

Enrich Learning Trust (the Trust) is a charity and company limited by guarantee. The Trustees are responsible for the leadership, management and administration of the Trust and the Academies within it as outlined in the Articles of Association. The Trustees have chosen to appoint a Local Governing Board (LGB) for each Academy and are therefore required to determine the constitution, membership and proceedings of the Local Governing Boards which will be reviewed by the Trustees on an annual basis.

### 1. Local Governing Board

In exercising their functions, the Local Governing Board shall:

- Act with integrity, objectivity and honesty in the best interests of the Academy.
- Be open about the decisions they make and the actions they take and be prepared to explain their decisions and actions to interested persons.
- Abide by the Nolan Principles of Public Life.

Confidentiality is an important part of being a Governor and nothing in the above shall require the Local Governing Board to disclose material relating to:

- A named teacher or other person employed or engaged, or proposed to be employed or engaged, at the Academy.
- A named pupil at, or candidate for admission to, the Academy.
- Any matter which by reason of its nature, the Local Governing Board or a Committee of the Local Governing Board are satisfied should remain confidential.

### 2. Strategic Function of the Local Governing Board

2.1 The strategic role of the Local Governing Board is to provide the local context, challenge and support to the Headteacher, ensuring the very best local offer is given to each Academy. The Local Governing Board also has a role in influencing and communicating with the Trustees on the strategic vision of the Trust going forward.

2.2 The specific powers and roles delegated by the Trustees to the Local Governing Boards are set out in the Trust's Scheme of Delegation.

2.3 The Local Governing Board shall establish a strategic framework for the Academy by:

- Setting the vision, ethos, aims and objectives for the Academy.
- Reviewing and setting statutory policies for achieving those aims and objectives (as detailed in the Trust's Strategic Planner).
- Maintaining the Academy Improvement Plan (AIP).
- Holding the Headteacher to account for the educational performance of the Academy and its pupils and the performance management of staff.
- Overseeing the financial performance of the Academy and making sure it is money well spent.

- A Strategic Planner outlining agenda items will be issued and regularly reviewed by the Trust Board for use by Local Governing Boards. The Strategic Planner is to be used in conjunction with Trust compliance tools, for example website and policy guidance.

The Local Governing Board shall monitor and evaluate progress in the Academy towards achievement of the aims and objectives set and regularly review the strategic framework for the Academy in the light of that progress.

In exercising the functions above, the Local Governing Board shall:

- Ensure the Academy meets all statutory requirements
- (Subject to any other statutory provision) comply with any trust deed relating to the Academy
- Consider any advice given by the Headteacher.

### **3. Composition of Local Governing Boards**

For a Local Governing Board of seven:

Two elected Parent Governors  
 Two Staff Governors (one position for Headteacher)  
 Three Trust Appointed Governors.

For a Local Governing Board of nine:

Three elected Parent Governors  
 Two Staff Governors (one position for Headteacher)  
 Four Trust Appointed Governors (parents can hold these positions based on skills, subject to Trust agreement and approval).

### **4. Appointment of Governors**

- 4.1 Parent Governors are elected by the parent body of the Academy. The Local Governing Board 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.
- 4.2 Staff Governors are elected by the staff body of the Academy. The Local Governing Board shall invite nominations from all staff employed under a contract of employment at the Academy. If more than one nomination is received the Local Governing Board shall put procedures in place to hold an election by way of a secret ballot.
- 4.3 Trust Board Governors are nominated and appointed by the Trustees.
- 4.4 The Clerk of each Local Governing Board must maintain an accurate and up to date list of all Governors.
- 4.5 The Trust Board will ratify the composition of the Local Governing Board on an annual basis as of 1 September each year.

- 4.6 The Local Governing Board may act notwithstanding any vacancies but where the number of Governors falls below the number fixed as a quorum for Local Governing Board meetings, the Governors may act only for the purpose of filling vacancies.
- 4.7 For schools entering the Trust under sponsorship, Trust Governors will need to be appointed by Trustees and new elections will be held for Staff and Parent Governors.
- 4.8 A Governor may be removed from office by the Trustees where (s)he becomes disqualified from acting as a Governor or where it is decided by the Trustees that (s)he is not acting in the best interests of the Academy, its pupils or the Trust.

## **5. Term of Office**

- 5.1 The usual term of office for all Governors will be four years except the Headteacher who will serve as an ex-officio Governor for as long as (s)he remains in office.

## **6. Undertakings of Governors**

- 6.1 The Governors shall, upon their appointment or election, give a written undertaking to the 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 Local Governing Board from time to time.
- 6.2 The Governors shall annually give a written undertaking to observe the Trust's Code of Conduct for Governors.
- 6.3 The Trustees expect all Governors to engage in relevant training to support their governance role.

