

Northampton Primary Academy Trust

Local Governing Body

Terms of Reference 2023-24



Overview

- The Local Governing Body (LGB) under the Articles of Association (AoA) and Scheme of Delegation (SoD) for Northampton Primary Academy Trust (NPAT) is a sub-committee of the Board of Trustees. This follows the Department for Education's (DfE) normal governance structure for a Multi Academy Trust (MAT).
- The Local Governing Body is responsible for strategy, planning and monitoring a range of its school's activities as defined in the SoD, providing challenge and support to the Headteacher and Senior Leadership of the school.
- The Terms of Reference for the LGB should be read in conjunction with the SoD with particular note to Section 8 Decision Making Matrix which summarises who is accountable and responsible for the functions of the whole Trust.

Membership

- The number of people who sit on the LGB shall be not less than three and not more than sixteen.
- The LGB shall have the following members:
 - a) Up to two staff governors (ideally one teaching member of staff and one support staff member)
 - b) Up to two elected parent governors
 - c) Up to six co-opted governors
 - d) The Headteacher as an ex-officio governor.
- Term of office for a LGB member is four years. After which time the member of the LGB must either step down or be re-elected/appointed.
- The quorum for any type of LGB meeting shall be a majority of members. The meeting cannot take place unless quorum is reached.

Meetings

- The LGB shall meet at least once a term and otherwise as required.
- The Trust will appoint a governance professional to minute meetings and provide administrative and professional support to the LGB.

- Draft minutes of LGB meetings will be circulated within fourteen days to the Chair, Vice-Chair and Headteacher for accuracy. Once checked, the minutes will be circulated to all LGB members and NPAT Executive Officers within twenty-one days of the original meeting. A copy will be retained within GovernorHub.
- At the next LGB meeting the minutes will be confirmed by the LGB, formally recorded in the minutes as agreed and electronically signed by the Chair on GovernorHub.
- Agendas and supporting papers should be circulated no later than seven days prior to the meeting.

Functions of the Local Governing Body

- Provides focussed governance for the school at a local level
- Recommend the vision and values of the school
- Support, monitor and challenge the Headteacher and the school's senior leadership team in relation to its educational and financial performance, risk management, stakeholder engagement and effective communications
- Agree school improvement plan and monitor progress
- Agree risk profile and monitor progress on remedial action
- Consider budget monitoring information and make recommendations to the Headteacher and the Trust
- Govern admissions with due regard to any local agreed fair access protocols
- Govern suspensions and exclusions in accordance with appropriate regulations
- Monitor and be accountable for standards and report annually to the Trust Board
- Have regard to the voices of the school's various stakeholders (especially pupils, parents and staff) and put in place arrangements to receive feedback and to respond appropriately
- Ensure statutory policies are in place and adhered to at the school, and monitor implementation/evaluate impact of these
- Support the school in recruitment and selection, grievance, disciplinary and complaints processes where appropriate.

Agenda Items

	Regular items	As required
Ongoing	<ul style="list-style-type: none"> • Declaration of Business and Pecuniary Interests • Governance matters, including LGB appointments, LGB training needs and monitoring roles • Monitoring reports from LGB members • Headlines report to LGB (Headteacher/SBM) • Risk profile and SIP update • Safeguarding • Health and safety • Staffing (including attendance) • Statutory reporting • NPAT update • Previous minutes and matters arising • Any other business as agreed as being urgent • Dates of next meeting(s) 	<ul style="list-style-type: none"> • Receive NPAT safeguarding report • Receive NPAT health and safety audit report • SIG (school improvement group) report • Personnel matters including staff performance management, well-being and pay awards • Monitor process and outcome of any additional personnel panel meetings or complaints • Parent survey results and actions • Pupil survey and other pupil voice activity results and actions • Agree contracts over and above delegation level • Website monitoring

	Termly Items
Autumn	<ul style="list-style-type: none"> • Vision and values reminder (NPAT and School) and review • Set monitoring roles for the year, including planning for monitoring visits and attendance at training sessions • Receive NPAT Academy Trust School Improvement Meeting (ATSIM) report • Agree School Improvement Plan/Priorities (SIP) • Discuss/scrutinise end of year outcomes data • Teaching staff performance management - note findings of the LGB Pay Panel • Headteacher performance management – confirm it has taken place • Management accounts discussion

	Termly Items
	<ul style="list-style-type: none"> • Review, discuss and agree RF1 (budget reforecast) • Confirm publication of the school's Admission Policy for the next academic year • Confirm previous academic year statutory data for pupil attendance, exclusions, racial incidents, staff attendance, LGB attendance • Monitor PE & Sports Funding spending and that statutory information is on the school website
Spring	<ul style="list-style-type: none"> • Discuss/scrutinise Assessment Point 1 (AP1) data • Review, discuss and agree RF2 (budget reforecast) • Monitor actions from external audit • Support staff performance management - note findings of the LGB Pay Panel • Review the premises development plan/school condition survey and identify improvements to ensure the school meets statutory requirements and the building is fit for purpose to feed into the Trust-wide Estates strategy
Summer	<ul style="list-style-type: none"> • Agree Chair and Vice Chair for coming academic year for recommendations to Trust Board • Discuss/scrutinise Assessment Point 2 (AP2) data • Discuss proposed staffing structure for next academic year • Receive SEND report to governors • Board evaluation/review of effectiveness of governance • SATs results data overview • Review progress and impact of SIP from that academic year • Scrutinise the proposed budget for the coming year and recommend to the Trust Board for their approval • Review the internal audit findings and respond to identified risk • Approve the external audit plan • Receive staff wellbeing survey results • Review extended schools provision including income and expenditure for the current year and proposed funding budgets for the coming year • Note work to be carried out during the summer holiday period