



Terms of Reference 2019-2020 Local Governing Body

1. Mission

The Local Governing Body (“LGB”) is a committee of the Venn Academy Trust (“the Trust”). Under the Trust’s Scheme of Delegation, it has operational accountability for the Academy, whereas the Board of Trustees (“the Board”) has strategic direction and oversight for the Trust.

The LGB’s mission shall be to:

- conduct the Academy, with a view to promoting high standards of educational achievement and outstanding outcomes for all its pupils;
- ensure Trust policy is implemented and adhered to;
- ensure that effective safeguarding procedures are in place across the school;
- fulfil the role of advisory body to the Board.

2. Delegated Authority

Although the Board may delegate its functions, it remains fully accountable for them and has a duty to intervene as and when necessary, including removing all or any of the delegated functions (including those relating to staffing and budgets) from a Local Governing Body.

The LGB has delegated authority, on behalf of the Trust, to:

- a) undertake any activity within its Terms of Reference;
- b) seek whatever information it reasonably requires for the proper performance of its role;
- c) require any person employed or engaged by the Trust to work at the Academy to cooperate with its reasonable requests for information and assistance.

Subject always that it must comply with guidelines and procedures set down by the Board.

If there is any discrepancy between these *Terms of Reference* and the Trust’s *Scheme of Delegation*, the *Scheme of Delegation* shall take precedence over these *Terms of Reference*.

3. Scope of Responsibilities

The Board has delegated to the LGB the following powers and functions:

In relation to the Academy’s curriculum offering and development, to:

- set the values, aims and objectives for the Academy, ensuring that they are aligned with those of the Trust;
- approve and keep under review the policy/procedure framework for achieving the aims and objectives;
- determine the Academy educational offering in line with the Trust’s curriculum strategy;
- in consultation with the Board, set performance targets and develop the Academy Development Plan (ADP), to contain systematic procedures for monitoring and evaluation;
- to provide a framework for effective self-evaluation, monitoring and evaluation, support and challenge by linking the work of local governing bodies to key priorities in the School Development Plan.

- to monitor school based, local and national performance data relating to the school and evaluate achievement and progress throughout the school drawing on data, the Self-evaluation document and other reports.
- to ensure that all learners receives the full statutory curriculum.
- ensure the school fulfils its statutory obligations and provides a curriculum that is inclusive.
- to monitor progress and standards of the pupil premium group, other vulnerable groups and EAL.
- to regularly review, publish and report on the special educational needs policy, to monitor provision and ensure that statutory requirements and the statements of children with special needs are met.
- review progress against the agreed targets.
- monitoring pupil behaviour and attendance.
- to keep under review the requirements of the Equalities Act 2010 with reference to particular characteristics, in relation to the curriculum, teaching and learning, assessment, achievement and progress, to monitor implementation of the scheme, to assess its impact on staff, learners and parents/carers and to report emerging issues to the governing body.
- to monitor curriculum policies, and recommend any policy changes;
- to review the policy and provision for RE, collective worship and spiritual development, including providing information to parents and make recommendations as necessary.
- to review the policy and provision for sex education including providing information to parents and make recommendations where necessary.

In relation to financial and risk management and reporting requirements, to:

- these functions are delegated to the Trust Finance Committee for Venn central finance activities and supported academies and for unsupported academies to the Academy Finance and General Purposes Committee.

In relation to staffing and performance management, to:

- along with the Headteacher, appoint any individual to fill any vacancy on the Academy staff up to and including the level of Deputy Headteacher;
- review the staff structure for efficiency, effectiveness and affordability;
- review the quality of teaching and learning;
- adhere to the Trust staffing policies.

4. Reporting Requirements

In accordance with the Trust's *Articles of Association* and the *Scheme of Delegation*, where any power or function of the Board is exercised by the LGB, the LGB must report to the Board in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the Board immediately following the taking of the action or the making of the decision. To facilitate such reporting (to be affected by the regular upload of LGB minutes to the secure governance portal) the LGB must procure that any exercise of any delegated power or function of the Board is promptly notified to the LGB.

5. Constitution and Membership

The Chair and Vice Chair of the LGB shall be appointed (or reappointed), at the first meeting of the academic year and shall be selected from amongst the LGB members. This appointment will be subject to Trust Board approved.

In attendance: Clerk and appropriate leadership colleagues agreed by the Chair in advance. Any Trustee may attend a governors meeting however the Chair and clerk must be made aware prior to the date of the meeting.

Quorum: 3 (excluding the Headteacher/Head of School) and not consist of more than a third of staff governors.

Attendance at meetings

The Trust CEO and/or Deputy CEO may attend any meeting of the governing body.