



# Featherstone Academy

## Local Governing Body Membership and Terms of Reference

To be reviewed & adopted: \_\_\_\_\_

Current version as at: \_\_\_\_\_

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**1. Governing Body Membership**

2020/21 Academic Year

Governor Type	Term of Office	Special responsibilities (Safeguarding / SEND etc.)
<b>UWMAT Rep</b>	<b>End of Office</b>	
<b>Parents</b>	<b>End of Office</b>	
<b>Headteacher</b>		
	Head Teacher	
<b>Staff Governor</b>	<b>End of Office</b>	
<b>Co-opted</b>	<b>End of Office</b>	
<b>Associate members</b>	<b>End of Office</b>	

Chair:

Vice Chair:

Meeting Dates 2020-2021

	Autumn Term 1	Autumn Term 2	Spring Term	Summer Term
Full Governing Body				

## 2. The Purpose of the Local Governing Body

This document should be read in conjunction with the Scheme of Delegation.

The University of Wolverhampton Multi Academy Trust is one trust with one Board of UWMAT Trustees that is accountable for all of the academies in the UWMAT group.

Each academy has a Local Governing Body (LGB) to which the UWMAT Board delegates specific functions and as such needs to be 'fit for purpose' and constantly strive to achieve excellence. It is vital that the LGB is a local constructively challenging group, who are able to support and advise the head teacher and provide assurance to the UWMAT Board that the individual circumstances of each academy, are being properly reflected in the bigger picture of multi academy governance.

The LGB therefore needs to take a strategic role, acting as a 'critical friend' to the academy and is accountable within the UWMAT model of governance for decisions it is able to take.

The LGB must act at all times within the guidelines set down by the UWMAT.

## 3. Governors Responsibilities and Functions

This document sets out the expectations on and commitment required from governors in order for the LGB to properly carry out its work within the academy and the community.

This must be understood in the context of being an academy within a multi-academy trust. All LGBs must work within the UWMAT Articles of Association.

Governors should have a strong focus on these core functions:

1. Ensuring clarity of vision, values and objective for the academy as defined by the Trust Board.
2. Monitor the educational performance of the academy and progress towards agreed targets
3. The overall performance management of staff as defined by the Trust Board
4. Overseeing the financial performance of the academy, ensuring money is well spent. and value for money obtained
5. Ensuring risks to UWMAT are managed and in line with Statutory and Trust Board requirements

This may also include but is not limited to:

### Monitoring

The implementation of UWMAT ethos and values  
The educational offer for pupils  
Attainment and progress reports  
Academy development plan implementation  
Budget management  
The use of pupil premium and primary academy sports funding  
Special needs provision  
Statutory compliance and risk management (health and safety, equality etc.)  
Pupil admissions and recruitment  
Pupil discipline and exclusions  
Self-evaluation exercises in accordance with

[Competency Framework for Governance January 2017](#)

[Governance Handbook March 2019](#)

[Academies Financial Handbook 2020](#)

### **Management of Staff**

Review staffing structure for efficiency and affordability  
Evaluate performance management systems in line with agreed UWMAT performance management procedures  
Other staff matters (with Academy Trust Board members on staff disciplinary or grievance issues/dismissals where necessary)  
Input into the appointment and performance management of the head teacher

### **Parents and Community**

Ensure that parents/carers and pupils are involved, consulted and informed as appropriate (to include parent/academy partnership activities)  
Pupil induction and pre-academy support  
Community activities and relationships to include the use of academy buildings/ representation on community groups

### **Academy**

Implement statutory and mandatory academy policies and procedures as approved by the Trust Board  
Establish and review UWMAT academy policies  
Provide feedback to UWMAT on the effectiveness of policies

## **4. Meetings**

The governing body must meet 4 times per year. It will be clerked and centrally sourced by UWMAT. The agenda will be set by the Trust Board and Chairs may choose to include additional items. Minutes will be submitted to the Trust Board.

The governing body may establish its own subcommittee structure and choose to minute sub committee meetings, however there is no requirement for these to be professionally clerked and must not be decision making. The work of any sub committees and their recommendations are to be included in the agenda of full LGB meetings.

## **5. Membership of the LGB**

Each LGB has a Chair appointed (whose appointment must be ratified) by the Trust Board, a vice chair and a UWMAT appointed clerk. The head teacher is always a member of the LGB.

The number of members on the LGB can range from nine through to fifteen (depending on the size of the academy). The LGB would be well advised to work towards having at least twelve members.

The LGB should contain members who represent the academy community; parents, staff, community members and UWMAT representatives (as required by the Trust Board).

When an issue is being discussed which directly affects the head teacher/principal they must, as with any other governor in a similar position, declare an interest and physically withdraw from the meeting.

