing Body

**2.4** The LGB may continue to act notwithstanding a vacancy in its composition.

**2.5** The total number of Governors who are employees of the Trust should not exceed one third of the total number of Governors. For clarity, a member of staff from one academy within the Trust is not eligible to serve as a Governor on the Local Governing Body of another academy within the Trust. The Chair of the LGB should not be an employee of the Trust.

**2.6** Only full Governors of the local governing board can vote on any matters. To help inform decisions, the local governing board may appoint non-voting Governors to advise the board or observe the meetings.

**2.7** From time to time, it may be necessary to temporarily extend the number of Governors. Where this will result in the number of Governors exceeding the number set out in point 2.3, the Chair of the LGB will discuss the specific situation with the Governance Manager of the Trust who will ensure permission is sought from the board of trustees on a case-by-case basis.

**2.8** The term of office for any Governor shall be four years. Subject to remaining eligible, any Governor may put themselves forward for re-election.

## **3 Quorum**

**3.1** The quorum of the LGB will be one half of the numbers of the committee rounded up to the nearest full number – e.g. if LGB comprises five Governors, then a minimum of three Governors must attend the meeting to meet the quorum.

**3.2** If the number of Governors assembled for a meeting of the LGB does not constitute a quorum, the meeting shall not be held. It shall be adjourned to such date and time as those present shall agree to be appropriate.

**3.3** Minutes are to be shared with the Chair for approval within two weeks of the meeting and once agreed, will be published on Governor Hub. A link to the minutes will be shared with meeting attendees and the Trust’s Governance Manager once they are available to view.

**3.4** At every meeting of the LGB the minutes of the last meeting shall be presented for the Governors to consider and agree and shall be signed as a true record by the Chair of the meeting or Vice Chair as appropriate.

## **4.Voting**

**4.1** Every question to be decided at a meeting of the LGB shall be determined by a majority of the votes of the Governors present and voting on the question. Every Governor shall have one vote. Where there is an equal division of votes the Chair of the meeting shall have a second or casting vote.

**4.2** A Governor may not vote by proxy.

**4.3** Any Governor who is also an employee of the Trust must withdraw from any part of a meeting in which their remuneration, performance, or employment conditions are discussed.

## **5.Conduct of Governors**

**5.1** All Governors shall observe at all times, the provisions of the Trust's Governor Code of Conduct.

**5.2** All Governors shall complete a declaration of interest form on joining the LGB and at the interest, withdraw from the meeting and not vote on a matter if:

5.2.1 there may be a conflict between their interests and the interests of either the school or the Trust;

5.2.2 there is reasonable doubt about their ability to act impartially in relation to a matter where a fair hearing is required; or

5.2.3 they have a personal interest, e.g. Where they and/or a close relative will be directly affected by the decision of the LGB in relation to that matter.

**5.3** All Governors must sign the Trust's Governor Code of Conduct (which may be signed electronically via Governor Hub) and complete a Disclosure and Barring Service (DBS) application before they can be formally appointed to the Board.

## **6. Appointment of Clerk**

**6.1** The LGB shall appoint a Clerk to the LGB. The details of the appointment must be confirmed to the Trust's Governance Professional.

## **7. LGB Sub – Committees**

**7.1** The general principle will be that the LGB shall operate as a flat structure. Where a sub-committee is seen to be required the LGB shall recommend such sub-committees as it sees fit to fulfil its powers, responsibilities and duties for approval by the Trust Board.

**7.2** The practice for LGB sub-committee management shall be;

**7.3** Agendas will be circulated to all sub-committee Governors at least seven days in advance of the meeting.

**7.4** Sub-committee papers and minutes will be available to all Governors (not just those on the sub-committee).

## **8 Chairs Action**

**8.1** In the event that an urgent decision has to be taken between meetings on matters falling within the remit of the LGB, the LGB Chair shall have delegated authority to make any such decision following consultation with the Chair of the Trust Board. Any decision taken and reasons for the urgency shall be explained and ratified at the next meeting of the LGB. In exceptional circumstances a Special Meeting of the LGB may be called.

## **9. Confidentiality**

**9.1** All Governors must respect the confidentiality of sensitive information obtained in the course of their duties, including discussions, papers, reports, and decisions made within meetings. Governors must not disclose any information which is marked confidential or which reasonably should be considered as such, particularly where disclosure would breach trust, undermine the board's integrity, or compromise the privacy of individuals.

