

Downham Market Academy Local Governing Body Terms of Reference 2023-2024

1 Purpose

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.

The LGB is responsible for monitoring pupil progress and attainment; monitoring school strategic priorities; providing local governance and assistance to the trustees in the fulfilment of their duties.

2 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 following consultation with or proposal from the LGB. All governors are elected or appointed for a four-year term (with the exception of the Head of School who is an ex-officio member), and after that may seek re-election (where still eligible) or re-appointment. Any LGB member who is elected/appointed as a parent member of the LGB and whose child leaves the academy to move on to their next stage of education may serve out their term of office. The Head of School and staff LGB members will no longer sit on the LGB if they no longer work at the academy. Governors may be removed by the body that appointed them except for elected Parent Members who may be removed by the Board.

The Chair of the LGB is proposed annually to the Trust Board by election of the governors at the first meeting of the LGB in the school year. The Chair should be a governor, other than the Head or an employee of the school. If the proposal of Chair is not deemed appropriate by the Trust Board, they may appoint an alternative.

The LGB may appoint a Vice-Chair to support the Chair in specific areas of the LGB's work. If the Chair is absent from a meeting, a non-staff Governor may be elected to take the chair for the duration of that meeting.

The Trust Board will appoint a nominated Trustee (link Trustee) to each member school. This trustee is expected to attend a minimum of one LGB meeting a term and should work with the LGB Chair to ensure there is good two-way communications between the Trust Board and the LGB.

Any Trustee is entitled to attend any LGB meeting, though will not be counted towards the quorum for the meeting (including the link trustee). The LGB may also have associate members who do not count towards the quorum and do not have voting rights.

LGB members will be required to sign a form indicating their eligibility prior to appointment. Every LGB member will be required to have a satisfactory enhanced DBS check prior to appointment.

The Trust Board may remove any member who, in its reasonable opinion, has become ineligible to sit on the LGB as set out in the Articles or who has acted in a manner that brings the Trust or the Academy into any kind of disrepute.

3 Meetings

Members of the LGB are entitled to 7 days' notice of a meeting and to receive an agenda and any papers to be considered at the meeting. 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 any LGB meeting will be 4 members or (where greater) any one third of the total number of LGB members in office at the time of the meeting.

Only full members of the LGB, shall have the right to vote on any resolution placed before them.

4 Minutes

Minutes of LGB meetings will be recorded by the Clerk to the Governors and distributed as soon as possible after the meeting. The minutes must be available for the next LGB meeting.

5 Terms of Reference

The scope of the LGB's responsibilities is set out in the ELA's Scheme of Delegation (SoD) and is 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.

6 Conflicts of Interest

The LGB is required to 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 27th September 2023

Signed: _____

Glen Gates
(Chair of Governors)