

# EPAT

Believe Succeed Together

## EASTWOOD PARK ACADEMY TRUST

### LOCAL GOVERNING BODY

### Terms of Reference

<b>Policy Owner:</b>	Company Secretary
<b>Approved by:</b>	Trust Board
<b>Last reviewed:</b>	December 2022
<b>Next review due by:</b>	December 2023



The **Eastwood**  
Academy

## **1. INTRODUCTION**

Eastwood Park Academy Trust (EPAT) is governed by a Board of Trustees who are accountable to the Department for Education and who have overall responsibility and ultimate decision-making authority for the work of the trust, including the establishing and running of the schools operated by the trust.

To assist with the discharge of their responsibilities, the trust board has established a local governing body (LGB) for each academy. The terms of reference for the LGBs may only be amended by the trust board. Trustees may review these terms of reference at any time but shall review them at least annually. The Local Governing Bodies may recommend amendments to these terms of reference for approval by the Trust Board.

## **2. COMPOSITION AND ADMINISTRATION**

The composition of the LGBs shall be as follows:

- Minimum of 2 parent governors
- Maximum of 2 staff governors
- Academy Principal
- EPAT CEO
- 3 – 5 co-opted governors

Governors are appointed by the LGBs, with right of veto by the trust in exceptional circumstances. In exceptional circumstances, the trustees have the right to appoint such persons to the LGB as they determine, following discussion with the LGB. Where the trustees have concerns about the performance of an LGB they may amongst other actions:

- require the relevant LGB to adopt and comply with a governance action plan in such form as determined by the trustees
- suspend or remove any or all of the matters delegated to the LGB
- suspend or remove any or all of the governors of the relevant LGB

The Chair and Vice-Chair of each LGB is elected by that LGB on an annual basis at its first meeting in the Autumn Term. No governor employed by EPAT will act as chair to the LGB. In the absence of the Chair, the Vice-Chair will chair the meeting; in the absence of both, the LGB will elect a temporary replacement from among the governors present.

LGB governors are appointed for a 4-year term and can be reappointed for a second term (and exceptionally a third term where special circumstances determine it is in the best interest of the trust.)

Each Governor shall be required to take part in regular self-review and is accountable for meeting their own training and development needs. It is a Governor's responsibility to consider if they feel that appropriate training and development is not being provided and raise this accordingly. The LGB carries out an annual self-review, which is reported to the Board.

There shall be three meetings each academic year, one per term. Meetings shall be deemed quorate when half of the membership is in attendance. Governors not in attendance should send apologies via the Company Secretary which the LGB may accept or reject. Each LGB is authorised to invite

attendance at its meetings from persons to assist or advise on a particular matter or range of issues, including parents and members of the academy staff who are not governors. Any Trustees or Members may attend meetings of LGBs as an observer.

Only LGB governors can vote at meetings. Where necessary, the elected Chair of the LGB may have a second or casting vote

The LGB shall be clerked by the Company Secretary who shall circulate agendas and associated papers one week in advance and shall produce, circulate and file minutes of all meetings. Meeting minutes will also be circulated to the Trust Board. The chair of the LGB will be responsible for reporting to the Trust Board regarding any important matters arising.

### **3. RELATIONSHIP BETWEEN THE TRUST BOARD AND LGB**

The LGB shall in carrying out its role:

- promote high standards and aim to ensure that students are attending a successful school which provides them with an excellent education and supports their well-being
- be responsible to the trustees for its actions
- establish that it is competent, accountable, independent and diverse in order to promote best practice in governance
- ensure that its governors promote and uphold high standards of conduct, probity and ethics

The trustees shall support the work of the LGB by:

- setting a clear strategic vision to allow the LGB to set and achieve its own aims and objectives within such vision
- ensuring that the Governors have access to high quality training.

### **DUTIES & RESPONSIBILITIES OF THE LOCAL GOVERNING BODY**

These terms of reference should be read in conjunction with the EPAT Scheme of Delegation, which sets out in full detail the powers retained by the Trust and the powers delegated to committees of the board, including the LGBs.

The purpose of the LGB is to support and challenge the academy Principal, with the aim of improving the academy. The LGB shall advise, monitor, evaluate and report to the Trust Board on the following principal areas in relation to their academy:

#### **BEING STRATEGIC**

LGBs are responsible for the approval of:

1. School policies: The LGBs are responsible for determining, reviewing and approving school policies, as determined by the trust board, on an appropriate cycle.
2. The academy's vision, strategy and key priorities: The LGBs determine and monitor their academy's vision and strategy, within the parameters of the Trust vision and strategy determined by the Trust Board. The LGB delegates the responsibility for delivering the strategy to the Principal.

3. The ADP and SEF: In consultation with the Principal, the LGB recommends the Academy Improvement Plan and SEF to the Trust Board.
4. The academy staffing structure (non-leadership): In consultation with the CEO, the Principal recommends the academy staffing structure, which is reviewed and approved by the LGB.

## **HOLDING TO ACCOUNT**

LGBs are also responsible for ensuring:

5. That safeguarding is effective: The LGBs are responsible for monitoring and evaluating the effectiveness of safeguarding procedures in their academy and for reporting back to the trust board.
6. Statutory compliance: While the trust board is accountable for ensuring compliance, the LGBs are responsible for monitoring and evaluating the effectiveness of statutory compliance for their individual schools. The LGBs report their findings to the trust board.
7. The delivery of the Academy Development Plan: Local Governing Bodies are responsible for monitoring and evaluating progress on the Academy Development Plan through their programme of visits
8. Strong academic performance: The Local Governing Bodies are responsible for ensuring that the quality of teaching, learning and assessment is high in order that all students progress and attain.
9. Student welfare and well-being: The Local Governing Bodies are responsible for monitoring the students' personal development, behaviour and welfare in their Academy.
10. That the Principal is held to account: Local Governing Bodies act as a 'critical friend' to the Principal
11. That staff appraisal and pay progression follows Trust policy: The trust board establishes and reviews the staff pay and performance management policy. The LGBs implement the policy ensuring that any pay award is fair and transparent and in line with the Trust policy.

## **OTHER**

LGBs are also responsible for ensuring:

- That engagement with stakeholders is positive: Staff and governance officers at all levels are responsible for effective community relations.
- That stakeholder complaints are handled fairly, impartially and in line with Trust policy and procedure
- That the decision to exclude a student is lawful, reasonable and fair: Local Governing Bodies review pupil exclusions in line with DfE statutory guidance