

## **Role & Responsibilities of Local Governing Bodies (LGBs)**

**Role:** To provide the local context, challenge, and support to the Headteacher, ensuring the very best local offer is given in each school. The LGBs, through the Chairs of LGB group, also have a role in influencing and communicating with the Trustees on the strategic vision of the Trust going forward. The specific powers and roles delegated by the Trustees to the LGBs are set out in the Trust's Scheme of Delegation.

The LGB will nominate a link Governor for Safeguarding, SEND and for Careers (secondary only).

**Meeting frequency:** The structure is for each school to have a Local Governing Body which meets termly (schools set their own meeting dates within a window set by Trustees). Items for consideration by the LGB are taken forward to Trustees for review and response.

### **Membership:**

The LGBs in primary schools will be composed of 8 governors:

- 1 Headteacher (ex officio)
- 1 Staff governor
- 3 Parent governors
- 3 Community governors (1 for church schools)
- 2 Foundation governors (former VC schools only)

The LGBs in former Voluntary Aided (VA) primary schools will be composed of 9 governors:

- 1 Headteacher (ex officio)
- 1 Staff governor
- 5 Foundation governors
- 2 Parent governor

The LGBs in secondary schools will be composed of 11 governors:

- 1 Headteacher (ex officio)
- 4 Parent governors
- 2 Staff governors
- 4 Community governors

LGBs may increase the number of governors by **co-opting** up to two further governors with approval from the Trustees and EDEN.

The Governor Terms of Reference gives details of appointment of governors; resignation and removal of governors; organisation of the LGB; undertakings of the governors; administration of meetings.

A Chair of LGB meetings and Foundation appointed governors must not be a member of staff. This is to ensure impartiality within meetings where school business is discussed.

**Term:** 4 years, except the headteacher who will serve as ex-officio governor for as long as they remain in office.

**Quorum:** min 3 or 1/3 of the LGB currently appointed (rounded to the nearest whole number) provided two of whom are not employed by the Trust. Each governor shall have one equal vote. Where there is an equal division of votes, the Chair of the LGB will have the casting vote.

**Responsibilities:** Local Governing Bodies have some delegated decision-making powers in accordance with the Scheme of Delegation. These responsibilities include:

- Providing challenge to the headteacher in relation to all aspects of local school leadership including in relation to the delivery of the school's vision.
- monitoring the spend and impact of Sports Funding (Primary Schools); monitoring the spend and impact of Pupil Premium
- Monitoring the spend statements published by the school; Monitoring Christian Distinctiveness (church schools only); School organisation / numbers on roll; Reviewing quality of teaching.
- Approval of Collective Worship & RE and School Behaviour Policies
- Annual reviews in areas such as school curriculum design; pupil achievement; parental surveys.

A working party can be used where an LGB deems it necessary to support workload and a particular focus, but these bodies have no decision-making powers.

**Matters of Urgency:** These may be dealt with by the Chair of the Local Governing Body/ Vice Chair of the Local Governing Body and Headteacher and reported at the next Local Governing Body meeting providing they do not compromise the Scheme of Delegation.

