1. **Local Governance** 
   1. In order to assist with the discharge of their responsibilities, the Trustees have established a Local Governing Board (“LGB”) for each of the Academies. The LGB shall be a committee established pursuant to Articles 100 to 104 (inclusive) of the Articles of Association of the Trust (the “Articles”).
   2. The responsibilities that are delegated to the LGBs are set out in the Scheme of Delegation. All decisions made, therefore, must be in line with the agreed Scheme of Delegation.
   3. Where the Trust Board has significant concerns about a particular academy, including OfSTED gradings, the existing Governing Board may be replaced or supported through an Academy Monitoring Board (AMB) if appropriate. The Board of Trustees will be responsible for determining the members of the AMB and in some instances, where their skills will add to capacity may include some members of the existing Local Governing Board.
   4. In those schools identified as having areas of significant weakness, the AMB will have some delegated responsibilities along with a clear remit to provide support to the Headteacher. Those schools already with, or demonstrating, the capacity to improve will have additional delegated responsibilities.
   5. The level of delegation will be assessed on a school by school basis.
   6. Where an existing Academy is deemed to be at risk of failing its pupils, the Trust will exercise the right to reconstitute the LGB and appoint the majority of its members to ensure that the identified weaknesses can be effectively addressed.
   7. Members of the Local Governing Body will be known as governors.
   8. In accordance with National Governance Association guidance all Local Governors will serve a 4-year term of office and a maximum of two terms. Trustees can, in exceptional circumstances, authorise up to a maximum of a further single third term of office The Local Governing Board is constituted in accordance with the requirements set out by the Trust which shall include:

* Headteacher
* Up to 2 staff governors. Staff governors are nominated and voted on by staff members. Trustees recognise that there may be an occasion where LGBs may want to co-opt a staff member. A member of staff can be co-opted to the LGB without approval of the trustees as long as the maximum number of staff who are governors does not exceed 2 members of staff plus the Headteacher
* At least 2 and up to 4 parent governors. Parent governors are nominated and voted for by parents of the school. Trustees recognise that there may be an occasion where LGBs may want to co-opt a parent governor. LGBs can co-opt a maximum of one parent governor without prior approval of the Trust Board.
* Up to 8 co-opted governors – co-opted governors are governors who are appointed by the LGB on the basis of their skills and experience

The overall size of the LGB should not exceed 12 without the approval of the Trust Board.

* 1. The quorum for a Local Governing Board meeting will be three governors not employed by the school.
  2. Parent Governors and Staff Governors will be sought through the process of nomination and election procedures.
  3. The Trustees have the right to appoint such persons to the LGB as they shall determine from time to time.
  4. The Local Governing Boards can operate sub-committees to effectively deal with the business of the school, the membership of which will be made up of governors. Alternatively, Local Governing Bodies can operate by forming a flat structure in which all governors attend all meetings. This is the Trust’s preferred structure.
  5. The LGB will play a crucial role in driving forward the school and offer appropriate challenge to the Headteacher. It will:
     1. promote high standards and aim to ensure that students and pupils are attending a successful school which provides them with a good education and supports their well-being.
     2. be accountable to the Trust Board for its actions and follow the expectations of governors as laid down by the Trust Board.
     3. aim to establish that it is competent, accountable, independent and diverse that it promotes best practice in governance.
     4. aim to ensure that its governors promote and uphold high standards of conduct, probity and ethics.

**7.14 Voting at Meetings**

* + 1. Every question to be decided at a meeting of the local governing board shall be determined by a majority of the votes of the governors present and voting on the question. Governors shall be able to participate in meetings of the LGB by telephone or by any suitable electronic means.

7.14.2 A resolution in writing, which includes a resolution in electronic form signed by all of the governors entitled to vote at a meeting shall be valid and effective as if it had been passed at a meeting.

