

**Downham Market Academy
Local Governing Body**

**Terms of Reference and Standing Orders
2021– 2022**

The Local Governing Body (LGB) acts as a critical friend to the school. It is particularly concerned with:

- **Vision and ethos:** Ensuring that the school embodies the vision, values and aims of the Eastern Learning Alliance 'the Trust'
- **Strategic direction:** Ensuring that the school is continuously striving for excellence in education for all its pupils, regardless of prior attainment.
- **Accountability:** Holding the school's senior leadership team to account for the breadth, quality, and attainment of its educational and pastoral provision.
- **Communication with the Trust:** providing local governance and assistance to the trustees (as required) in the fulfilment of their duties
- **Management and communication:** monitoring the effectiveness of the School's management processes, including staff development and appraisal, parent communication, and student voice.

1 Membership and Chairing

The membership of the LGB typically includes:

- 4 governors elected by parents
- 2 governors elected by staff (may be one from teaching and one from support staff)
- 4 governors representing the local community
- 1 Trust Link Governor (appointed by the Trust)
- Head of School
- Clerk to the LGB
- CEO/Chair of the Trust.

The size and composition of the LGB will be reviewed on a regular basis to ensure efficient operation and adequate representation of stakeholders.

Community governors are appointed by the Trust Board from recommendations from the LGB. All governors are elected or appointed for a four-year term, and after that may seek re-election (where still eligible) or re-appointment. Community governors may be removed before the end of their term by a resolution of the LGB.

The Chair of the LGB is elected annually by the members at the first meeting of the LGB in the school year. The Chair should be a governor, other than the Head or CEO or an employee of the school. If the school's performance is less than securely good, the Chair may be appointed by the Trust.

A Vice-Chair may be elected to act on behalf of the Chair should the Chair be absent. If both are absent from a meeting, a non-staff Governor may be elected to take the chair for the duration of a meeting.

Members of the Trust Board who are not otherwise members of the LGB will be given notice of LGB meetings and are welcome to attend and receive papers.

2 Meetings

Members of the LGB are entitled to 14 days' notice of any meetings and to receive an agenda and any papers to be considered at the meeting, 7 days before. A shorter timescale may be given if the LGB Chair decides the issue needs urgent attention. Some decisions may be made virtually (by e-mail) at the behest of the Chair.

The quorum for making decisions at a meeting is 4 members or 1/3 of the total LGB members in office. Only full members of the LGB, including the Head and CEO, shall have the right to vote on any resolution placed before them.

3 Minutes

Minutes of LGB meetings will be recorded by the Clerk to the Governors and distributed as soon as possible after the meeting (usually within 10 working days). The minutes must be available for the next LGB meeting.

4 Terms of Reference

The scope of the LGB's responsibilities are set out in the Trust's Scheme of Delegation (SoD) and are not repeated here.

The current version of the SoD is available on the Trust website. This should be reviewed in full by the members of the LGB.

The LGB will be consulted on proposed amendments to the SoD and will be notified when the updated SoD is available on the Trust website. The LGB will review the changes to any new versions of the SoD issued by the Trust.

5 Conflicts of Interest

In accordance with best practice, the LGB will establish a register of pecuniary interests for its members, which will be kept open for inspection. Governors will declare any links they have with local firms from which the school may wish to buy products and services. The register will be maintained by the Clerk to the Governors.

There will be a standing agenda item at LGB meetings for governors to declare interests. Governors with interests will not vote on related items (and may be asked to leave the meeting whilst such items are discussed). This will be recorded in the minutes.

Staff governors may be asked to leave a meeting when staffing matters are being discussed.

The Trust Board agreed these terms of reference on **22nd September 2021**

Signed: _____

Simon Prior
(Chair of Governors)