# Local Governing Committee

## Terms of Reference

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| These Terms of Reference were approved by the Board of Trustees in: | 2 September 2026 |
| Signed by the Chair of Trustees: | |
| These Terms of Reference will be reviewed by the Trust on an annual basis. Next review date: | September 2027 |

**1. POWERS OF THE BOARD OF TRUSTEES**

a) The Trustees of the Trust Board have established a Local Governing Committee of the Trust as set out in the Trust's Articles of Association (Article 100a).
b) The Trustees determine and approve the Local Governing Committee Terms of Reference and review the Terms at the start of each academic year (Article 104).
c) The Trustees determine and approve the delegation of powers, responsibilities and duties to the Local Governing Committee and review this Scheme of Delegation at the start of each academic year (Article 105).
d) The Trustees have the right to intervene in the governance of a school where it has serious cause for concern, including:
    i) The standards of performance of pupils at the school are unacceptably low,
    ii) There has been a serious breakdown in the way the school is governed or managed,
    iii) The safety of pupils or staff is threatened,
    iv) There is concern about possible financial mismanagement or failure to operate within budget.
e) The Trustees set out the Trust's vision, ethos, values and principles,
f) The Trustees set out a list of statutory, mandatory or required policies including the determination of those that are Trust policies and those that are school policies.
g) The Trust Scheme of Delegation is published on the Trust website.

**2. POWERS OF THE LOCAL GOVERNING COMMITTEE**

The Governors 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:

a) To carry forward the Trust's vision, ethos, values and principles in ways that are appropriate to the school's status, students, pupils, staff and community,
b) To govern the school in line with the Scheme of Delegation, Terms of Reference, Governance Planner and other guidance agreed by the Board of Trustees,
c) To govern the school in line with the Trust's policies, procedures and plans and relevant statutory regulation as advised by the Trust,
d) To hold to account the school leadership for the academic performance of the school, the quality of provision and the quality of care of the children,
e) To review and recommend the School Targets and Performance Review to the Trust Board and monitor progress towards the approved targets (SoD 2.3-4),
f) The finance link governor should be aware of the financial situation of the school, ensuring the LGC is updated where decisions have a financial impact.
g) The Link Governor for Finance to monitor the school 1-year budget plan with the Headteacher and school staff and to monitor and respond to performance against budget (SoD 6.14-15),
h) To monitor the school staffing structure and complement, which shall be aligned to the school 1-year budget plan (SoD 5.4),
i) To work with the CEO and HR Director to design the specification for and recruit school Headteachers in line with the Trust recruitment policy and Headteacher Recruitment Pack and to recommend the appointment of the preferred candidate to the Trust Board (SoD 5.6),
j) To monitor the management of staff to ensure compliance with statutory regulation and the Trust's HR regulations, policies and procedures (SoD 4.1),
k) To oversee and support the Headteacher's performance target-setting(SoD 4.5 & 4.11),
l) To oversee and approve individual staff performance reviews

m) To review the school age range, PAN and type and range of provision and, where it is deemed beneficial, to make recommendations for change to the Trust Board (SoD 8.2-4),
n) To review and approve the school statutory and non-statutory policies and to monitor the school's compliance (SoD 8.8-9),
o) To oversee and approve the school branding and marketing including logo, uniform, prospectus and website (SoD 8.19-8.22), and
p) To review and recommend the school admission policy to the Trust Board in compliance with the Admissions Code and any other relevant statutory or regulatory guidance (SoD 8.16).