1. **TERMS OF REFERENCE FOR LOCAL GOVERNING BOARDS**
   1. **SUMMARY ACCOUNTABILITY LEVELS**

Cheshire Academies Trust has Finance and Standards committees, and Local Governing Boards (LGB) for each of the academies for which it is responsible. The Trust Board delegates the appointment of Governors to the LGB and decides what other powers to delegate to them. The LGB has the authority to delegate their functions to sub-committees, run a flat structure or in certain circumstances an individual Governor or Headteacher. In addition, where the Board has decided that a significant level of support is required in improving outcomes an Academy Monitoring Board may be established in individual academies to address this criterion.

* 1. The Trust, through the Central team, will retain responsibility for:
     1. Budget setting for all Academies within the Trust (this will be undertaken in consultation with the Headteacher and LGB).
     2. Planning the Capital Expenditure programme
     3. Setting whole academy financial targets in line with Trust priorities
     4. Establishing Trust wide policies applicable to each Academy
     5. Setting attainment and progress targets for each Academy (where progress is under 0 for any aspect including reading, writing and mathematics)
     6. Undertaking CEO, Headteacher (along with LGB members) and Central Trust staff appraisal. It will remain the responsibility of the CEO to make the final decision regarding Headteacher appraisal.
  2. Working on behalf of the Board of Trustees, it is the responsibility of the LGB to:
     1. Set the vision, ethos and direction of the academy in partnership with other stakeholders.
     2. Provide effective support and challenge to Academy leaders.
     3. Approve the strategic areas and targets for inclusion in the Academy Development Plan.
     4. In conjunction with the CEO and Headteacher, approve educational targets for the academy as a whole and for identified groups with regard to local and national standards.
     5. Monitor progress against the agreed educational targets in the Academy Development Plan.
     6. Recommend the budget, including the 3-year plan, and staffing structure, for approval to the Trust Board.
     7. Review and challenge the 3-year budget on a termly basis.
     8. Identify current and future financial risks and accrue/plan accordingly via maintenance of the academy risk register and report on such to the LGB
     9. Approve or reject any and all non-budgeted expenditure that arises throughout the Academy year that is over and above £10,000
     10. Contribute to the consultation process for Trust policies.
     11. Review quotes (2 minimum) and approve expenditure for all items over and above £10,000 or over £2,000 where the academy does not intend to use the cheapest quote.
     12. Review the annual audited financial statements for CAT and action any recommendations for their academy contained therein.
     13. Contribute to Trust Board consultations.
     14. Ensure effective policies are in place for matters not covered by central Trust policies.
     15. Ensure the implementation of Trust policies and review the effectiveness and impact of them in accordance with the annual agenda plan.
     16. Arrange for the preparation of termly reports, in line with approved templates, for presentation to the Trust Board.
     17. Monitor the performance of the academy in accordance with the annual agenda plan and report to the Trust Board on a termly basis highlighting any areas of concern under the six headings of:
* Vision and strategy
* Educational performance
* Financial performance
* Safeguarding
* Compliance
* Governance

