

SEAX Trust Local Governance Group Terms of Reference

1.	Constitution	<p>1.1 The SEAX Trust Board of Trustees (the Trust Board) has the power to establish additional Committees, pursuant to Articles 100 to 101 of the SEAX Trust Articles of Association and following the Board Terms of Reference.</p> <p>1.2 The SEAX Board has established a Local Governing Body (LGG) for each of the schools in the Trust. They are committees of the Trust Board and, as such, report to them.</p>
2.	Purpose	<p>2.1 The role of the LGG is to provide advice to the Trust Board in relation to the functioning of the relevant school. The areas upon which each LGG will provide such advice, appropriate comments and recommendations are set out in Schedule Appendix 1.</p> <p>2.2 The establishment, terms of reference, constitution and membership of each LGG shall be reviewed by the Trust Board from time to time.</p>
3.	Membership Committee Members Chair of the Committee Clerking arrangements Other attendees	<p>3.1 Each committee will be made up from between five and nine members:</p> <p>3.1.1 Two parents of a pupil at the relevant school (to be elected by the parents of registered pupils of the relevant school);</p> <p>3.1.2 Up to two employees at the respective school (to be elected by employees of the respective school);</p> <p>3.1.3 Further appointments to each LGG will be at the discretion of the Trust Board.</p> <p>3.2 The Chair shall be appointed by the Trust Board each September, unless a vacancy arises before that date from among the members of the LGG, provided this is someone other than the Principal at the relevant school.</p> <p>3.3 The Vice Chair shall be elected each September from amongst the members of the LGG.</p> <p>3.4 The LGG Governance Professional shall be appointed by the SEAX Trust Board and will be the SEAX Trust Director of Governance & Compliance.</p> <p>3.5.1 The SEAX Trust CEO and Director of Academy Improvement will attend LGG meetings.</p>

		3.5.2 The SEAX Trust will appoint a “Link Trustee” to the LGG to be the conduit between the LGG and the Trust Board.
4.	Quorum	4.1. The quorum for the LGG shall be one third of those eligible to vote.
5.	Remit and Responsibilities	5.1 The remit of the LGG is set out in Appendix 1. 5.2 Chair’s Action. See Scheme of Delegation re the role of the LGG in decision making.
6.	Proceedings Meeting frequency Notice of the meeting Declaration of interests Conflicts of interest Voting	6.1 Meetings will take place termly and will be calendared for each academic year. 6.2 The Governance Professional shall circulate an agenda for each meeting, together with any supporting papers, at least one week in advance of the meeting. 6.3 All Governors shall complete a Declaration of Interest form on joining the LGG and at the start of each academic year. 6.4 Each LGG Member, if present at a meeting of the LGG, must disclose their interest, withdraw from the meeting and not vote on a matter if: 6.4.1 there may be a conflict between their interests and the interests of either the school or the Trust; 6.4.2 there is reasonable doubt about their ability to act impartially in relation to a matter where a fair hearing is required; or 6.4.3 they have a personal interest, e.g. where they and/or a close relative will be directly affected by the decision of the LGG in relation to that matter. 6.5 Every matter to be decided at a meeting of the Committee must be determined by a majority of the members present. Each committee member present in person shall be entitled to one vote. 6.6 Where there is an equal division of votes the Chair shall have a casting vote. 6.7 A register of attendance shall be kept for each LGG meeting and published annually on the school website. 6.8 Within 28 days of each meeting the Committee will: 6.8.1 produce and agree minutes of the meeting;



		6.8.2 send to the Trust Board a copy of the minutes and any items requiring further discussion by the Trust Board
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Terms of Reference of the Local Governing Body

Appendix 1

Remit of the Local Governance Group

The Trust Scheme of Delegation clearly outlines the key responsibilities of the LGG and should be read in conjunction with this document.

Support for the Strategic Leadership of the School:

- embed and promote SEAX Trust's vision and values;
- support the provision of high-quality education at academies;
- act as a critical friend to the SLT by reviewing progress against key priorities in the AIP;
- monitor student behaviour and consider appeals against any decision to exclude students from attendance;
- investigate and monitor matters delegated by the Trust Board ;
- escalate identified issues and risks to the Trust Board where appropriate;
- embed policies as delegated by the Trust Board ;
- support the review of relevant school policies.

People:

- work with the pupils, parents and other stakeholders to ensure the school is at the heart of the community and a link between both;
- ensure effective communication with all stakeholders to ensure all feel part of school life and access information and events;
- support the recruitment, selection and appointment of staff below headteacher level;
- keep under review staff work/life balance, working conditions and well-being;
- participate in staff discipline, grievance and capability hearings in accordance with relevant policies.

Community:



- consider curricular issues and support the SLT in ensuring that the curriculum reflects the needs and aspirations of the local community.
- systematically gather the views of stakeholders, presenting these to the SLT of the school, and agreeing actions in response;
- participate in panels to consider parental complaints;
- participate in review panels to consider decisions to permanently exclude pupils.