**9.2** Breaches of confidentiality may result in removal from the LGB.

## **10. Governor Training and Development**

**10.1** All Governors are required to complete the Trust's core training programme to ensure they understand and effectively carry out their governance responsibilities. The following four courses are mandatory and must be completed within four weeks of appointment or within four weeks of the expiry of the last course completed, whichever occurs sooner:

- **Annual Certificate in the Prevent Duty**
- **Annual Certificate in Safeguarding for Governors**
- **Cyber Security for Governors**
- **Role of a School Governor**

**10.2** Governors must upload valid certificates of completion to Governor Hub as evidence.

**10.3** Additional training, including updates on legislation, policy changes, or strategic priorities, may be recommended by the Trust or LGB. Governors are encouraged to engage in ongoing professional development and reflective practice to strengthen governance effectiveness.

## **11. Induction of New Governors**

**11.1** All newly appointed Governors must complete a structured induction programme coordinated by the Chair of the LGB and supported by the Trust's Governance Manager. The purpose of the induction is to provide Governors with a clear understanding of their role, the Trust's vision and values, the governance framework, and the specific context of the school.

**11.2** As part of the induction process, new Governors will receive:

- A Governor Induction Pack, including the Trust's Articles of Association, Scheme of Delegation, Code of Conduct, and relevant school policies
- An overview of the school's strategic priorities, performance data, and improvement plans
- Access to Governor Hub and training materials
- An introduction meeting with the Headteacher and Chair
- A tour of the school (where practical)

**11.3** New Governors must complete all required training (as outlined in section 10) and submit a signed Code of Conduct, Eligibility Form and Declaration of Interests before participating in decision-making at any meeting of the LGB.

## **Delegated Responsibilities**

The Trust's Scheme of Delegation clearly outlines the key responsibilities of the LGB and should be read in conjunction with these Terms of Reference. The LGB has delegated responsibility for:

### **Standards**

- Ensuring the trust's vision and strategy are applied by school leaders and support progress against the School Improvement Plan.
- Monitoring key performance data, including outcomes, attendance, progress, behaviour, and exclusions.
- Holding school leaders accountable for educational performance and the effective delivery and assessment of the of the curriculum.
- Ensuring compliance with policies, procedures, and statutory requirements, including website information.
- Convening panels to review exclusions when required
- To monitor all aspects of risk in relation to the school, in collaboration with the Headteacher.

### **Parents & Community**

- Engaging with pupils, parents, and stakeholders to ensure the school is central to the community and all feel included.
- Gathering and using parent and community views to inform decision-making and providing the Trust Board and CEO with insights into local community challenges and opportunities. Intelligence to be shared via the Chairs Network Committee.
- Promoting understanding of the trust's vision through school visits and events, such as parents' evenings, increasing LGB visibility
- Reviewing the implementation of the Trust's complaints procedure, monitor complaints to identify any recurring issues, and recommend necessary changes to the Trust Board. The CEO and Chair of the Trust Board must also be notified of any complaints received.

### **Safeguarding**

- Appointing a skilled Governor as safeguarding link to monitor arrangements, liaise with the DSL and safeguarding trustee, and report termly to the LGB.
- Ensuring the Trust's safeguarding policies and statutory requirements are implemented and followed.
- Reviewing and monitoring actions from safeguarding audits at the school and overseeing the school estate to maintain safe environments for pupils and staff.
- Ensuring all Governors have access to and have read the Trust Safeguarding Policy and KCSIE Part 1.
- Ensuring all Governors complete mandatory safeguarding training within four weeks of their first meeting. This may be either the designated online training or a face-to-

face alternative, provided a valid certificate of completion is submitted. In addition, the Chair and Vice-Chair must complete Safer Recruitment training.

## **Special Educational Needs and Disabilities (SEND) & Inclusion**

- Appoint a skilled Governor to oversee SEND, collaborate with SENCO and SEND trustee, and report regularly to the LGB.
- Ensure the Trust's SEND policy is implemented and adapted to the school's context, meeting all statutory and equality requirements.
- Confirm staff are trained and pupils with SEND have access to necessary support and resources.
- Oversee statutory duties including publishing SEND information report, reviewing the Accessibility Plan every three years, and monitoring equality objectives.
- Monitor and evaluate the use and impact of Pupil and Sport Premium funding, holding the Headteacher accountable for spending rationale and outcomes for disadvantaged pupils. Review and sign off digital expenditure reporting form.

## **Staff Wellbeing**

- The LGB is responsible for regularly reviewing staff work/life balance and well-being, as well as monitoring the impact of strategies and initiatives in place to support staff wellbeing and manage workload within the school.

## **Policies**

- Reviewing and approving school level policies in line with the Trust's Policy Delegation Schedule.
- Adapting policies approved by the Trust Board to reflect the context and needs of the individual school.
- Ensuring implementation and full compliance with of all Trust-wide policies and procedures in accordance with the Trust's Policy Delegation Schedule.