1. **LOCAL GOVERNING BOARD PROTOCOLS**
   1. LGBs who can demonstrate appropriate levels of control may have in place a sub-committee structure if deemed appropriate. The terms of reference of each LGB sub-committee must be based on the Trust’s model and approved by the LGB each year. The membership of each sub-committee will be agreed on an annual basis at the first meeting of the Local Governing Board in the autumn term.
   2. Structure and Administration:
      1. Chair, Vice Chair and Chair of Committees will be elected on an annual basis in the autumn term. No governor employed at the Academy will act as Chair to the LGB or a sub-committee. In the absence of the Chair and Vice Chair the committee will elect a temporary replacement from among the Governors present at the committee meeting.
      2. The Governance Professional for all LGB meetings will be employed by the Trust Board. No meetings of the LGB should take place without the Governance Professional present, unless in exceptional circumstances in which a member of the LGB (other than the chair or staff governor) will take notes or record the meeting.
      3. The LGB will meet as often as is necessary to fulfil its responsibilities and at least once each term. Each sub-committee/panel shall meet as often as necessary to fulfil its responsibilities (The Pay Review panel will meet at least once in each academic year).
      4. The Governance Professional to the committee/panel will circulate the agenda for each meeting and papers normally at least a week before the committee meeting.
      5. Attendance at each meeting, pecuniary interests, issues discussed and recommendations for decisions will be recorded.
      6. The minutes of meetings will be forwarded by the Governance Professional of the Governing Board in sufficient time for its inclusion on the agenda and papers of the next meeting of the full Governing Board in order to ratify decisions and recommendations.
      7. The chair of the meeting will be responsible for giving an oral summary of the meeting’s deliberations if necessary at meetings of the full Governing Board.
      8. Each sub-committee is authorised to invite attendance at its meetings from persons to assist or advise on a particular matter or range of issues, including parents and members of the Academy or Trust staff who are not Governors.
      9. Governors may vote at meetings. Where necessary, the elected chair may have a second or casting vote.
      10. Declarations of direct or indirect interest in specific agenda items must be made. Guidance will be given on when withdrawal from the meeting and non-participation in discussion will be required.
      11. In the event of a need to make genuinely urgent decision the Chair of Governors, where appropriate in consultation with the CEO, Headteacher and/or Chair of sub-committee (as appropriate), will take appropriate action on behalf of the LGB. The decisions taken and the reasons for urgency will be explained fully and minuted at the next meeting of the Local Governing Board.
   3. The agenda planners for LGBs are listed in **APPENDIX 2**.

