

# Grace Academy

## Local Governing Body - Terms of Reference

### 1. Membership

Total maximum 15 Governors (note: the Principal cannot be the Chair)

1 Principal of the Academy

1 elected Parent

Other members as Directors decide (as below)

5 Sponsor Governors (as Sponsor Directors and CEO)

2 Foundation Governors (Executive Officers)

- CEO
- Finance & Operations Director
- Director of Corporate Development

1 Business Governor

1 Community Governor

4 co-opted Governors

#### **Service member:**

Clerk to the Governors

### 2. Purpose

The Local Governing Body is a committee of the Governing Board and in each individual Academy has delegated responsibility from the Governing Board of Trustees for the local governance and administration of a specific Academy and its local finances. The responsibilities delegated are detailed in the scheme of delegation approved by the Trustees; this scheme of delegation is reviewed annually.

The LGB is responsible for local Governance of the Academy within the strategic framework and scheme of delegation set by the Board, this includes duties on educational standards, admissions, attendance, discipline & behaviour, pastoral management, safeguarding, SEN & inclusion, plus limited duties on finance and Health and Safety, the detail of these areas is placed with the Finance Committee in each Academy.

The LGB divides its membership to ensure that the following standing Local Sub-Committees are in place:

i. Student

Discipline & Exclusions – Decision Committee & separate Appeals Committee

ii. Staff

Discipline & Reductions - Decision Committee & separate Appeals Committee

The LGB members also link to functions and faculties and statutory designated persons.

The Local Governing Body will take a strategic role, acting as a critical friend to the Academy and will be accountable for its decisions to the Governing Board. The body

will set aims and objectives and agree, monitor and review policies, targets and priorities.

### 3. Meetings

The LGB aims to meet six times per Academic year, scheduled as 1 per half term.

### 4. Key areas of responsibility

In accordance with Scheme of Delegation, extracted as follows:

Ref	Tasks	Conditions & comments
B2	Vice Principal appointments (selection panel)*	
B3	Other ALT appointments	
B14	Ending suspension (except Principal)	
B17	Determining staff complement & structure (FTE) TLR awards or additional payments	
C5	To monitor the Principal	
D5	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside the Academy day)	Principal & CEO to recommend to LGB/AIB
E1	To set and publish targets for Academy achievement	
E2	To set and publish targets for individual student achievement	
E3	To set and publish targets for individual staff achievement	
F3	Admissions: application decisions (in co-ordination with LA arrangements)	
F4	To appeal against LA directions to admit students (in co-ordination with LA arrangements)	
G1	Responsibility for ensuring provision of RE in line with Academy's curriculum	
H3	To evaluate the appropriateness of exclusion.	
H4	To direct reinstatement of excluded students.	
H5	Appoint special educational needs expert*.	Part of Independent Review Panel where requested by parents
I1	In all Academies the Principal shall encourage a daily act of worship (of a broadly Christian nature).	Principal to implement
I2	In all Academies there shall be provision of Religious Education.	Funding Agreement requirement
K5	To agree, monitor and review Annual Academy Improvement Plan.	

K6	To set times of school sessions and the dates of school terms and holidays (including Training Days).	
L1	To ensure provision of annual report of student progress, attendance & attainment to Parents.	
L4	Adoption of "Academy Charter", home-school agreements.	AD to review and recommend Grace "Academy Charter" to Principal
N6	To hold a Local Governing Body meeting once a term, or a meeting of the temporary local governing body as often as occasion may require*.	LGB per half term
N8	To set up a Register of Governor's Business Interests.	

Subject to the requirements of applicable legislative acts, the body is authorised:

- To approve the Academy budget plan for the financial year.
- To approve the appointment of Vice Principals and other ALT members and to be involved in the process for all other appointments as required.
- To ensure that funds from sponsors and funding agencies are received according to the academy's Funding Agreement, and are used only for the purposes intended.
- To recruit new members as vacancies arise and to appoint new governors\* where appropriate.
- To hold at least three Local Governing Body meetings a year\*.
- To appoint or remove the Chair and Vice Chair\*.
- To appoint or remove a Clerk to the Governing Body\*.
- To establish the local sub-committees of the Governing Body and their terms of reference\*.
- To appoint the Chair of any committee (*if not delegated to the committee itself*).
- To appoint or remove a Clerk to each committee\*.
- To suspend a governor\*.
- To organise any necessary training or support required by governors.
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Local Governing Body is necessary\*.
- To write and review existing policies (in liaison with other Academies via Directors\*).
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate (in liaison with other Academies via Directors\*).
- To annually adopt the delegation arrangements, senior leadership team and committee structures and TOR\*.
- To arrange governor visits to the Academy.
- To receive Friends/Parents Association reports.
- To facilitate preparation of the Academy for an OFSTED inspection and organise any necessary action planning required, as a result of the subsequent report.

- To create and review the policies and procedures below to ensure their effective implementation and operation.
- To ensure that bank accounts, financial systems and financial records are operated by more than one person (via Finance Committee).
- To keep full and accurate accounting records (via Finance Committee).
- To prepare accruals accounts which give a true and fair view of the Academy's incoming resources and application of resources during the year and of its state of affairs at the year end (via Finance Committee).
- To ensure that all the Academy's property is under the control of the Trustees (Governing Board).
- To consider the potential impact of major risks, assess system controls and review the local risk register.
- To produce, and annually update, development plans specifying educational objectives and plans of the Academy for the future (Principal and ALT, to reflect strategic Grace Foundation plan).
- To ensure personnel management procedures have been identified, formally approved and documented. These include recruitment processes, CRB and police checks, appraisal and review, equal opportunities, disciplinary, grievance and expenses.

(\* indicates: subject to delegation from Governing Board)

Date	Policy	Action
Autumn Term (1 <sup>st</sup> Half)		Report on A level & GCSE results <b>Confirm annual GCSE targets</b> <b>Review Principal's performance</b> Receive Principal's report Confirm Academy Development Plan
Autumn Term (2 <sup>nd</sup> Half)		YPLA Annual Statistical Report <b>Admissions (confirm or begin statutory consultation on changes)</b>
Spring Term (1 <sup>st</sup> Half)	<b>Special Educational Needs Policy</b>	<b>Publish proposals for Admission arrangements for following academic year</b> Draft Staff Development Plan
Spring Term (2 <sup>nd</sup> Half)		Review Academy Development Plan Draft Academy budget
Summer Term (1 <sup>st</sup> Half)		Self evaluation exercise
Summer Term (2 <sup>nd</sup> Half)	Child Protection Policy & Safeguarding Policy Media and Press Policy (dealings with)	Key stage reports Extra-curricular activities Confirm Ethos & PHSE Final budgets Review governor visits <b>Review pupil exclusions for the year</b>