

**BOARD OF TRUSTEES - EVERY CHILD, EVERY DAY TRUST  
TERMS OF REFERENCE**

**Local Governing Bodies (LGB) 2025-2026**

**Purpose:**

The objective of the Local Governing Bodies (**LGB**) within each Trust school is to:

- Ensure the clarity of vision, ethos and strategic direction as determined by the Trust Board.
- Hold the headteacher to account for the educational performance of the schools and its pupils and the performance management of staff in line with the Trust Scheme of Delegation
- Hold the headteacher to account for the Safeguarding of all students in the school; sending oversight and appropriate reports to Trustees and the Trust Safeguarding Board
- Oversee the financial performance of the schools and ensure that money is well spent in line with the Trust Scheme of Delegation.

**Constitution:**

The LGB shall have terms of reference and powers as the Trust Board shall decide and shall act in accordance with any legislation, regulation or direction issued by relevant regulators including the Department for Education, Education and Skills Funding Agency, Ofsted, Charity Commission and HMRC. and in line with the Trust Scheme of Delegation.

The LGB Body will be appointed by the Board of Trustees and will comprise of an agreed number of governors with a maximum of 15 and, as appropriate, non-voting invitees- including members of the senior leadership team of the respective schools.

The LGB will appoint one of its members as its Chair and another as Vice Chair and these roles will be agreed annually at the first Local Governing Body meeting of the Autumn Term, where the Chair and Vice Chair positions will be confirmed. The position of Chair and Vice Chair can not be held by any employee of the Trust. If the Chair is not present for any full LGB meeting, the Vice Chair shall represent the Chair and lead the meeting.

The LGB will be supported by a clerk / governance professional . The clerk / governance professional position will be reaffirmed annually at the first LGB meeting of the Autumn Term.

Governors will hold their post for a four-year term and governor eligibility, forthcoming post ending dates, current vacancies and other current details will be reviewed termly and any changes should be reported to the Clerk to the Trustees before the full Trust Board meeting at the end of each term. A Governor may seek re-election for a second term if agreed as appropriate by the LGB.

**The LGB Clerk**

The Clerk will maintain the following records for all members of the LGB and these will be reviewed at each LGB meeting and updated annually or more frequently if necessary:

- Personal contact details
- LGB membership - ratification date and type of governor
- Link Governor appointments
- Governor's Pecuniary/Business interest declarations
- Disclosure and Barring Service (DBS) checks
- Right to Work Checks

The LGB also has responsibilities to its own members to:

- Provide induction for new governors
- Ensure provision of CPD to all governors by organising support and training
- Facilitate governor visits to the school
- Undertake an annual Governance Self Evaluation
- Advise parent governor vacancies to parents and staff governor vacancies to staff

**Voting and Quorum:**

**Voting:**

The LGB may invite any person to be present at a meeting for any reason or who are specifically determined by the governing body such as the CEO, the DFO or Trustees/Members. Such people will be non-voting.

**Quorum:**

The quorum for meetings of the LGB is 50% of the total number of governors that are in post at the time of the meeting. Decisions of the LGB shall be taken by a simple majority of those present and voting. The Chair will have a casting vote on an equality of votes.

**Meetings:**

The LGB shall meet at least once termly, timetabled to fit with key dates within the Trust. Notice of each meeting confirming the venue, date and time together with an agenda and accompanying papers shall be sent to all members of the LGB and the CEO of the Trust no fewer than seven working days prior to the date of the meeting, unless it is an emergency meeting when shorter notice shall be given.

Papers tabled at the meeting will be considered at the discretion of the Chair. Minutes of all meetings shall be prepared and sent to the Chair for draft approval within seven days of the meeting. Once the Chair has given draft approval, the minutes shall be circulated to the members of the LGB Body via the process agreed by that LGB.

Meetings shall be held at times and locations convenient to the members of the LGB and can be held virtually if agreed by the members of the LGB.

**Duties:**

The LGB shall evaluate its performance regularly, including any recommendations for the Terms of Reference, membership and training needs and conduct an annual skills audit and governance self-evaluation.

**The duties of the LGB uphold those delegated by the Trusts' Scheme of Delegation, which all Governors serving on an LGB should be familiar with.**

Governors of an LGB are expected to:

- carry out their statutory duties such as safeguarding and understanding the boundaries of their role as governors
- ensure rigorous challenge and oversight of all safeguarding areas ensuring reports are sent to Trustees and the Trust Safeguarding board.
- ensure that they and the school promote tolerance and respect for all faiths (or those of no faith), cultures and lifestyles and support and help, through their words, actions and influence within the school and more widely in the community, to prepare children and young people positively for life in the modern world
- ensure clarity of vision, ethos and strategic direction of the Trust including any long term planning such as succession planning
- contribute to the school's self-evaluation and understand its strengths and weaknesses, including the quality of teaching, and reviewing the impact their own work
- understand and take sufficient account of pupil data, particularly their understanding and use of the school's data dashboard
- assure themselves of the rigour of the assessment process
- are aware of the impact of teaching on learning and progress in different subjects and year groups
- provide challenge and hold the headteacher and other senior leaders to account for improving the quality of teaching, pupil's achievement, behaviour and safety through the use of progress data, examination outcomes and determine whether these hinder school improvement by failing to tackle key concerns
- use the pupil premium and other resources to overcome barriers to learning
  - ensure probity and solvency and that the financial resources made available are managed effectively

- monitor performance management systems and understand how the school makes decisions about the teacher's salary progression, including the performance and management of the headteacher, to improve teaching, leadership and management.
- to consider and determine the Headteacher's pay progression following the Performance Management Panel review and in consultation with the CEO.
- to review and approve pay progression (including increments and awards) for teachers, in accordance with performance outcomes and the Trust Pay Policy
- to hear formal appeals in relation to pay decisions, in line with established procedures
- engage with key stakeholders including the Trust parents and the local community
- are transparent and accountable, including in terms of recruitment of staff, governance structures, attendance at meetings, and contact with parents and carers.

**Delegation of Responsibilities**

The LGB may delegate any of its functions to:

1. Committees. It is expected by Trustees that there will be at least three committees with specific remits. The first with responsibility for Leadership & Finance, the second with responsibility for the Quality of Education and the third with responsibility for Safeguarding, Behaviour & Attitudes and Personal Development & Wellbeing. The names and make-up of these committees are within the control of the respective Chairs in the spirit of earned autonomy.
2. Working Parties.
3. The Headteacher, where the delegated function is not directly related to the performance of the Headteacher.

Where the LGB has delegated functions, this does not prevent the Full Local Governor Board from exercising those functions. The LGB must review on an annual basis the functions they have delegated and all delegated functions should be defined under a separate Terms of Reference. The LGB may not delegate the following functions as these remain the responsibility of Trustees and the CEO:

- Final approval to the first formal budget plan of the financial year
- Suspension of governors

Any individual or committee with delegated responsibility must report to the LGB advising of all actions taken, or decisions made, relating to its delegated function and responsibilities that it has been allocated. This is recommended to take place as a report at the next Full Local Governor Board.

<b>Approved by the Board of Trustees on:</b>	<b>08 December 2025</b>
	<b>Next review date: September 2026</b>