



Huish Academy Trust

Terms of Reference for the Local Board

Purpose

The role of the Local Board (LB) is to provide focused governance for the Trust at a local level. The LB monitors the School's key performance and acts as a critical friend to the Head of School, providing challenge where appropriate. The LB's carry out their functions in relation to their School on behalf of the Huish School Trust (HAT) Board of Directors and in accordance with policies determined by the Trust Board. Delegation from the Trust Board to the LBs is a delegation of powers and duties, and not a delegation or shedding of responsibilities. The Trust Board reserves the right to review or remove any power or responsibility conferred on the LB under this constitution and terms of reference, in particular, in circumstances where serious concerns in the running of the School are identified, including:

- where there are concerns about financial matters,
- there is insufficient progress being made against educational targets,
- there is a breakdown in the way the School is managed or governed,
- the safety of pupils or staff is threatened, including a breakdown of discipline.

Composition

Each LB comprises a maximum of 9 members (Local Board Members (LBM) including:

- Head of School of the School
- Up to 2 **Trust appointed LBMs** (candidates cannot be staff of the School or any employee of the HAT)
- Up to 2 elected parents or guardians of a pupil at the School (**Parent LBMs**)
- Up to 2 employees of the School, usually comprising one teacher and one non-teaching staff member, elected by employees of the School (**Staff LBMs**)
- Up to 2 members co-opted by the LBMs

Each LB shall have a Chair and Vice-Chair

The length of Service of all LBMs and the Clerk to the LB shall be four years. Subject to remaining eligible to be a Local Governor, any Local Governor may be reappointed or re-elected at the end of his/her term of office.

All Governors will be required to sign the HAT Governors Code of Conduct and will hold a valid DBS Check.

Appointment of Chair and Vice-Chair

The Chair is appointed by the Local Board. The term of office of the Chair is two years, but the Chair is eligible for reappointment at the end of that term. The Trust Board is entitled to remove the Chair from office at any time, although this may not necessarily affect the individual's position as a Local Governor.

The Vice-Chair is appointed by the Local Board. The term of office of the Vice-Chair is two years, but the Vice-Chair is eligible for reappointment at the end of that term. The Trust Board is entitled to remove the Vice-Chair from office at any time, although this may not necessarily affect the individual's position as a Local Governor.

Appointment of Parent LBMs

Parent LBMs for each LB will be elected in accordance with the following process:

- When a vacancy arises, the LB will write to all parents of pupils at the School seeking nominees. Nominees will be asked to provide a short statement about why they are interested in being a Parent LBM and their background and experience that makes them suitable for the role.
- If the number of nominees received equals or is less than the number of vacancies, the LB can choose to appoint all of those nominated.
- In the event that the number of nominees exceeds the number of vacancies, parents of pupils at the School will be asked to vote for their preferred candidate.

Appointment of Staff LBMs

The teaching staff member of the LB shall be elected by the teaching staff of the School.

The non-teaching staff member of the LB shall be elected by the non-teaching staff of the School.

Clerk to the Local Board

The LB shall appoint a Clerk to the LB who must not be a Local Governor. In the absence of the Clerk, the LB shall elect a replacement for the meeting (who may be a Local Governor).

Convening meetings of the Local Board

Meetings of the LB will be held every half term.

The Clerk of the LB shall give written notice of each meeting and circulate an agenda, any relevant documentation to be considered at the meeting at least seven clear days in advance of each meeting.

The LBMs may invite persons who are not LBMs (such as a member of a committee, other staff, pupils or any professional experts and advisors) to attend the whole or part of any meeting for purposes connected with the meeting.

Voting at meetings of the Local Board

The quorum for meetings of the LB and for any vote on a matter at such meetings is one half of the total number of LBMs in office at that time.

A meeting shall be terminated if the number of LBMs present ceases to constitute a quorum. Where a meeting is not held or is terminated before all matters specified as items of business on the agenda have been disposed of, a further meeting shall be convened by the Clerk as soon as it reasonably possible, but in any event within seven days of the date on which the meeting was originally to be held or was terminated. When a vote is taken and there is an equal division of votes, the Chair has the casting vote.

Pecuniary Interests of LBMs

LBMs shall complete a register of their relevant personal and business interests at the start of each Academic year and any changes noted at each LB meeting.

Any Local Governor who has any interests that conflicts or may conflict with his or her duties as a Local Governor shall:

- Disclose the fact to the LB as soon as he or she becomes aware of it. A Local Governor must absent himself or herself from any discussions of the LB in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the School;
- Withdraw from any meeting for that item unless expressly invited to remain in order to provide vital information;
- Not be counted in the quorum for that part of the meeting; and
- Withdraw during the vote and have not vote on the matter.

Minutes of Local Board Meetings

Attendance at each LB meeting, issues discussed and recommendations for decisions shall be recorded and the minutes signed by the Chair at the next meeting of the LB. The written record (once approved by the Chair of the LB) shall be forwarded by the clerk to the Head of School at the School, the Executive Head and other members of the LB as soon as it is reasonably practicable.

Key functions of the Local Board

The LB is asked to carry out the following functions:

a) Governance

- To champion the vision and values of the HAT.
- To determine the educational character, mission and ethos of the School reflecting the wider character, mission and ethos of the Trust.
- To ensure the School has a long term vision for its future and a robust strategy for achieving it.
- To appoint the Chair, Vice Chair and LBMs with specific responsibilities for safeguarding, health and safety and statutory grants (Pupil Premium).
- To appoint a Clerk
- To review, amend and scrutinise the implementation of the policies of the School (in line with any Trust prescribed policy).
- To implement a means whereby the School can receive and react to pupil, parental and staff feedback.
- To establish and maintain a relationship with the members of the local community.

b) Curriculum and standards

- To approve the curriculum proposed by the Head of School (to the extent that it is consistent with the Trust-wide policy)
- To ensure effective processes are in place for monitoring the quality assurance of teaching and learning, the curriculum, inclusion and the sharing of good practice across the School and the Trust.
- To monitor data reported from the Head of School relating to standards.
- To develop, monitor and approve the School School Development Plan in tandem with the SEF.

c) Safeguarding

- To appoint a designated governor for safeguarding who closely works with the Trust Safeguarding Governor.
- To adopt the HAT Safeguarding and Child Protection Policy for the School and monitor/ensure its implementation.
- To ensure the completion of the Single Central Register.

d) Pupil related matters

- To review attendance and pupil absences.
- To appoint a Local Governor responsible for statutory grants including Pupil Premium.
- To monitor the impact of Pupil Premium on the School.
- To monitor the impact of other ring fenced grants such as Sports Premium.
- To support the Trust and the Head of School in the extended school provision in the School.

e) Staffing

- To participate in the process to appoint the Head of School as requested by the HAT Board of Directors.
- To ensure that the Trust's policies on all HR matters are implemented in the School.
- To monitor the implementation of the Trust's policies at the School for HR matters including appointment, induction and performance management of staff, pay review process and procedures for dealing with disciplinary matters, grievances and dismissal.

f) Health and safety, risk and premises

- To appoint a LBM responsible for Health and Safety.
- To adopt a health and safety policy for the School (in line with the Trust wide policy).