



MARKET FIELD LEARNING COMMUNITY
ACADEMY LOCAL GOVERNING BODY
TERMS OF REFERENCE

1. POWERS OF THE BOARD OF TRUSTEES

- 1.1. The Trustees shall establish the Local Governing Body as a committee of the Trust as set out in the Trust's Articles of Association.
- 1.2. The Trustees shall determine and approve the Local Governing Body Terms of Reference and shall review the Terms at the start of each academic year.
- 1.3. The Trustees shall determine and approve the delegation of powers, responsibilities and duties to the Local Governing Body and shall review this Scheme of Delegation at the start of each academic year.
- 1.4. The Trustees shall have the right to intervene in the governance of an Academy where it has serious cause for concern, including:
 - Standards of performance of pupils at the Academy are unacceptably low,
 - Serious breakdown in the way the Academy is governed or managed,
 - Safety of pupils or staff is threatened,
 - Financial mismanagement or failure to operate within budget.
- 1.5. The Trustees shall set out the Trust's vision, ethos, values and principles,
- 1.6. The Trustees shall set out a list of statutory, mandatory or required policies including the determination of those that are Trust policies and those that are Academy policies.
- 1.7. The Trust Scheme of Delegation is attached to these terms of reference.

2. FUNCTIONS OF THE LOCAL GOVERNING BODY

The Governors shall exercise the powers, responsibilities and duties delegated by the Trust Board as set out in the Terms of Reference and Scheme of Delegation, and in particular:

- 2.1. to carry forward the Trust's vision, ethos, values and principles in ways that are appropriate to the Academy's status, students, pupils, staff and community,
- 2.2. to govern the Academy in line with the Scheme of Delegation, Terms of Reference, Governance Planning Calendar and other guidance set out by the Board of Trustees
- 2.3. to implement policies, plans and actions to comply with statutory regulations, the Trust's policies and procedures and the decisions of the Trustees,
- 2.4. to hold to account the Academy leadership for the academic performance, the quality of provision and the quality of care,
- 2.5. to review and recommend the Academy Targets and Performance Review to the Trust Board and monitor progress towards the approved targets
- 2.6. to review and recommend the Academy 3 year strategic plan to the Trust Board and monitor its continuing appropriateness
- 2.7. to review and recommend the Academy 1 year plan to achieve the approved Academy Performance Targets and monitor its implementation and effectiveness



- 2.8. to review and recommend to the Trust Board any proposals to change the Academy age range, PAN or type and range of provision
- 2.9. to oversee and monitor the financial governance and operation of the Academy to comply with the Trust's financial regulations, policies and procedures
- 2.10. to review and propose the Academy 1 year budget and monitor and respond to performance against budget
- 2.11. to review and approve the Academy staff structure and complement, which shall be aligned to the Academy's budget
- 2.12. to oversee the process to recruit and appoint the Head teacher in line with the Trust recruitment policy and to recommend the appointment of the preferred candidate to the Trust Board
- 2.13. to oversee the process to recruit and approve the appointment of other members of the Academy's senior leadership team.
- 2.14. to monitor the management of staff to comply with statutory regulation and the Trust's HR regulations, policies and procedures
- 2.15. to oversee and support the Headteacher's performance review and associated pay awards in line with the Trust policy
- 2.16. to oversee and approve staff individual performance reviews and associated pay awards
- 2.17. to recommend proposals, where deemed necessary, for restructuring and/or redundancy to make best use of resources and/or budget
- 2.18. to oversee and approve the Academy branding and marketing including logo, uniform, prospectus and website
- 2.19. To monitor compliance with the Data Protection Act 2018 and related school policies
- 2.20. To monitor and oversee the school pupil census returns

3. COMPOSITION AND APPOINTMENT OF THE LOCAL GOVERNING BODY

- 3.1. The composition of the Local Governing Body shall be determined in accordance with the following provisions:

3.1.1 The total membership shall not be less than 7 but not more than 13

3.1.2 Subject to 3.1.1 the membership of the governing body shall be comprised of

- i. the Headteacher
- ii. a minimum of two elected parent governors
- iii. up to two staff governors
- iv. up to 8 community governors whose appointment shall be subject to approval by the trust.

- 3.2 The Local Governing Body may continue to act notwithstanding a temporary vacancy in composition.

4. TERM OF OFFICE AND RESPONSIBILITIES OF GOVERNORS

- 4.1. The Term of Office for all Governors except the Headteacher is 4 years.
- 4.2. On appointment Governors are each required to familiarise themselves and to agree to comply with;
Trust Articles of Association,
Supplemental Funding Agreement,



Trust Scheme of Delegation
The Academies Financial Handbook
Trust Financial Regulations,
these Terms,
current relevant legislation and guidance for Governors.

5. MEETINGS OF THE LOCAL GOVERNING BODY

5.1. The Local Governing Body shall meet at least three times per year and at least once per term and in particular:

The Local Governing Body shall meet during the date periods as per the Trust Governance Planning Calendar,

The Governors will receive notice of each meeting seven (7) clear days before the date of the meeting,

The agenda, papers and minutes of Local Governing Body meetings will be sent to the Clerk to the Trustees when they are issued to Governors,

Minutes will be signed by the Local Governing Body Chair at the next meeting to verify that the minutes are a true record.

5.2. Quorum for a meeting of the Local Governing Body will be any three governors, or where greater, any one third (rounded up to a whole number) of the total number of Governors entitled to vote.

5.3. Each question to be decided at a meeting of the Local Governing Body shall be determined by a majority of votes of Governors present and eligible to vote on the question. In the event that there are equal votes on the question then the Chair shall have an additional casting vote.

6. APPOINTMENT OF THE LOCAL GOVERNING BODY CHAIR AND VICE CHAIR

6.1. The Local Governing Body shall elect the Chair and Vice Chair and inform of their appointment to the Trust Board. The Trust Board shall not unreasonably withhold their approval of the appointment and in the event of doing so set out their reasons to the Local Governing Body in writing.

6.2. The Trust Board shall have the right to remove the Chair

6.3. The term of office for Chair and Vice-Chair will be 1 year and they shall be elected at the first meeting of each school year, and, in particular;

The Chair and Vice Chair will be elected by a secret ballot, conducted by the Clerk to the Local Governing Body.

Governors will be able to submit written nominations prior to the meeting and verbal nominations at the meeting. A Governor can nominate him/herself for office and does not need to be present.

Nominee(s) will be asked to leave the room whilst the election takes place. If there is more than one nominee, the remaining Governors will take a vote by secret ballot and the Clerk will tally the vote.

If there are more than three nominees per office, the nominee polling the least votes shall be eliminated and a further vote taken. If there is a tie the Governors shall discuss the strengths of nominees and a further vote taken. This process will continue until a nominee polls a majority of votes.

There will be no sub committees of the local governing body.



7. APPOINTMENT OF A CLERK

7.1 The Local Governing Body will appoint a clerk to the committee.

8. GOVERNORS' EXPENSES

8.1 The Trust Board shall set out a policy for payment of exceptional expenses incurred by Governors, subject to prior application to and approval by the Chair of the Local Governing Body.