



NEWBURY ACADEMY TRUST

Local Governing Bodies (LGB's)

Constitution, Terms of Reference, Membership, and Meeting Rules.

DATE APPROVED: May 2017

DATE FOR REVIEW: May 2018

A handwritten signature in black ink that reads 'S. H. Way'.

SIGNED:

On behalf of the Board of Trustees

Introduction

The Newbury Academy Trust Board of Trustees is the accountable body for the performance of all schools within the NAT and for ensuring that it is solvent, well run and delivers the Trust's charitable outcomes for the benefit of the public.

The following Academies are operated by the Trust.

- Trinity School
- Fir Tree Primary School
- Speenhamland School

The Board of Trustees has established Local Governing Bodies in accordance with the Articles of Association to assist with its responsibilities; the Primary LGB to oversee Fir Tree and Speenhamland Primary schools, and the Trinity School LGB.

The LGB's are delegated responsibility for:

- Ensuring clarity of vision, ethos and strategic direction of each Academy.
- Holding the Academy Associate Headteachers to account for the educational performance of each academy and its pupils.

LGB Constitution, Terms of Reference, Membership, and Meeting Rules.

Heading	Interpretation
Names	Trinity School Local Governing Body Primary Schools Local Governing Body Collectively referred to as the LGB's.
Membership	<ul style="list-style-type: none"> • Up to 2 elected parents on each LGB. The Trinity LGB shall have 2 Trinity parents. The Primary LGB shall have one parent from Speenhamland school and one parent from Fir Tree School. • The LGB shall have an elected member of staff from each school. The Primary LGB shall have one member of staff from Fir Tree School and one from Speenhamland School. Trinity LGB shall have one member of staff from Trinity School. • Up to 4 community governors, appointed by the Trustees. These may be Trustees or governors appointed following the NAT Appointment of Governors procedures. • The Executive Headteacher/ CEO <p>The Associate Headteachers will attend the LGB meetings but do not have voting rights, or count towards the quorum. The Executive Headteacher/CEO and Chair will consider which members of staff are required to attend the LGB meetings so that the governors have access to information and advice. Membership may be varied by the Board of Trustees from time to time, and the Trust reserves the right to remove any local governor at any time. Current membership is listed at Page 26.</p>

<p>Reporting</p>	<p>The LGB's are committees of the NAT FGB. The Chair/Headteacher approved minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the FGB and will be presented at that meeting by the Chair, or in his/her absence another member of the committee.</p>
<p>Disqualification</p>	<p>All Governors are expected to sign that they are not disqualified from holding office for any of the reasons set out at Page 49. All Governors will be subject to a Disclosure and Barring Service (DBS) criminal records check prior to appointment.</p>
<p>Terms of reference (Role and responsibilities)</p>	<p>The LGB has two strategic functions delegated to it</p> <ul style="list-style-type: none"> ▪ Ensuring clarity of vision, ethos and strategic direction of the schools. ▪ Holding the Academy Headteachers to account for the educational performance of each school and its pupils. <p>The LGB should:</p> <ul style="list-style-type: none"> • act on matters delegated by the full governing body. • liaise and consult with other committees where necessary. • contribute to the NAT Improvement Plan. • consider safeguarding and equalities implications when undertaking all committee functions. <p>More specifically the responsibilities are:</p> <p>Curriculum planning and delivery</p> <ul style="list-style-type: none"> • To review, monitor and evaluate the curriculum offer to ensure it is fit for the pupils in our academies • To recommend for approval to the full governing body: <ul style="list-style-type: none"> - each school's Self-evaluation form - each school's Improvement Plan • Targets for each school's improvement • To review policies identified within the Trust's policy review programme and in accordance with its delegated powers. • To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice. <p>Assessment and improvement</p> <ul style="list-style-type: none"> • To monitor and evaluate the effectiveness of leadership and management including all matters regarding to safeguarding • To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement • To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups • To monitor and evaluate the impact of continuing professional development on improving staff performance • To set priorities for improvement, and monitor and evaluate the impact of improvement plans • To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children, pupil premium) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement. • To regularly review the Assessment Policy and monitor effectiveness.