## **7. Organisation of the Local Governing Board**

- 7.1 The Chair of the Local Governing Board will be elected by the Governors at the first meeting of each academic year. The election procedure will be organised by the Clerk to the Local Governing Board 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.
- 7.2 In the absence of either the Chair or the Clerk at a meeting of the Local Governing Board, the Local Governing Board will agree a replacement for the meeting.
- 7.3 The Local Governing Board will meet as is necessary to fulfil its responsibilities but as a minimum, the Local Governing Board will meet at least each half term.

## **8. Administration of Meetings**

- 8.1 The agenda will be constructed using the Trust's Strategic Planner for Local Governing Boards and with the input of Academy specific items from the Chair. The Clerk to the Local Governing Board will circulate an agenda and any papers at least one week before a meeting of the Local Governing Board.
- 8.2 It is expected that all Governors will have read the papers as long as they have been circulated in accordance with 8.1.
- 8.3 All recommendations and decisions made at a meeting of the Local Governing Board will be recorded accurately in writing. The minutes and actions from the meeting will be sent by the Clerk to the Chair for approval and circulated to Governors of the Local Governing Board no later than seven working days following the meeting. A copy should also be sent to the Trust's Governance Coordinator to report to the Trustees.

## 9. Committee and Panel Terms of Reference

The following Terms of Reference are for functions which the Local Governing Board can choose to delegate to a Committee or Panel. If the Local Governing Board decides not to delegate these functions then they should be performed, following the same Terms of Reference, by the Local Governing Board.

For any Committees or Panels which are established, they have the following terms:

- Committees and Panels are established and disbanded by the Local Governing Board.
- Committees are used for long term aspects of the running of the Local Governing Board.
- Panels are established on an as-needed basis to complete a specific piece of work. Academy and Trust policies will outline details of the composition of a Panel, for example Exclusion Panel, Admissions Panel or Complaints Panel.
- Membership of the Committee is decided by the Local Governing Board.
- Except when stated below, all Governors can attend Committee meetings but only have voting rights if they are members of the Committee.
- The full Local Governing Board will decide how often the Committees meet.
- All meetings will be clerked.
- The Headteacher or delegated member of the Leadership Team will normally attend Committee meetings.

## 10. Quorum and Voting

- 10.1 The quorum for any meeting of the Local Governing Board must not be less than three Governors for a Local Governing Board of seven or a minimum of five Governors for a Board of eight or nine. *If a decision being voted on impacts staff, then the quorum should be at least three non-staff appointed Governors.*
- 10.2 Each Governor shall have one equal vote. Where there is an equal division of votes, the Chair of the Local Governing Board will have the casting vote.

## 11. Attendance at Meetings

- 11.1 The Trustees may request the Chair of the Local Governing Board to attend any Trustees' meeting and present a summary of the issues discussed and recommendations made at any previous Local Governing Board meeting.
- 11.2 The Chair of the Local Governing Board is expected to attend termly Chairs of Local Governing Board meetings with fellow Local Governing Board Chairs and Trustees.
- 11.3 Any Trustee or member of the Trust's Executive Team may attend any meeting of a Local Governing Board.
- 11.4 Any Governor may request the Chair to invite persons who are not members of the Local Governing Board to attend its meetings.

## **12. Matters Delegated to Local Governing Boards in Accordance with the Scheme of Delegation (not including those matters on which the Local Governing Board is just consulted)**

- 12.1 The Local Governing Board Strategic Planner includes agenda items which must be covered at certain points during the year in order to ensure statutory compliance and Trust reporting timescales are met.

In addition, the Local Governing Board is responsible for ensuring the Academy maintains:

- A statement of the ethos and aims of the Academy within the context of Enrich Learning Trust
- A Single Central Record
- An Accessibility Plan
- An Academy Improvement Plan.

### **12.2 Headteacher Support and Challenge**

The Headteacher shall be responsible for the internal organisation, management and control of the Academy and the implementation of the strategic framework established by the Local Governing Board.

The Local Governing Board shall provide challenge to the Headteacher in relation to all aspects of local school leadership.

### **12.3 Reporting to Trustees / the Trust**

Following each meeting, the Local Governing Board will report to the Trustees or appropriate Trust personnel in relation to the following:

- Issues and questions for Trustees arising from the meeting of the Local Governing Board.
- Innovative work within the Academy.
- Areas of significant risk to the Academy or the Trust.

Documents to Reference:

The Seven Principles of Public Life (Nolan Principles)

Articles of Association

Scheme of Delegation

Governor Role Description

Strategic Planner

Compliance Trackers