

## LB TERMS OF REFERENCE

**Core functions:** *holding leaders to account, ensuring effective use of resources including premises, vision, values and aims (including high ambition for all pupils particularly the most disadvantaged), upholding the values, vision, aims, policies and conduct of the CV trust and respecting / carrying out legal duties including the duties as set out in the equalities act. To work effectively with the trust board and carry out its delegations effectively. To ensure staff/ local liaise effectively with the Trust board on all matters*

### KEY FUNCTIONS OF THE LB

The LB is asked to carry out the following functions as delegated by the Chess valley board.

***The local board is a committee of the Trust board. It has some delegated responsibilities laid out below. It has no powers to take decisions which are not laid out in this document or the full scheme of delegation (SOD)***

***These TOR should be reviewed with the local board annually***

### MEMBERSHIP

- ***7 members with terms of office of no more than three years. If local governors wish to extend their tenure the chair of the local board can make representations to the trust board on behalf of the governor.***
- ***Appointments are recommended to the trust board with a full CV. Trustees approve the appointment.***
- ***Maximum 2 staff members (including the head)***
- ***2 parent reps maximum***
- ***Where parent reps from the community cannot be recruited, parents from any school locally may be recruited if they are parents of primary pupils.***
- ***Staff members who are also parents can be governors but must act in the appropriate capacity and be mindful of conflicts of interest***
- ***Friends, relations or close colleagues of staff must not be appointed as governors. Possible conflicts must be declared on application forms.***

### 1. GOVERNANCE & LEADERSHIP

- To champion the Chess Valley Primary Learning Trust vision and values in the school and to ensure the spiritual/ social and emotional wellbeing of the pupils.
- To support the educational character, mission and ethos of the school reflecting the wider character, mission, and ethos and core values of the Trust.
- In conjunction with Headteacher/Head of School and CEO/ Trust ensure that the school has a vision for its future and a robust strategy for achieving it.
- To champion and promote high expectations, high achievement and ensure aspects of weakness (including from the school's IDSR analysis) form part of the school's self-evaluation and school improvement plan.
- To recommend appointments (and removals) from its number to the board. ***The CV Trust board may remove governors who are not respecting the code of conduct, attending meetings regularly, or without reason or apology.***
- To appoint a Minutes Clerk.

- To review and amend the policies of the school (in line with any Trust prescribed policy).
- To implement a means whereby the school can receive and respond to pupil, parental, community and staff feedback.
- To establish and maintain a relationship with the local Church (C of E schools) and with the members of the local community.
- To support, constructively, critique and monitor the Headteacher/Head of School & Senior Leadership Team in their work on the School Development Plan (SDP).
- To convene a sub-committee to review the exclusion of a pupil by the Headteacher/Head of School & CEO.
- To adopt and implement all trust policies.
- To deal with complaints at the relevant stage.
- To ensure that the head carries out their wider role across the trust as laid out in the heads' group delegations.
- To receive the school's annual marketing plan
- To receive termly monitoring of the school website to ensure compliance and accuracy.
- To set a schedule of business for the year with the head and executive head / deputy CEO ensuring all statutory responsibilities are covered.

## **2. RESOURCES**

- To appoint a local governor responsible for Resources.
- To support the Trust Board in its monitoring and evaluation of the delivery of any central services/functions provided/procured by the Trust.
- Follow the Trust's policies for conducting termly site inspections to review and report on any health and safety and/or security issues for the buildings and premises, including any external inspections of play equipment.
- To ensure that leaders are using the trust crisp system for logging appropriate checks and see this at each meeting.
- To liaise with the relevant staff member with responsibility for premises in the management of local repairs & maintenance issues including ensuring a safe school environment.
- To review the implementation of the above policy and ensure that appropriate risk assessments are being carried out in the school.
- To work with the Trust to ensure the school is adequately resourced – and work to maximise the allocation within the school budget to achieve value for money and effective use of all the school's resources.
- To seek and support allocations of additional funding through parental donations and/or fundraising.
- To review and provide support in relation to the contracts register, liaising with and supporting Trust's contracts.
- To provide support in terms of scoping, assessing potential projects and/or opportunities.
- To ensure any non-budget funds such as fundraising / PTA funds are audited annually and this is minuted annually.
- To ensure any premises' information such as asbestos register is updated annually

## **3. CURRICULUM AND STANDARDS**

- To appoint a local governor responsible for Curriculum and Standards.
- To monitor the teaching, learning & curriculum policy proposed by the Headteacher/Head of School (to the extent that it is consistent with the Trust-wide policy) and Senior Leadership Team (SLT) expectations.
- To ensure effective processes are in place for monitoring the quality assurance of teaching and learning, the curriculum, inclusion, and the sharing of good practice across the Trust's schools.
- To monitor the data reported from the Senior Leadership team relating to standards of achievement.
- To monitor the impact of the PE & Sports Premium funding and action plan.

- To ensure that the curriculum is monitored regularly for effectiveness and reports are submitted by governors and external partners.

#### **4. SEND & INCLUSION**

- To appoint a local governor responsible for SEND and Inclusion.
- To monitor and review the school's SEND and Inclusion policy.
- To provide oversight of the implementation of the policy within the school and compliance with the Equality Act & Disability Discrimination Act requirements.
- To ensure effective arrangements are in place for pupil support and representation.
- To deliver the Trust strategy for extended services at the school where relevant.
- To monitor the impact of the specific funding and action plans for catch up/recovery & tutoring.

#### **5. SAFEGUARDING & VULNERABLE CHILDREN**

- To appoint a local governor responsible for safeguarding and vulnerable children.
- To review and maintain a safeguarding and child protection policy for the school (consistent with the Trust-wide & Government policy)
- To monitor the school's adherence to safeguarding & child protection policies including safe and secure record keeping.
- To ensure the completion of the Single Central Record.
- To work with HT/HoS and Trust to support and monitor the area of additional grants including pupil premium.
- To monitor the impact of the pupil premium in the school and receive termly reports on the impact of the spend on pupils in receipt of pupil premium and additional SEND resources.

#### **6. ADMISSIONS & ATTENDANCE**

- To appoint a local governor responsible for admissions and attendance.
- To undertake consultation, publish admissions and determine arrangements as required in accordance with the School Admissions and Appeals Codes ( once the policy receives trust approval).
- To ensure all decisions made regarding admissions are taken by at least two nominated governors.
- To ensure effective arrangements are in place for successful recruitment of new pupils.
- To review attendance and pupil absences.

#### **7. DEVELOPMENT, COMMUNITY AND COMMUNICATIONS**

- To appoint a local governor responsible for development, communication, and community activities, including fundraising and liaison with the parent body.
- To ensure systems are in place at the school for effective communication with pupils, parents or carers, staff, Christ Church, and the wider community including the support of a local parent association.
- To ensure the effective implementation of the Trust's data protection policies and procedures in the school.
- Encourage & support the involvement of parents & other stakeholders in fundraising activities for the benefit of pupils and staff at the school.

#### **STAFFING & WELFARE**

In addition to the eight identified governor roles, the LGB will support the Headteacher/Head of School with staffing matters, including workload considerations and wellbeing.

- To ensure that there is effective communication between the Headteacher/Head of School and the executive team.
- To ensure that the Trust's policies on all HR matters are implemented in the school.
- To monitor the implementation of the Trust's policies at the school for HR matters including the appointment, induction, and performance management of staff
- dealing with disciplinary matters, grievances, and dismissal.

