

LOCAL GOVERNING BODY TERMS OF REFERENCE

Purpose

The Local Governing Body is constituted as a Committee of the Board of Trustees. The Trust, which is the Accountable Body for the school, has recognised the need to have a local level of governance for the school that is suitably qualified and representative to promote the success of the school.

In pursuance of this the Local Governing Body shall:

- Serve as the key link between the school, parents/carers and the local community.
- Champion the work of the school within the local community.
- Advise the Trust in the development of its Strategy.
- Advise the Head and Senior Leadership Team as they plan the development of the school and represent the views of the school and local community within decision making.
- Provide challenging but positive and proactive support on education and operations to the Head.
- Maintain a Register of Business Interests and ensure probity in all its dealings.
- Ensure the delivery of Trust policies and procedures.
- Discharge responsibilities and duties as outlined within the Scheme of Delegation.
- Establish Lead Governors in the areas required to by the Trust.

The Trust's Governance and Accountability Handbook fully defines the powers of the Local Governing Body, but the table below outlines its current Scheme of Delegation.

RESPONSIBILITIES: SCHEME OF DELEGATION

This Scheme of Delegation identifies the key decision-making authorities for schools within the Trust. It determines the functions undertaken by the Board of Trustees and those which have been delegated to the Central Team Executive, Local Governing Bodies and Heads. The Scheme of Delegation applies to all schools. This delegation is based upon the quality of governance and management and a school's performance being at an acceptable level. Where this performance is judged to be insufficient, then the Board of Trustees will revoke powers from schools and their Local Governing Bodies.

The Board of Trustees is able to delegate identified functions to a committee as required. Where decisions have been delegated, they must be reported back to the Board of Trustees at the next meeting.

Where there is a specific need for a decision to be taken, and a time imperative precludes awaiting the next Trustee meeting, action may be agreed with the Board of Trustees' Chair. This must be reported to the Board of Trustees at the next meeting.

It is essential that a Head has sufficient powers to manage effectively on a day-to-day basis.

The Board of Trustees delegates general responsibility to manage financial commitments and expenditure in accordance with the approved budget plan and financial regulations.

Where there is a shared responsibility for decision making between the Trust and its schools, the Trust has the ultimate responsibility.

This framework uses the following letters to denote roles with regard to key functions:

R denotes responsibility

C denotes a consultative role prior to sign off

O denotes an overview role to ensure a function is undertaken in line with policy or procedure

A denotes an advisory role

This framework uses the following letters to indicate responsibility to a specific Committee:

Trust Committees: AB Academic Board PR Policy and Resources

Function or Task	CFAT			School	
	Board of Trustees	Committee	Central Team	Local Governing Body	Head
School Improvement					
Approving Trust School Improvement Framework		R (AB)	C		A
Implementing the Trust School Improvement Framework			R		R
Curriculum					
Approving framework for school curriculum policy		R (AB)	C		
Developing curriculum policy and plan			R		
Implementing curriculum policy			O	O	R
Maintaining standards of teaching		O (AB)	O	O	R
Responsibility for a pupil's education			O	O	R
Providing sex education within curriculum policy			O	O	R
Monitoring, reviewing and evaluating spiritual, moral, social, cultural (SMSC), Community Cohesion and anti-extremism programmes		O (AB)	O	R	R
Setting policy for discharging duties in respect of pupils with special needs			R		A
Implementing policy for discharging duties for pupils with special needs			O	R	R
Religious Education/Collective Worship					
Approving religious education and collective worship policies, primarily the Wigan SACRE programme			R		
Ensuring provision of religious education in line with policy			O	R	R
Making arrangements for collective worship in line with policy			O		R
Target Setting					
Setting and publishing targets for pupil achievement		O (AB)	R	O	R
Monitoring progress against the achievement of these targets			O	R	R

Function or Task	CFAT			School	
	Board of Trustees	Committee	Central Team	Local Governing Body	Head
Monitoring, by exception, failure to meet key targets, ensuring management actions are in place to address		R (AB)	C	O	
Discipline/Exclusions					
Approving a Discipline Policy in line with statutory requirements		R (AB)	C		
Implementing the Disciplinary Policy, including ensuring correct responsibilities for determining exclusions			O	R	R
Safeguarding					
Approving Safeguarding Policy		R (AB)	C		
Monitoring Safeguarding issues within a school		O	A	R	R
Ensuring effective Safeguarding procedures		R	C		
School Organisation					
Setting the policy for the times of school sessions and school term dates			R		
Setting the times of school sessions and school term dates in line with policy			C		R
Ensuring that school lunch nutritional standards are met			O		R
Strategy					
Preparing school plan – setting timescales, targets and milestones, and identifying areas of responsibility			C	A	R
Approving school plan		O (AB)	O	R	C
Amending school plan		O (AB)	O	R	C
Monitoring, reviewing and evaluating progress of the school plan		O (AB)	O	R	R
Preparing the Self-Evaluation Form (SEF)			C	O	R
Holding the Head to account for the day-to-day running of the school: standards, behaviour etc.			O	R	
Delivering the school plan within the school and running the school			O		R
Approving Significant Changes as defined by DfE guidance	R	C (AB)	C	A	A
Governance					
Monitoring and evaluating the school's conduct against the mission, vision and values of the Trust	R		C	A	
Approving Scheme of Delegation	R		C		
Approving policies and Standard Operating Procedures	R		C		