## **6. Terms of Office as a LGB Member**

It is recommended that LGB members serve a term of two years, which is then reviewed after which a further two years of service may follow. The LGB must review the membership of its board annually however, including the role of the chairperson to ensure the combination of skills sets remain appropriate to its function.

## **7. The Role of the Chairperson**

The chairperson is pivotal in ensuring the clarity of vision, ethos and strategic direction of the LGB. They must ensure that the business of the Local Governing Body is conducted properly, in accordance with legal and UWMAT requirements. Ofsted list the tasks of an effective chair as:

- Giving a clear lead in organising the work of the LGB
- Delegating roles and ensuring other governors are fully involved
- Managing meetings effectively
- Holding regular meetings with the Head teacher
- Keeping other governors fully informed
- Co-operating with other agencies to support academy improvement

In addition to this, the chairperson will also work in partnership with UWMAT, the UWMAT Executive Leadership Team and the UWMAT appointed representative.

### 8. Types of LGB Members

The LGB should have a **minimum of 2** elected parent members. Parent members can self-nominate themselves for election and a vote will only be required if the number of qualified nominees is greater than the number of vacancies. The use of skills audits may also help the LGB during the parent member election process.

The LGB can choose to have staff members and it is advised that at least one teaching and one non-teaching member of staff are part of the LGB membership. If there are any extra staff (above the recommended two members) they will be recorded as 'in attendance'

Community members can be appointed by the LGB members and are people who, in the opinion of the LGB, have the skills required to contribute to the effective governance and success of the academy. There are no limits on the number of community members.

In addition, government guidance and a recent Education Skills Funding Agency (ESFA) audit, has identified that each LGB should have a member who has a background or understanding of finance. This person should have the skills necessary to be able to question and interrogate the data and figures in the academy's budget.

UWMAT can directly appoint members to LGBs.

### 9. Committees and delegation

Should the LGB choose to have a committee structure, each committee, terms of reference and membership will be reviewed on an annual basis.

The head teacher/principal can attend all meetings of any committee established by the governing body. When an issue is being discussed which directly affects the head teacher/principal they must, as with any other governor in a similar position, declare an interest and physically withdraw from the meeting.

### 10. Members of Discipline and Exclusions Panels

'Best Practice' for Governance is that the panel hearing a case should not have prior knowledge of the case or know the people concerned. Generally speaking staff will have knowledge of or know other staff and pupils so we recommend that they not be part of the process. In addition the DFE code of Practice for Exclusions re-enforces this particular issue in respect of Pupil Discipline meetings to ensure that any hearing is 'fair and transparent'.

It is suggested that each academy LGB uses the templates below for disciplinary/exclusion, complaints appeals and the Head teacher's appraisal panels:

## 11. Templates

**LGBS will be required to convene disciplinary panels as required.**

The panel has responsibility delegated by the governing board to:	
Comply with exclusion procedures in accordance with the LA & DfE Guidance.	
Membership	
To be made up of members who have no awareness of the original incident and are not known personally to the appellant parents, pupils and complainant. <b>Minimum of three members required</b>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	To be nominated ahead of a meeting

**The LGB may also be required to convene a complaints panel**

The panel has responsibility delegated by the governing board to:	
At the relevant stage hear any complaint made under UWMAT complaints policy.	
Membership	
To be made up of members who have no awareness of the original incident, who are not known personally to the complainant and in accordance with. The UWMAT complaints procedure. <b>Minimum of three members required</b>	
<b>Chair of Committee</b>	To be elected under UWMAT complaints policy
<b>Clerk</b>	To be nominated as per UWMAT complaints policy

**The LGB may also be required to hold an appeals panel**

The panel has responsibility delegated by the governing body for hearing appeals with regard to:	
Pay Redundancy Staff grievance Leave of absence – if appropriate Staff discipline, dismissal Any Item referred by the full governing body	
Membership	
To be made up of members who have no awareness of the original incident and are not known personally to the appellant.	
<b>Minimum of three members required</b>	
<b>Chair of Committee</b>	To be elected at each meeting
<b>Clerk</b>	To be nominated ahead of a meeting

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**The LGB must have a Head Teacher Appraisal panel**

The panel has responsibility delegated by the governing body to:	
Meet the external advisor to discuss the Head Teacher's performance targets. Decide whether targets have been met and set new targets annually. Recommend pay progression to the relevant committee (UWMAT Remuneration Committee) Undertake mid-year monitoring of the Head Teacher's performance against targets.	
<b>Committee to meet once per year in the autumn term and also again during the annual cycle to review objectives.</b>	
Membership	
UWMAT Representative	
<b>Chair of Committee</b>	LGB Chair
<b>Clerk</b>	To be nominated ahead of a meeting