



**TERMS OF REFERENCE OF:
LOCAL GOVERNING BODIES,
STUDENTS STANDARDS AND QUALITY COMMITTEES,
AND
FINANCE PERSONNEL AND GENERAL PURPOSES COMMITTEES
OF BCT ACADEMIES
2018-19**

Document creation, approval and review

Document	Terms of Reference of LGBs, SSQs and FP&GPs
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History/records of amendments

Version number	Reason for amendment	Pages amended	Amended by/date
Version 1	New document	All	Board/June 2015
Version 2	Appointment of Governors	Paragraph 3	Board/22 September 2015
Version 3	Amendment to membership of sub-committees	Para.2 of each of the sub-committees ToR	1 March 2016
Version 4	None	None	Renewed until 2018
Version 5	Changes in committee structures	All	To be reviewed autumn 2018

LOCAL GOVERNING BODIES OF BCT

The Bridgwater College Trust has established a series of committees of the Trust to be known as Local Governing Bodies (LGBs) which will carry out the day-to-day supervision of the Trust's Academies.

1. Purpose and Authority

The purpose of the LGBs is to:

- **Ensure clarity of vision, ethos and strategic direction of the school**
- **Hold the Head Teacher to account for the educational performance of the school and its pupils**
- **Oversee the financial performance of the school in relation to the educational provision and making sure its money is well spent**
- **To manage its own performance, review its effectiveness and procedures, and to make arrangements for governor training;**
- **Recommend to the Trust Board major proposals for decision according to the Scheme of Delegation, e.g. land purchase, capital schemes, expansion of the school.**

The LGBs shall have the following powers as defined by the Articles of Association of BCT and the Scheme of Delegation of BCT:

- to make recommendations to the Board with regard to expansion or change in the academy
- to monitoring the Academy Improvement/Development Plan, SEF and external reviews
- to analyse educational performance data (SATs/GCSE/K2/Ofsted/FFT dashboard/Raise Online and pupil progress)
 - To review pupil and parents surveys
 - To review admissions and destination of school leavers
 - To receive the SEN annual report
 - To receive the attendance report
 - To review the use and impact of Pupil Premium
- To recommend the appointment of Governors and the removal of Governors
- To review of risks
- To approves local policies
- To provide information for registers
- To recommends changes in governance
- To reviews local targets and holds Headteacher to account
- To reviews post-Ofsted plans
- To approves local educational policies
- To receives reports on exclusions
- To reviews detailed financial educational plans
- To monitor expenditure on a termly basis
- To participate in senior management recruitment
- To assist in Headteacher and SLT appraisals
- To approves local safeguarding procedures and reviews effectiveness
- To review internal audit reports
- Ensures safer recruitment procedures are in place

2. Delegation to sub-committees

A LGB may have sub-committees known as:

- Students, Standards and Quality Committees (SSQs)
- Finance, Personnel and General Purposes Committees (FP&GPs)

If so the LGBs **shall delegate** the detailed work, monitoring, reviewing and probing in respect of the educational and staff performance of the academy to the SSQs, and the finance for educational purposes in the same way to the FP&GPs.

However these sub-committees do not have executive powers and so **all recommendations** for action MUST be made to the LGBs for recommendation, e.g. the annual budget. The Chairs of the sub-committees (and the Chair of the LGB) shall decide which decisions require ratification, but shall at all times comply with the Articles of BCT and its Scheme of Delegation. The Chairs shall also decide between them how to handle difficult or contentious issues arising from sub-committees, and shall endeavour to ensure that work is not repeated between the LGBs, and the SSQs and FP&GPs.

The operation of the sub-committees shall follow the same rules as the membership of the LGBs at 3 below save that the Chair of the LGB shall recommend the membership of the sub-committee.

3. Membership, appointment and terms of office of Governors

3.1 The membership of the committee will consist of at least 3 members, to include:

- A Chair appointed by the Trust Board
- A Vice Chair appointed annually by the LGB (if required)
- A minimum of 2 Parent Governors
- The Headteacher of the Academy (*ex officio*)
- Optionally:
 - a representative of the local community
 - a representative of the sponsor, Bridgwater College
 - a staff representative
 - co-opted governors
- A Clerk (non-voting).

