



Terms of reference for: **Local Governing Body Committee**

Reviewed: **Autumn 2024**

Review cycle: **Annual**

Meeting frequency: **6 times a year, usually each half term**

Constitution and Role of the Local Governing Body

The Board of Trustees of The HIVE family of schools has determined that each school must have a Local Governing Body (LGB).

- Support the effective operation of the Trust and its policies.
- Provide support and constructive challenge to the local (school level) executive, taking into account the scheme of delegation.
- Provide a vehicle for trust board engagement with the school, its parents and local community, to help ensure that the Trustees stay connected.
- Bring issues and risks to the attention of the Trust board.
- Provide constructive feedback to the Trust board where a policy may not be effective in the local context and suggest alternative approaches.
- Help ensure the Trust works as one entity, in the interests of all its schools equally.

Membership and Attendance

- Maximum of 9 Governors, minimum of 7; which should comprise of:

The Head must be a member	
2 elected Staff members	one teaching/one non -teaching where possible. Staff must make up no more than a third of LGB
2 elected Parents members	Parents must make up no more than a third of LGB
Community members- remaining positions appointed by the LGB	
Governors will be elected for a 4-year term. In the case of parent governors, the term will end at the point where the governor is no longer a parent of a pupil if this is earlier than the end of their term.	

- The LGB will appoint a Governance Professional
- The Chair and Vice Chair of Governors will be selected annually by the LGB – rotation of roles is encouraged to support succession planning and personal development.
- The CEO, CFOO and Chair of HIVE Trustees may also attend.
- To be quorate at least 50% of the LGB must be in attendance.
- See additional guidance for further information on roles

Frequency of Meetings and Reporting

- The LGB shall meet half termly as a minimum. Additional meetings or committees can be locally determined.
- The LGB shall fulfil the requirements of the Trust workplan annually to ensure that all duties are delivered.
- The approved minutes shall be made available to the HIVE board once agreed (usually after the subsequent meeting) by being uploaded to Governor Hub.
- Governor Hub will be utilised and information stored appropriately.
- Any key issues shall be reported to the Trust board at the next board meeting or sooner if urgent.

The HIVE family of schools Trust Board has delegated authority to the LGB as set out in the Scheme of Delegation (appendix)

The duties of the LGB are:

- To support the ethos, vision and values of The HIVE family of schools
- To govern admissions/exclusions/concerns/Complaints
- To monitor and be accountable for standards in the school
- Monitoring the educational performance of the school/s and progress towards agreed targets
- To support and constructively challenge the school's Leadership Team
- To represent the views of and engage with the local community
- To support the Head with appointments where required
- To oversee safeguarding procedures
- To provisionally approve and monitor the School Development Plan
- To monitor and be accountable for the curriculum provision of the school
- Propose school level estate strategy
- Monitoring and action plans in relation to safety of sites including buildings conditions
- To review and determine local policy
- To communicate effectively to the board of trustees
- To escalate any emerging risks e.g. financial, reputational etc
- To request support from the Trust where appropriate
- To undertake effective monitoring visits as determined by the Trust Workplan and SDP e.g. academic standards, health and safety, safeguarding (inc single central record), SEND, disadvantaged and Pupil Premium, Improvement/Development Plan, Finance, cyber, careers, GDPR
- Ensuring the school has given thorough thought to how mental health and wellbeing is embedded in the curriculum and other school activities

Additional Guidance

All governors

All governors are equal. All governors are invited and expected to contribute on all aspects of the LGB role.

- Parent governors are not restricted to matters of parents only, neither are staff governors restricted to aspects related to their professional staff roles. Appointment as a governor confers the right and duty to participate in all aspects of the work of the LGB.
- All governors must abide by all legislation, regulations and Department for Education guidance.
- If governors wish to raise any matters with the local governing body, they should follow the procedures for putting items on the agenda for their local governing body. It is courteous to discuss such matters first with the Head.
- All governors should be aware of the confidentiality of governors' meetings. Unless otherwise agreed during a meeting, confidential matters discussed should not be reported until the minutes of the meeting have been confirmed. **This policy applies to all governors including those with a representative role, for example parent and staff governors.** Failure to adhere to this policy may lead to appropriate sanctions, and in the extreme, suspension or removal from the LGB.

Parent governor roles

The role of a parent governor can be both challenging and rewarding and presents an excellent opportunity for the individual to contribute to the decisions that are made by the Governing Body, as well as to build strong links between the Governing Body and all school stakeholders.

Parent governors are elected by parents at the school to serve for 4 years or until their child is no longer a pupil (whichever is shortest).

- Parent governors are required not to name and quote other governors outside meetings.
- Parent governors are required not to use their status to bypass school procedures or raise personal concerns directly with the LGB.

Staff governor roles

The role of a Staff Governor can be both challenging and rewarding and presents an excellent opportunity for the individual member of staff to contribute to the decisions that are made by the Governing Body, as well as to build strong links between the Governing Body and the staff of the school. Experience of being a Staff Governor is also very useful for any teachers who aspire to move into leadership and management. Staff Governors are elected by staff at the school to serve for four years.

- Staff governors should not participate in discussion if they have a personal interest in the outcome.
- Staff Governors are welcome to offer their own views as members of staff to the Local Governing Body