

<p>Cambridgeshire Educational Trust</p> <p>Chesterton Community College Local Governing Body</p> <p>Terms of Reference and Standing Orders</p> <p>2019– 2020</p>
--

1 Purpose

The Local Governing Body (LGB) acts as a critical friend to the school. It is particularly concerned with:

- **Vision and ethos:** Ensuring that the school has a clear sense of purpose and values.
- **Strategic direction:** Ensuring that the school is continuously striving for excellence in education for all its pupils, regardless of prior attainment.
- **Accountability:** Holding the school's senior leadership team to account for the breadth, quality, and attainment of its educational and pastoral provision.
- **Management and communication:** Monitoring the effectiveness of the school's management processes, including staff development and appraisal, financial control, parent communication, and student voice.
- **Communication with the Trust:** Engaging with the Cambridgeshire Educational Trust (the Trust) in a dialogue about Trust policies, resources, and standards, and especially their impact on Chesterton.

2 Membership and Chairing

The membership of the LGB consists of:

- 4 governors elected by parents
- 3 governors elected by staff
- 7 governors representing the local community
- the Head of School
- the CEO of the Trust.

The size and composition of the LGB will be reviewed on a regular basis to ensure efficient operation and adequate representation of stakeholders.

Community governors are appointed by the LGB. All governors are elected or appointed for a four-year term, and after that may seek re-election (where still eligible) or re-appointment. Community governors may be removed before the end of their term by a resolution of the LGB.

The Chair of the LGB is elected annually by the members at the first meeting of the LGB in the school year. The Chair should be a governor, other than the Head or CEO or an employee of the school. If the school's performance is less than securely Good, the Chair may be appointed by the Trust.

The LGB may appoint one or more Vice-Chairs to support the Chair in specific areas of the LGB's work.

If the Chair is absent from a meeting, a non-staff Governor may be elected to take the chair for the duration of that meeting.

Members of the Trust Board who are not otherwise members of the LGB will be given notice of LGB meetings and are welcome to attend and receive papers.

3 Meetings

Members of the LGB are entitled to 7 days' notice of a meeting and to receive an agenda and any papers to be considered at the meeting. A shorter timescale may be given if the LGB Chair decides the issue needs urgent attention. Some decisions may be made virtually (by e-mail) at the behest of the Chair.

The quorum for making decisions at a meeting is 9 members. Only full members of the LGB, including the Head and CEO, shall have the right to vote on any resolution placed before them.

4 Minutes

Minutes of LGB meetings will be recorded by the Clerk to the Governors and distributed as soon as possible after the meeting. The minutes must be available for the next LGB meeting.

5 Terms of Reference

The areas of responsibility of the LGB are set out in the Governance Structure and Scheme of Delegation of the Cambridgeshire Educational Trust.

In particular, the LGB has delegated powers to carry out the following tasks:

Strategic direction

- Agree, and monitor the implementation of, the School Improvement Plan.
- Monitor, and review the effectiveness of, policies and procedures, both Trust-wide and school-specific. Where appropriate, recommend changes in implementation of Trust policies in the school, and make suggestions to the Trust Board for changes.
- Account to parents/carers and other stakeholders for the performance of the School.
- Monitor, and take action to improve, the LGB's own effectiveness.

Resources

- Approve allocation of the School's financial, human and other resources.
- Contribute to the development of the annual budget for the School.
- Monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the School.
- Review and make recommendations about the maintenance, good condition and development of the premises, associated facilities and all matters relating to Health and Safety.

Personnel

- Approve the school's staffing structure.
- Monitor the well-being of staff.

Pastoral

- Review arrangements to safeguard and promote students' physical and mental well-being.
- Monitor student attendance.
- Monitor rates of exclusion and other serious sanctions.
- Review arrangements for tutor groups and the operation of the house system.
- Review the college ethos, and non-curriculum activities designed to promote it.
- Review the curriculum for personal and social education (PSE).
- Visit school activities and hold discussions with staff to monitor delivery of pastoral arrangements as part of the school's self-evaluation systems.

Teaching & Learning

- Monitor and review assessment procedures within the College.
- Review the curriculum, including approval of the curriculum plan and provision for SEN.
- Monitor and review arrangements for in-service staff training and development.
- Review off-site visits and activities of more than 24 hours, or which involve a hazardous pursuit or journey by air or sea.
- Visit lessons and hold discussions with staff to monitor delivery of the curriculum as part of the school's self-evaluation systems.

Sports Centre

- Approve and monitor progress of the Sports Centre Development Plan.
- Approve and monitor progress against the Centre's financial budgets and targets for usage and membership.

6 Conflicts of Interest

In accordance with best practice, the LGB will establish a register of pecuniary interests for its members, which will be kept open for inspection. Governors will declare any links they have with local firms from which the school may wish to buy products and services. The register will be maintained by the Clerk to the Governors.

There will be a standing agenda item at LGB meetings for governors to declare interests. Governors with interests will not vote on related items (and may be asked to leave the meeting whilst such items are discussed). This will be recorded in the minutes.

Staff governors may be asked to leave a meeting when staffing matters are being discussed.

The Trust Board agreed these terms of reference on the 14th October 2019