## 3. COMPOSITION AND APPOINTMENT OF THE LOCAL GOVERNING COMMITTEE

The composition of the Local Governing Committee is determined by the Local Governing Committee based on their designation and the parameters as set out in the table below:

| | **Voluntary Controlled** | | **Community** | |
|---|---|---|---|---|
| | *Minimum* | *Maximum* | *Minimum* | *Maximum* |
| **Headteacher** | 1 | 1 | 1 | 1 |
| **Staff** | 1 | 1 | 1 | 1 |
| **Parent** | 2 | 3 | 2 | 3 |
| **Trust** (when aggregated with the number of Foundation Governors to be at least equal to the total of staff and parent governors) | 2 | 4 | 4 | 8 |
| **Foundation** (equal to 25% of total number of governors) | 2 | 3 | None | None |
| **Total** | 8 | 12 | 7 | 13[1] |

### 3.1 Trust Governors

The Local Governing Committee recommends Trust Governors to be appointed by the Trustees. The candidate will produce for the LGC and Trustees a personal statement outlining their specific skills and reasons for standing as a Governor. The candidate's four-year term of office will not begin until the Trust Board has approved the appointment and a DBS check plus other relevant checks have been received. In the meantime, the candidate will remain an observer at LGC meetings, but will be encouraged to attend new Governor Induction training. A Trust Governor must stand down from the role if their child starts at the school during their term of office. Equally, should a Trust Governor become a member of staff during their term of office, they would need to stand down with immediate effect to maintain a healthy balance of staff members on the LGC.

The number of Trust and Foundation Governors (where required) must be at least equal to the number of parent and staff governors and may be greater than the number. The number of staff governors shall not include the Headteacher.

### 3.2 Parent Governors

The Parent Governors on each Local Governing Committee are elected or appointed by the parents of registered pupils at the school and each must be a parent at the time of election or appointment. If

[1] The maximum number of Governors at a Community School is 13; this applies to the larger Group size schools. Should schools wish to deviate from this structure, they may request permission from Trustees to do so, stating the changes required and the reasons for them.

no parents put themselves forward for election, the number of Parent Governors is made up by parent members appointed by the Trustees. In appointing a Parent Governor, Trustees appoint a person who is the parent of a registered pupil at the school; or where it is not reasonably practical to do so, a person who is the parent of a child of compulsory school age.

Parents of registered children at the school should only stand as Parent Governors and not be appointed in categories of Trust, Staff or Foundation Governors.

Parent Governors who remove their child from a school to be educated at an alternative primary school (and who no longer have any children at the Trust school) will be asked to stand down as a Parent Governor with immediate effect.

When a child leaves a Trust school at the end of year 2 (for Infant schools) or at the end of Year 6, the Parent Governor is allowed to remain as a Parent Governor until the end of the following academic year or earlier if their term of office expires sooner. This will allow for succession planning and continuity.

**3.3 Staff Governors**

The Staff Governor on each Local Governing Committee is elected or appointed by the staff employed by the Trust to work at that school and each must be a staff member employed to work at that school at the time of election or appointment. If no staff put themselves forward for election, the Staff Governor is appointed by the other Governors. Staff members may not stand in any category of Governor other than as a Staff Governor.

**3.4 Foundation Governors**

The Foundation Governors are appointed by the Chelmsford Diocese Educational Trust following proposal by the Local Governing Committee. However, the Trust Board has the power to recommend Foundation Governors for appointment, if necessary. If Foundation Governors have been appointed pre-conversion, their term of office starts at the date of this original appointment.

**3.5 Other Governors**

The Headteacher is an ex-officio Governor.

The members of the LGC, upon their appointment or election, must give a written undertaking to the Board of Trustees (via a form supplied by the school's Governance Professional) to uphold the objects of the Company as set out in the Trust's Articles of Association and all policies and procedures agreed by the Trust or LGC.

Governors who are on maternity leave remain as a Governor if they wish to continue. The LGC must formally agree and ensure this is minuted that they have approved an extended leave of absence to the Governor on maternity leave.

Governors will be disqualified from holding office as a Governor due to failure to attend LGC meetings for a continuous period of six months (unless apologies have been accepted and recorded).

Any member of staff employed by the Central Team cannot be a Governor on a LGC unless in exceptional circumstances.