Function or Task	CFAT			School	
	Board of Trustees	Committee	Central Team	Local Governing Body	Head
Implementing policies and Standard Operating Procedures			R	O	R
Approving a risk management framework and Risk Policy	R		C		
Developing a risk register in accordance with the Trust's risk management framework		O (PR)	R	O	R
Approving a business continuity plan framework		R (PR)	C		
Developing a business continuity plan in accordance with the Trust's framework		O (PR)	R	O	R
Reviewing and monitoring the annual statement of assurance	R		C		
Appointing and removing the Trust-appointed members of the Local Governing Body	R		C		
Managing the elections for the appointment of Parent and Staff members of the Local Governing Body			A	O	R
Appointing and removing the Chair of the Local Governing Body	R		C		
Appointing and removing the Vice-Chair of the Local Governing Body	O		A	R	
Appointing the Trust Secretary	R		C		
Setting the model agenda and frequency of meetings of the Local Governing Body			R	C	
Adapting the model agenda for Local Governing Body meetings			O	C	R
Conducting meetings of the Local Governing Body in accordance with Trust framework			O	R	
Maintaining a Register of Business Interests for the Trust			R		
Maintaining a Register of Business Interests for the Local Governing Body			O		R
Appointing External Auditors	R		A		
Monitoring the reports of the External Auditor and ensuring implementation of actions	R		C	O	R
Monitoring Ofsted reports and ensuring implementation		R (AB)	C	O	R
Ensuring arrangements for the discharge of responsibilities with regard to Internal Control – Monitoring the work of the Responsible Officer	R		A		
Monitoring the reports of Internal Auditors and ensuring implementation of actions	R		C	O	R
Finance					
Approving Financial Allocation to schools	R	C (PR)	C		

Function or Task	CFAT			School	
	Board of Trustees	Committee	Central Team	Local Governing Body	Head
Approving the school budget for each financial year			O	R	C
Approving the Trust's Finance policy and procedures		R (PR)	C		
Monitoring monthly income and expenditure			O	O	R
Monitoring termly income and expenditure		O (PR)	O	R	R
Approving the Trust's Charging and Remissions policy		R (PR)	C		A
Agreeing local charges in accordance with the Trust's Charging and Remissions policy			O	R	C
Preparation of Trust Financial Statements in accordance with the accounting framework		O (PR)	R		R
Approving Trust Financial Statements	R	C (PR)			
Approving the intended use of surplus school balances		R (PR)	C	A	A
Staffing					
Approving Trust Staff Structure Framework	R	A (PR)	C		
Recruiting to the Trust Staff Structure			R		
Approving school Staff Structure Framework			C	R	C
Recruiting to the school Staff Structure			A		R
Appointing and agreeing pay of Chief Executive	R				
Appointing and agreeing pay of Head			R	A	
Appointing and agreeing pay of Deputy-Head			R	C	C
Approving pay policy outside of national terms and conditions	R		C		
Exercising pay discretions within policy			R		R
Agreeing redundancies			R	C	C
Dismissing Head	R		C	A	
Dismissing Deputy-Head			C	O	R
Dismissing other staff			A		R
Suspending/reinstating Head	R		C	A	
Suspending/reinstating Deputy-Head			C	O	R
Suspending/reinstating other staff			A		R
Agreeing termination payments for the Head	R		C	A	
Agreeing termination payments for other staff within the Trust framework			O	R	A
Performance Management					
Approving a performance management policy		R (PR)	C		
Implementing the performance management policy			A	R	R
Performance management of the Chief Executive	R				
Performance management of the Head			C	R	

Function or Task	CFAT			School	
	Board of Trustees	Committee	Central Team	Local Governing Body	Head
Performance management of the Senior Leadership Team and other staff			A		R
Premises					
Procuring buildings	R		C	A	A
Approving the Capital Buildings Strategy/Asset Management Plan		R (PR)	C	A	A
Delivering an approved Capital Buildings Strategy/Asset Management Plan		O	R	O	R
Delivering a routine maintenance and FFE refresh plan in line with Trust guidelines			O	C	R
Putting in place full insurance cover			R		
Health and Safety					
Approving a Health and Safety Framework		R (PR)	C		
Implementing the Health and Safety Framework in the school			A		R
Ensuring Health and Safety regulations are followed		O (PR)	A	R	R
ICT					
Approving an ICT Strategy		R (PR)	C	A	A
Developing an approved provider and product framework for ICT purchasing			R		C
Delivering an ICT programme in line with the Trust's framework			O		R
Central Support Services					
Organising the Central Team to deliver a Core Service for all schools			R		
Overseeing services provided by the Central Team	R		A	A	A
Commissioning non-core services from Central Team or other providers			R	A	A
Admissions					
Approving for statutory consultation Admission policies for Trust schools		R (PR)	C	C	
Determining Admission policies for Trust schools		R (PR)	C		
Dealing with Local Authorities on policy issues and School Adjudicator/EFA on admission related issues			R	O	C
Implementing admission arrangements in accordance with Trust policy and LA co-ordinated schemes			O	R	C
Securing an independent admission appeals panel			R		R
Communication					

Function or Task	CFAT			School	
	Board of Trustees	Committee	Central Team	Local Governing Body	Head
Preparing and publishing Trust website			R		
Preparing and publishing the school prospectus/website			C	O	R
Developing the Trust home-school agreement			R		A
Implementing home-school agreements			A	O	R
Developing partnerships with stakeholders for the benefit of the Trust	R		R		
Developing partnerships with stakeholders for the benefit of the school			O	R	R
Implementing public relations activities for the Trust	O		R		
Implementing public relations activities for the schools			C	O	R
Developing brand guidelines for the Trust and its schools	A		R		
Implementing Trust brand guidelines	O		R	O	R
Extended School					
Determining the Extended Services Framework			R	C	C
Delivering the additional services			O		R
Ceasing to provide extended school provision			R	C	C
Ensuring provision of free school meals to those pupils meeting the criteria			A		R

