



SEAX Trust Local Governance Group Terms of Reference

Local challenge, context and engagement in support of school improvement

Removing barriers. Widening opportunity. Creating futures.

1. Constitution

1.1 Local Governance Groups (LGGs) are committees of the SEAX Trust Board.

1.2 LGGs operate under the Trust's Scheme of Delegation and report to the Trust Board.

2. Purpose

The role of the LGG is to:

- ***Provide informed local challenge and insight into how the school is and how effectively the school is implementing agreed priorities***
- ***To ensure the lived experience of pupils, families and staff is understood within the Trust.***

LGGs:

- test implementation, not strategy
- provide local intelligence, not duplicate evaluation
- support engagement with stakeholders
- contribute to Trust assurance through insight

3. Key Functions

LGGs focus on four core areas:

3.1 Implementation of School Priorities

- To understand the quality of provision and education at the school at this time
- Review how agreed School Development Priorities are being implemented
- Test whether improvement activity is having intended impact
- Explore barriers to successful implementation
- Provide challenge and feedback to school leaders

3.2 Stakeholder Voice and Local Context

- Gather and represent the views of:



- ✓ pupils
- ✓ parents
- ✓ staff
- Provide insight into:
 - ✓ school culture
 - ✓ relationships
 - ✓ confidence and engagement

3.3 Health and Safety, Safeguarding and Welfare (Local Assurance)

- Receive assurance that health and safety safeguarding systems are effective
- Test how safeguarding is experienced in practice (culture)
- Ensure pupil wellbeing and safety remain a priority

3.4 Community Engagement

- Support the school's role within its local community
- Strengthen relationships with parents and external partners
- Ensure the school remains outward-facing

4. What LGGs do not do

To ensure clarity and avoid duplication, LGGs:

- do not set school strategy or priorities
- do not re-evaluate educational performance (SDI role)
- do not make financial or operational decisions (TAS role)
- do not manage or appraise staff

5. Membership

5.1 Composition

LGGs should typically include:

- 5–8 members
- Family representatives
- Community members
- Individuals with relevant experience or expertise
- A Link Trustee

5.2 Principles of membership

Membership should:



- reflect the school community where possible
- bring a **balance of perspective and expertise**
- maintain independence from operational leadership

5.3 Attendance

- Headteacher attends as a key contributor (not a member)
- CEO / Trust leaders attend as required
- Governance Professional provides clerking

6. Working Arrangements

6.1 Meetings

- Held termly (minimum)
- Additional meetings where required

6.2 Agenda design

Agendas should focus on:

- School priorities
- Implementation and impact (inc. pupil premium and sports premium)
- Stakeholder insight
- Specific delegated policy review and sign-off

NOT:

- Operational detail
- Compliance reporting

7. Information Provided to LGG

LGGs receive **one core school evidence pack**, including:

- School Development Priorities (Updated SDP)
- Live Evaluation Summary (Layer 3 SEF)

Evaluation summary of:

- Key data and trends
- Safeguarding summary
- Health and safety summary
- Stakeholder insight

Headteacher responsibility

The Headteacher prepares:



- a focused implementation update:
 - What is working well (WWWs)
 - what is challenging / would be even better if (EBIs)
 - What is currently being done (key actions)
- key areas where:
 - insight is needed
 - challenge is helpful

The LGG does not require separate reports — the same core information used across governance is used here with a different lens.

8. Outputs of the LGG

The LGG provides:

- Summary insight on:
 - implementation
 - stakeholder voice
 - local issues
- identification of:
 - emerging risks
 - unintended consequences
- escalation of concerns where appropriate
- Governor visits to schools (once a term)

The output is insight and challenge — not new plans or decisions.

9. Accountability and Reporting

- LGGs report to the Trust Board
- Minutes and key insights are shared centrally
- Issues are escalated where appropriate

10. Review

The Terms of Reference will be reviewed annually to ensure alignment with Trust governance and strategy.