	<ul style="list-style-type: none"> To consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan. To ensure that all children have equal opportunities. To advise the Finance, Staffing and Premises Committee on the relative funding priorities necessary to deliver the curriculum. <p>Engagement</p> <ul style="list-style-type: none"> To identify and celebrate pupil achievements To oversee arrangements for educational visits.
Meetings	The LGB will meet four times per year. Meetings will be scheduled in advance for the academic year.
LGB Chair	The LGB Chairs are appointed by the Board of Trustees annually. In the absence of the Chair the LGB shall choose an acting Chair for the meeting from among their number, but this may not be the Executive Headteacher.
Terms of office for each category of governor	The term of office of all governors is four years. Staff governors are expected to vacate office if they are no longer employed at the school. Any governor may be re-appointed or re-elected subject to them remaining eligible to being a category of governor.
Agenda Planning/Chairs Briefings	The meeting agenda will broadly follow the Monitoring and Evaluation Timetable. A draft agenda will be circulated by the Clerk to the Chair and Executive Headteacher fourteen days in advance of the meeting.
Attendance	The Clerk will keep a record of attendance. Non-attendance within a six-month period may lead to disqualification. Where a governor sends an apology for absence with reason, the LGB will decide whether to consent to the absence. If apologies are not submitted they will deem to have not been accepted. The LGB can allow other persons to attend their meetings. Where this occurs the minutes of the meeting should clearly state this decision.
Notice of Meetings	Written notice of meetings, together with the agenda, will be sent by the Clerk so as to arrive ten days before the meeting to the governor's specified email address. Papers that inform agenda items will be sent with the agenda. Non-receipt of notice of a meeting will not invalidate the meeting. Any requests by governors to place an item on the agenda should be directed to the Chair.
Any Other Business Items	The agenda will include 'Declarations of Any Other Business'. Any governor wishing to raise an urgent item must give notice at this time. The LGB will decide whether it is appropriate to discuss this or defer it to a subsequent meeting.
Quorum	The quorum is three voting members. The Associate Headteachers do not count towards the quorum. If the LGB meeting is, or becomes inquorate, the members present may continue as a working party if they wish only to discuss matters and to present/highlight matters to the FGB for their decision, without recommendation.

	If the Executive Headteacher/CEO cannot attend she may delegate to a Deputy Headteacher to attend, but not vote, in her place.
Voting	Only governors present at the meeting may vote: proxy voting is not allowed. Every question shall be decided by the majority of votes of the eligible members present. The Chair of the meeting has the casting vote in the event of a tie.
Written Resolution	A decision in writing, signed by all the governors entitled to receive notice of a meeting of the LGB shall be valid and effective as if it had been passed at a meeting of the LGB. This may take the form of one document signed by all the governors, or separate documents signed individually.
Code of Conduct	All governors will agree to work to and sign annually the Code of Conduct for Newbury Academy Trust Governors
Pecuniary and Personal Information	All governors will sign the NAT Register of Business Interests annually and declare interests at meetings whether an interest has been previously registered or not. A governor must absent himself from any discussions of the LGB in which it is possible that a conflict will arise between his duty to act solely in the interests of the NAT and any duty or personal interest.
Clerk	The Clerk to the LGB is the NAT Clerk. Should the clerk not attend the meeting, then a governor, but not the Headteacher can act as clerk for that meeting.
Public Statements	Public statements on behalf of the governing body will only be made by the FGB Chair.
Delegation to individuals	No action may be taken by an individual governor, with the exception of urgent situations mentioned below, unless authority to do so has been delegated formally by resolution of the LGB.
Procedural Matters	The Clerk should ensure that the meeting rules are applied.
Minutes	Minutes of the meetings of the LGB should be signed by the Chair at the next meeting to verify that they are a true record. Approved draft minutes, and subsequently the signed minutes, agenda and any reports considered at the meeting shall be made available to persons wishing to inspect them.
Confidentiality	Those matters that the LGB determines shall remain confidential will be minuted separately and such minutes/reports will not be made publicly available.
Training	The LGB will regularly review the competence and experience of its members and instigate any training and development that is considered beneficial.
Review Dates	The Terms of Reference will be reviewed annually by the Board of Trustees.