## 4. TERM OF OFFICE AND RESPONSIBILITIES OF GOVERNORS

4.1 The Term of Office for all Governors, except the Headteacher, is 4 years. However, the term of office for Parent Governors at Infant schools is 3 years. Staff Governors' terms start at the date of their election (assuming the relevant checks have been returned), even if this is prior to the school converting to an academy. Parent Governors' terms of office start once their DBS and other relevant checks have been returned.

4.2 On appointment, Governors are each required to familiarise themselves with and to agree to comply with:

- the Trust Articles of Association,
- the Supplemental Funding Agreement,
- the Trust Financial Regulations,
- these Terms of Reference,
- current relevant legislation and guidance for Governors,
- the Trust's Code of Conduct Policy for Governors,
- the annual self-declaration form for Governors

**5. MEETINGS OF THE LOCAL GOVERNING COMMITTEE**

5.1 The Local Governing Committee meets a minimum of four times per year and at least once per term. In particular:

5.2 The Local Governing Committee meets during the date periods as detailed in the Trust's Governance Planner, except in exceptional circumstances approved by the Board of Trustees,

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

5.4 A copy of the minutes of Local Governing Committee meetings will be sent to the Head of Governance at the same time that the Clerk to the Local Governing Committee issues the draft to the Chair of Governors and Headteacher,

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

5.6 Quorum for a meeting of the Local Governing Committee is one half (1/2) of the number of Governors in post and entitled to vote.

5.7 Each question to be decided at a meeting of the Local Governing Committee is 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 has an additional casting vote.

5.8.In the event of the Headteacher being unable to attend a meeting, the Deputy Headteacher may be asked to take his/her place for that meeting having discussed in advance of the meeting any issues contained in the agenda.

5.9 It is assumed that each member of the LGC will have read all papers circulated in advance of the meeting.

5.10 Any Trustee may attend a meeting of the LGC with prior notice.

**6. APPOINTMENT OF THE LOCAL GOVERNING COMMITTEE CHAIR AND VICE-CHAIR**

6.1 The Local Governing Committee recommends to the Trustees, at the summer term LGC meeting, their choice of Chair and Vice-Chair for the next academic year.

6.2 The Trust Board has the right to remove the Chair, specifically in circumstances outlined in item 1.4 of these Terms of Reference (and SoD 1.12, 1.13)

6.3 The term of office for the Chair and Vice-Chair is one (1) year with effect from the start of the new school year. In order to recommend a Chair and Vice-Chair to the Trustees for appointment, a nomination process shall take place at the summer-term meeting:

6.4 The Chair and Vice-Chair are elected by a secret ballot or a show of hands, conducted by the Governance Professional to the Local Governing Committee.

6.5 Governors will be asked to submit written nominations prior to the meeting. A Governor can nominate him/herself for office and does not need to be present. If there is more than one nominee, the remaining Governors will take a vote by secret ballot or a show of hands and the Governance Professional will tally the vote. Nominee(s) will be asked to leave the room whilst the election takes place.

6.6 If there are more than three nominees for either the Chair or Vice-Chair positions, the nominee receiving the fewest votes after the first vote shall be eliminated from contention and a further vote taken. This will continue until there are only 2 candidates remaining. A final vote will then be taken and the individual receiving the most votes will assume the position. If there is a tie, the remaining candidates will be asked to leave the room and the Governors shall discuss the relative strengths of the nominees and a further vote will be taken. This process will continue until a nominee polls a majority of votes.

## 7. APPOINTMENT/REMOVAL OF A GOVERNANCE PROFESSIONAL/CLERK

The Trust Board appoints/removes the Governance Professional/Clerk to the Local Governing Committee based on the recommendation of the LGC (SoD 1.18).

## 9. GOVERNORS' EXPENSES

The Trust Board has set out a policy for payment of exceptional expenses incurred by Governors, subject to prior application to and approval by the Chair of Trustees (as per Financial Regulations section 13).

These Terms of Reference will be adopted by the LGC annually at the first meeting of the academic year.