

Local Governing Board Terms of Reference

September 2024

Name of trust:	Keystone Academy Trust
Name of committee:	Long Sutton Primary School Local Governing Board
Date agreed:	15 th October 2024
Review date:	<i>Terms of reference must be reviewed by the trust board annually.</i>

Chair of committee:	Mr Geoff Palmer
Clerk:	Mrs Susan Benfell
Membership:	Minimum 5 Governors on the Board
Quorum:	Minimum 3 Governors Present or 50% of the Board rounded up if more than 6 Governors on the Board
Meetings:	Wednesday 25 th September 2024 Wednesday 20 th November 2024 Tuesday 28 th January 2025 Wednesday 19 th March 2025 Wednesday 16 th July 2025

The Local Governing Board has delegated responsibility for:

Achievements and Standards

Purpose

The purpose of the Local Governor for Achievements and Standards is to lead the Local Governing Board in holding the Headteacher and SLT to account for the educational performance of the academy and its pupils and to support the staff in raising standards of teaching for learning and thus attainment and achievement of pupils.

1. Ensure that the trust's vision, ethos and strategy is adopted and applied by school leaders.
2. Work with senior leaders to identify areas for improvement and develop strategies to address them in line with the trust's strategic objectives.
3. Monitor school performance and improvement through regular reviews of performance data, including exam results, attendance rates, and pupil progress.
4. Ensure that the trust's curriculum is being provided to pupils in an appropriate manner for the school's context.
5. Ensure that the required policies and procedures are in place and that the school is operating effectively in line with these policies.
6. Establish a strong relationship with the headteacher in order to provide effective support and challenge, including providing feedback to their performance management process.

Curriculum and Pupil Experience

Purpose

The purpose of the Local Governor for Curriculum and Pupil Experience is to hold the Headteacher and Senior Leadership Team (SLT) to account in ensuring pupils in the academy have a wide range of quality choices and experiences in which to extend their boundaries of learning both within and after the normal academy day.

1. Ensure they are given a high-quality education, through a well- designed curriculum that is ambitious for all pupils particularly those with SEN and those who are disadvantaged.
2. Ensure the academy strives to promote 'British Values' within an anti-bullying culture and one that is accepting of differences.
3. Information that demonstrates a positive attitude to learning focusing on attendance and behaviour.
4. Ensure that the academy curriculum is broad and balanced, complies with legislation and provides a wide range of subjects, preparing pupils well for the opportunities, responsibilities and experiences of later life in modern Britain.

Stakeholders

Purpose

The purpose of the Local Governor for Stakeholders is to hold the Headteacher and SLT to account in ensuring pupils in our schools are upholding the principle of 'valuing people' through their work, structures and communications. 'Stakeholders' are defined as all those whom the work of the academy can benefit or affects. It includes pupils, parents and carers, academy staff, outside agencies, local and system partners, business and members of the community.

Our schools should be a source of pride to their communities, and so the Stakeholder Governor is responsible for ensuring that effective measures are being taken by leaders to engage and communicate effectively. They should

also work to ensure that leaders are harnessing the opportunities that the experience and expertise of all stakeholders can bring to the benefit of the academy.

The role that external stakeholders and the community play in the decision making and organisation of the Academy are also important to ensuring that each Academy can 'celebrate its uniqueness'. A focus on parental perception and the academy's reputation in the community, through publications, social media and commercial links will therefore also be a part of the Stakeholder Governor's work to review and monitor.

The Local Governor for Stakeholders plays an important role in ensuring oversight and scrutiny of procedure and practice in this area on behalf of the full Local Governing Board.

1. Consult stakeholders – parents, staff and pupils – and use insights to inform decision-making.
2. Help stakeholders to understand the trust's values and vision for the future.
3. Provide the trust board with insight into the challenges and opportunities faced by the school's local community.

Personnel and Safeguarding

Purpose

The purpose of the Local Governor for Personnel and Safeguarding is to hold the Headteacher and school leaders to account for the application of trust policies and make recommendations related to personnel and monitor the school's safeguarding procedures. They will be aware of the policies and procedures of the Trust's Personnel Policy and Safeguarding policies and the roles and responsibilities of the CEO, Headteacher. The Local Governor for Personnel and Safeguarding will also need an in-depth knowledge of the Prevent Strategy, the Keeping Children Safe in Education document and the Working Together to Safeguard Children.

1. Foster a culture that prioritises the safety and wellbeing of all pupils and staff in the school.
2. Ensure that the adopted safeguarding policies and procedures reflect the safeguarding challenges and context of the school.
3. Monitor the implementation of safeguarding policies and the effectiveness of procedures.
4. Monitor the school's estate, ensuring that appropriate policies are adopted and followed in order to keep pupils and staff safe.

Pupil Premium and SEND

Purpose

The purpose of the Local Governor for Pupil Premium (PP) and SEND is to ensure the ongoing achievement and success of Pupil Premium (PP) and SEND pupils. This is an important and valued role playing a large part in improving these pupils' lives. They will support and challenge the school to ensure that no pupil is treated less favourably, denied opportunity or left behind because they have additional needs.

The Local Governor for PP and SEND should be familiar with 'The Special Educational Needs Code of Practice' and in particular chapter six. The code can be found on the Department for Education website – www.gov.uk search on SEN.

The Local Governor for PP and SEND plays an important role in ensuring oversight and scrutiny of procedure and practice in this area on behalf of the full Local Governing Board including:

- To check that the school is complying with its legal responsibilities.
- To hold discussions with the Special Educational Needs Co-ordinator (SENCo).
- To report on the steps being taken to ensure compliance.
- To challenge leaders to ensure that SEND and Pupil Premium remains high on the school's agenda.

The Local Governor for PP and SEND must ensure that the school is fulfilling its duties to children with PP/SEND. They should undertake required training, including school-specific induction with the SENCo and ensure that staff do the same.

1. Ensure that the trust policy for pupils with special educational needs and disabilities (SEND) is implemented and adapted to the specific school context where necessary.
2. Seek assurance that staff are trained to implement pupil strategies and support plans.
3. Ensure pupils with SEND have the resources they need to succeed.
4. Seek assurances on the overall effectiveness of the school's SEND provision, referring to pupil outcomes and other relevant data.

Premises and IT

Purpose

The Local Governor for Premises and IT will work closely with the Headteacher and the Senior Leadership Team (SLT) to be the person who works at the local level in understanding and being responsible for providing information and guidance to the Local Governing Board on; maintenance priorities, be aware of academy Health and Safety issues and procedures and IT provision. The Local Governor for Premises and IT is welcome to attend the trust-wide IT Management Board.

1. Advise the Local Governing Board and the Trustees on priorities, including Health and Safety, for the maintenance and development of the school's premises.
2. Keep under review the 5-year Premises Maintenance Plan and the Accessibility Plan.
3. Ensure that the procedures for the implementation of the Trust Health & Safety at Work policy for the academy are in place and updated as necessary.
4. Ensure safeguarding arrangements, in liaison with the Safeguarding Governor, are in place to ensure that the site is secure and safe, including activities that take place outside normal school hours.
5. Establishing compliance with statutory responsibilities, e.g. school condition survey, risk assessments, fire safety.
6. Keep under review the IT refresh and development plan, and compliance with e-safety and IT acceptable use.