

Local Governing Body (LGB) - Terms of Reference

Purpose

To promote the Trust's ethos and vision in respect to their constituent academy.

Membership

LGB's are given powers under Article 100-101 of the Eastwood Park Academy Trust Articles of Association to appoint and remove their own Governors, including arranging elections for staff and parent Governors.

The membership of each LGB will consist of:

- Minimum of 2 parent governors.
- Maximum of 2 staff governors.
- Principal of the constituent academy.
- The Trust CEO.
- 3-5 co-opted governors.

Meetings

- There shall 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.
- The LGB shall be clerked by the Company Secretary who shall circulate agendas and associated papers two weeks in advance and shall produce, circulate and file minutes of all meetings.
- 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 the Trust 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.
- The CEO and/or Company Secretary will be responsible for giving an oral summary of the deliberations, if necessary, at Board meetings.

- The Chair may write to the Chair of Trustees, via the Company Secretary requesting certain matters to be considered where appropriate
- 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.

Schedule of Work

In accordance with the Trust's Scheme of Delegation, the LGB shall be concerned with:

| Area | Responsibilities |
|-------------|---|
| General | Discuss issues relating to: pupil performance; quality of teaching; learning and assessment; and personal development, behaviour and welfare. Make recommendations to the Board. Act as a critical friend to the Principal. |
| Visits | Undertake visits in line with the key development priorities in the ADP. |
| Complaints | Review stakeholder complaints in line with the Trust's Complaints Policy. |
| Exclusions | Review fixed term and permanent exclusions in line with DfE guidance. |