

Governance

Terms of Reference

Effective governance is a key element of a successful academy. Local Governing Bodies act as a vital critical friend to school leaders and staff and provide the key and crucial connection to the community and to the Board of Trustees.

The Enquire Learning Trust is a charitable organisation responsible for the running of the academy and has control over the land and other assets. It has a strategic role in running the academy, but delegates some aspects of management of the academy to the governors through the scheme of delegation.

The governing body will normally include:

- Academy principal
- 1 staff representative
- 2 parent representatives
- 1 ELTA representative
- 4 community governors

In usual circumstances there are 9 members of each LGB. However, the LGB of each academy has the option of varying this according to specific circumstances. Additional local governors may be appointed at the discretion of the Trust.

Local Governors will be appointed for terms of 4 years. After a period of 24 months five governors will be reappointed for a further 4 years.

The responsibilities of LGB members

The responsibilities of local governors include:

- Ensuring the quality of educational provision
- Providing support and challenge to the academy leadership team
- Holding academy leaders to account against a range of broad and measurable outcomes
- Ensuring the good financial health and probity of the academy
- Helping the school to set high standards by planning for the school's future and setting targets for school improvement and future performance

Specifically, this means that governors will:

- Ensure high outcomes for young people
- Identify and deal with areas of underperformance, including the implementation of a Strategic Academy Improvement Plan
- Use the resources available to the academy to raise standards and provide evidence of the success of the strategies adopted
- Raise staff performance through proper performance management and recruitment.
- Ensure that the educational provision aligns with the nature of each Academy and the strategic aims and values of the Trust
- Report directly to the Board of Trustees

In order to discharge these duties and make a significant difference to the quality of education provided by the academy, governors should:

- Demonstrate a commitment to furthering the achievement and progress of all learners within the academy
- Have a commitment to the values of the Enquire Learning Trust
- Have a commitment to working corporately including making a contribution to the development of the Trust and other ELT academies
- Have at least one significant area of expertise that can be utilised to add value to the development of the academy and the Trust as a whole
- Have a passion for developing learning across the locality served by the academy
- Work with the NGA governors code of conduct

The LGB has the power to delegate their functions to, an individual governor or the Principal.

LGB committees

The Trust has streamlined the structure of all its LGBs and operates without LGB committees. Should the LGB require a committee for a specific reason, these must be agreed in advance with the Academy Governance Officer and Trustees. Within these discretions the following are recommended. All terms of reference should be used in conjunction with the Trust Scheme of Delegation.

Pupil discipline committee

Purpose and terms of reference

- Act as the final Pupil Exclusion Panel for the academy
- Consider the Principal's recommendation for permanent exclusion of a pupil in accordance with DfE guidelines.

Admissions Committee

Purpose and terms of reference

- To determine within statutory provisions and the Academy's policy whether any child should be admitted to the academy
- To review admissions arrangements and to make recommendations for changes to the Governing Body

Appeals against LGB's decisions

Appeals will be referred to another LGB within the Trust. At the request of the Trust each LGB will be required to hear appeals from neighbouring academies.

LGB meeting agenda

The Trust advise that LGB's meet each half term; please see appendix 1 for further details.

A commitment to co-design

The development of governance is iterative. The Trust will work with academy representative governors to develop a comprehensive range of standing orders including a schedule of powers to be delegated between Trust Board and Local Governing Bodies.

Appendix 1

Schedule for LGB meetings and agendas

Trustees	LGB
Autumn	1: Recommendation of AIP & SEF, Academy on a page, Performance Management, Predictions (YR2 & 6) expected & above expected
	2: Validation – LGB enquiry, enquiry feedback
Spring	1: Academy on a page, *AIP, *SEF
	2: Validation – LGB enquiry, enquiry feedback
Summer	1: Academy on a page, *AIP, *SEF, Recommendation of Budget
	2: Validation – LGB enquiry, enquiry feedback
Principal's Report	Academy on a page includes update on: H&S, Achievement, SEN, Number on Roll, Attendance, Exclusions, Behaviour, Pupil Premium, SEF & AIP *SEF – by exception *AIP – by exception

Agenda:

1. Apologies for absence

2. Review of minutes of the previous meeting

3. Declaration of Business Interests

4. Academy on a Page

5. *SEF

6. *AIP

7. Trust update

8. AOB

*By exception

Appendix 2

Review reconstitution flowchart:

Full governing body (FGB) meeting 1 after conversion

Discuss the options for composition following conversion, suggest a skills audit and ensure governors have read the terms of reference from the trust. Agree a date for the review with Academy Governance Officer (AGO). One-to-one meeting required with all governors and AGO.



Review meeting

One to one meeting with all governors and AGO to take place within 6 months of conversion. AGO, Chair of Governors and Principal to agree new structure for GB and membership.



AGO to report new structure and membership to Trustees for approval. Once approved the trust will issue appointment letters to all governors. All appointments will be made on a 4 year term.

FGB meeting 2

This meeting should take place soon after the review to ensure that all governors are aware of the new structure and membership. The clerk / Chair of governors will ensure all governors have received appointment letters and are aware of the scheme of delegation from the trust.