3.2 No employee of the Academy (other than a staff representative) or the Trust can be a member of the committee.

3.3 The Chair of each LGB shall be an Academy Trustee (as required under the Trust Articles) and shall be appointed by the Trust Board. The Chair of the LGB will remain a Trustee for as long as they remain in office.

3.4 All Governors (save the Chair of Governors) shall be appointed by the Trust Board at its first meeting of the academic year or last meeting of the previous academic year.

3.5 If there is a requirement for the co-option of a new Governor during the academic year, then the Chair of the Trust Board shall approve any proposal from an academy.

3.6 Parent Governors shall be elected by the parents of an academy. If no election takes place then the Chair of Governors and Head Teacher may propose a parent for appointment.

3.7 A staff Governor (if required) shall be selected from nominations by the Chair of Governors and the Head Teacher, following an appraisal of the skills and criteria required on the governing body.

3.8 The Vice Chair (if required) shall be appointed by the LGB annually.

3.9 Additional Governors for an Academy may be co-opted by the trust Board

3.10 The normal term of office of a Governor (except Chair of Governors) shall be 4 years, commencing at the beginning of an academic year (but staggered appointments may be made to ensure continuity on the LGB).

4. Disqualification

Governors who fail to attend for meetings for 6 months, and whose apologies are not accepted, will be disqualified from continuing to hold a position of governor on the LGB.

5. Attendance at Committee Meetings

The LGB may invite attendance at meetings from persons to assist or advise on a particular matter or range of issues, including parents, staff of the academy, members of the Trust, or the Chief Finance Officer of the Trust. No member of staff shall attend for the whole meeting, unless specifically to give support for a particular item (e.g. budget), and shall advise on those issues for which they are attending only. The LGB shall be particularly conscious of conflicts of interest in this area.

Any Governor may attend meetings of sub-committees but only Governors who are members of that committee may vote at that committee's meetings.

6. Quorum

The quorum shall be three voting members.

7. Chairing

Where the Chair is absent the LGB shall choose an acting chair for that meeting from among their number.

8. Meetings

The LGB will meet, as a minimum, twice a term where there are no sub-committees; otherwise the LGB shall meet once a term, with a SSQ and FP&GP meeting prior to that meeting. Currently the LGB has an additional meeting early in the autumn term. Additional meetings may be arranged if required, e.g. budget ratification. Meetings are not open to the public.

9. Agenda of the Meeting

The Chair, Clerk and the Executive/Head Teacher will meet before each meeting to set the agenda, with input from the Trust CEO and CFO as appropriate. Papers will be sent out seven working days before the date of the meeting.

10. Voting

Any decisions taken must be determined by a majority of votes of the LGB present and voting –but no vote can be taken unless a majority of those present are Governors. Where necessary the Chair may have a second or casting vote.

11. Minutes

The Clerk to the LGB will take the minutes. If the Clerk is absent the committee shall choose a clerk for that meeting from among their number (but not the Headteacher). The Headteacher may arrange for a member of the Academy staff to undertake this function in the absence of the Clerk.

The draft Minutes will be sent to the Chair for approval within 5 working days, and circulated to the LGB within 10 working days.

The Minutes are available on request from the Clerk and are posted on the academy website.

12. Reporting to the Bridgwater College Trust

The Chair of the LGB will provide a summary to the Trust on all decisions taken and any recommendations on which the Trust needs to vote.

13. Action by BCT

In the event of the need to make genuinely urgent decisions between meetings on matters falling within the remit of the LGB, the Chair of the LGB in consultation with the CEO and Headteacher and the Trust/Sponsor will take the appropriate action on behalf of the LGB. The decisions taken and the reasons for the urgency will be explained fully at the next meeting of the LGB and the Trust.

14. Specific Areas of Responsibility

The specific areas of responsibility of the LGB shall be to:

- Governing Body
 - Elect a Vice chair if required
 - complete the register of business interests and Code of Practice
 - Appoint specific governors to particular roles, e.g.
 - Safeguarding
 - Health & Safety
 - Early years (where appropriate)
 - SEN
 - Set the Governors' programme for the year
- Receive reports from the Standards Students Quality sub-committee on significant items of its work, namely:
 - Financial monitoring:
 - Alert the LGB of any potential problems
 - Provide information to other committees