## Terms of Reference for LGB – 2025-2026

1. APPOINTMENT OF GOVERNORS	
1.1	<b>Parent governor:</b> an individual who has a child of school age attending the school and is elected by the parent body of the school. They do not have to stand down if their child leaves the school during their term of office. The LGB shall make all necessary arrangements for an election of parent members. It must take all reasonably practical steps to ensure that every qualified candidate is informed of the vacancy, their entitlement to stand as a candidate and their right to vote. It will put procedures in place for an election through secret ballot in the event of there being more than one candidate and will ensure that all those entitled to vote in a secret ballot have the opportunity to do so. As per the Trust Articles of Association, Article 56, Trustees can appoint a parent local governor.
1.2	<b>Staff governor:</b> an individual who is a contracted member of staff, usually elected by the staff of the school to ensure that staff views are represented on the LGB. The LGB shall invite nominations from all staff employed under a contract of employment at the school. If more than one nomination is received the LGB shall put procedures in place to have an election by way of a secret ballot. Staff can only be a staff governor at the school they work in, they are not eligible to be a parent, community, foundation, or co-opted governor in the school in which they work.
1.3	<b>Community governor:</b> an individual who has the knowledge, skills, and experience which the LGB requires and are nominated and appointed by the parent, staff, foundation, and ex-officio governors of the LGB.
1.4	<b>Foundation governor (church schools only):</b> an individual who is nominated by LGBs after prior consultation with the local PCC, the incumbent, and the Diocese. Consent to the appointment is required from Exeter Diocese Education Network (EDEN) prior to approval by the Trustees.
1.5	<b>Co-opted governor:</b> an individual who has the knowledge, skills, and experience which the LGB require and are nominated and appointed by the parent, community, staff, and ex-officio governors of the LGB. Co-opted governors require approval from the Trustees and EDEN on appointment and do not have voting rights within the governing body.
1.6	The Clerk of each LGB must maintain an accurate and up to date list of all governors and must keep this list updated with the school administrator. The clerks of church schools must ensure that updated lists are also shared with the Diocese.
1.7	New governors will be ratified by the Trust. Interested parties will be allowed to register their interest and attend governing bodies as an observer within the preceding academic year as part of the induction process.
1.8	The LGB may act notwithstanding any vacancies but where the number of governors falls below the number fixed as a quorum for LGB meetings, the governors may act only for the purpose of filling vacancies.
1.9	For schools entering the Trust under sponsorship, the Foundation governors will require consent to the appointment from Exeter Diocese Education Network (EDEN) prior to approval by the Trustees. Community governors will need to be approved by Trustees and new elections will be held for staff and parent governors.
2. RESIGNATION AND REMOVAL OF GOVERNORS	
2.1	A governor may at any time resign their office by giving notice in writing to the Clerk to the LGB.
2.2	The LGB has the right to remove a governor if they are absent from three consecutive LGB meetings without the approval/permission of the Chair of the LGB or Headteacher.
2.3	A governor may be removed from office by the Trustees where they become disqualified from acting as governor as per statutory guidance for disqualification of Directors or where it is decided by the Trustees that they are not acting in the best interests of the school, its pupils or the Trust.
2.4	Any staff member shall automatically cease to hold office if they cease to be employed by the Trust. However, a parent governor shall not automatically cease to hold office solely by reason of the child (of whom the parent governor is a parent or carer) ceasing to be a pupil at the Trust.
3. UNDERTAKINGS OF GOVERNORS	
3.1	The governors shall, upon their appointment or election, give a written undertaking to the Exeter Diocesan Board of Education (DBE), Members and the Trustees to uphold the objects of the Trust as set out in the Articles of Association and all policies and procedures agreed by the Trust or LGB from time to time.

<b>3.2</b>	The governors shall annually give a written undertaking to observe the Trust Code of Practice for Governors.
<b>3.3</b>	The Trustees expect all governors to engage in relevant training to support their governance including Diocesan training for church school governors.
<b>4. ORGANISATION OF THE LGB</b>	
<b>4.1</b>	The Chair of the LGB will be elected annually by the governors at the set up LGB meeting in each school year. The election procedure will be organised by the Clerk to the LGB who will receive written and/or verbal nominations; a governor can nominate themselves. If there is more than one candidate, nominees will be asked to leave the room, the remaining governors will vote by secret ballot, and the Clerk will tally the vote. The appointment of all Chairs will be ratified by a majority vote of the Trustees.
<b>4.2</b>	In the absence of either the Chair or the Clerk at a meeting of the LGB, the LGB will agree a replacement for the meeting.
<b>5. ADMINISTRATION OF MEETINGS</b>	
<b>5.1</b>	The Clerk to the LGB will circulate an agenda and any papers at least one week before a meeting of the LGB.
<b>5.2</b>	It is expected that all governors will have read the papers if they have been circulated.
<b>5.3</b>	All recommendations and decisions made at a meeting of the LGB will be recorded accurately in writing. The minutes and next steps documents will be sent to the Headteacher and Chair for approval and the other LGB Governors by the Clerk of the LGB no later than two working weeks following the meeting. A copy of the documents should also be uploaded to the relevant folder in the LGB SharePoint.