**Appendix Two-**

**Agenda structure for flat LGB**

|  | **VISION AND STRATEGY** | **EDUCATIONAL PERFORMANCE** | **School IMPROVEMENT** | **HR/FINANCIAL PERFORMANCE** | **COMPLIANCE and SAFEGUARDING** | **GOVERNANCE and RISK** |
| --- | --- | --- | --- | --- | --- | --- |
| **SEPTEMBER** | Review of completed SDP/SEF (for action)  To receive Equality Objectives  **Papers required**:   * Previous year review of priorities and KPIs | To receive report on Statutory outcomes for pupils. EYFS, Phonics, KS1, Multiplication Check and KS2 SATs.  To receive a report on internal outcomes, report on RWM for other year groups not involved in statutory testing.  **Papers required:**   * School performance data summary SOAP * Non Statutory Outcomes |  | To receive an update on any staffing changes. Headteacher to provide a verbal update. (part 2)  Headteacher to provide a verbal update on school admission numbers  Headteacher to provide a verbal update on Staff attendance  **To approve expenditure under the Scheme of Delegation**  Headteachers to provide details of any expenditure requiring approval under the Scheme of Delegation. Governors to review quotes (2 minimum) and approve any item of expenditure over and above £10,000 or over £2000 where the academy does not intend to use the cheapest quote.  **Verbal Update required:**   * Overall Admission numbers * Pupil/Staff Attendance (previous year) * Staffing update (Part 2) | To receive the safeguarding policy including any changes from KCSiE or other statutory legislation  Verbal report on operation of the following policies:   * RSE Policy * Equality Policy   To agree how leaders will collect view of stakeholders including:   * Pupils * Parents * Staff   **Papers required**   * Safeguarding Policy (NEW ONE) | * Elect Chair and Vice Chair (for action) * Elect Governance Professional (for action)   Governors to receive and complete:  Annual declarations (for action)  To agree:  - link governor roles  To confirm:   * pay and appeals panel * (for information)   To review:   * Terms of office * Vacancies * Skills Audit * Annual Planner * (for action) * LGB Impact Statement (for discussion) * Governor Training (for discussion) * Governor Visit Reports   Governors to complete safeguarding training  **Papers required:**   * Annual declarations * Terms of Office * Skills Audit * Annual Planner * Governor Information Form * Minutes from previous meeting * Governor Visits protocol |
| **OCTOBER** | to agree any changes to vision, strategy, key priorities and expected outcomes (for action)  **Papers required:**   * New SDP/SEF with strategic 3 year plan complete | To receive report on the annual Pupil Premium Strategy (for discussion)  To receive Sports Premium report (for discussion)  To receive the Catch-Up Premium report (for discussion)  Monitoring of Teaching and Learning – broad and balanced curriculum  (for discussion)  **Papers required:**   * Pupil Premium strategy * Sports Premium Report * Catch Up Premium Report | SDP evaluation / 3 Year plan  KPIs  SOAP and internal data  RAMP  **Papers required:**   * ROV 1 | **To approve expenditure under the Scheme of Delegation**  Headteachers to provide details of any expenditure requiring approval under the Scheme of Delegation. Governors to review quotes (2 minimum) and approve any item of expenditure over and above £10,000 or over £2000 where the academy does not intend to use the cheapest quote.  **Papers required:**   * Pay statements- verbal confirmation | To receive the full CAT annual safeguarding update.  Verbal report on operation of the following policies:   * Behaviour Policy * Anti-bullying Policy   **Pupil attendance report**  **Papers required:**   * CAT Annual Safeguarding Report * SCR and Recruitment Review ROV | Governor Training (for discussion)  Governor Visit Reports  **Papers required:**   * Minutes of previous Meeting * Headteacher Performance Management confirmation * Declarations of Interests |
| **NOVEMBER** |  | Review priorities and targets in light of ASP, DfE performance tables and FFT data dashboard  **Papers required:**   * FFT data * SOAP CAT Doc * IDSR data * School performance data summary * Targets for next Year 6 FFT | Review statutory data  Target setting EOKS  Review Subject Action plans  Review parental / pupil / staff survey results  **Papers required:**   * ROV 2 | Business Manager’s Report  Report to include:   * Details of the out-turn at the end of the previous financial year and the budget forecast for the current period. * Benchmarking data * Capital Update * GDPR Update   Governors to consider and discuss the information contained within the report  Approval of expenditure under the Scheme of Delegation  Headteachers to provide details of any expenditure requiring approval under the Scheme of Delegation. Governors to review quotes (2 minimum) and approve any item of expenditure over and above £10,000 or over £2000 where the academy does not intend to use the cheapest quote.  Pay Panel  Headteacher to provide pay progression recommendations for the Pay Panel to consider.  **Papers required:**   * Pay Panel Recommendations | To review website compliance (for action)  To receive the completed Quality Assurance document (for approval)  Verbal report on operation of the following policies  GDPR Policy  Termly update on Children with Additional Medical Needs Attendance Policy (verbal update)  **Papers required:**   * Quality Assurance document * CAT Website Compliance Doc * PPG Review | Governor Training (for discussion)  Governor Visit Reports  **Papers required**   * Minutes of previous Meeting * Action Tracker * Declarations of Interests |
| **JANUARY** | To receive an update on the progress against the SDP/Strategy  (for discussion)  **Papers required:**   * SDP/ SEF impact report | To receive a report on pupil progress and attainment (for discussion)  Report on teaching and learning (presentation from middle or senior leaders)  **Papers required:**   * Autumn Term Outcomes- STAR test data and writing outcomes * Quality of Education review |  | **Approval of expenditure under the Scheme of Delegation**  Headteachers to provide details of any expenditure requiring approval under the Scheme of Delegation. Governors to review quotes (2 minimum) and approve any item of expenditure over and above £10,000 or over £2000 where the academy does not intend to use the cheapest quote. | Report on attendance  Receive anonymous medical register and Verbal report on operation of the following policies:   * First Aid Policy   Update on before and after school club provision (for information)  Confirmation of planned residential visits (for discussion)  Evaluation of Parent survey results  **Papers required:**   * Parent survey results * Attendance – Autumn Term * S175 Audit Review | Governor Training (for discussion)  Governor Visit Reports  **Papers required:**   * Minutes of previous Meeting * Action Tracker * Governor Visits * Declarations of Interests |
| **FEBRUARY** |  | To receive information on school session times and term dates (for information)  To receive a SEND Update from the SENCO to include details of the Local Offer (for discussion)  To receive an update on the monitoring of teaching and learning (for discussion)  **Papers required:**   * SEND update from SENCO * Term Dates | Internal data  RAMP  Curriculum mapping, sequencing & progression  Behaviour & Attitudes (Learning walk)  **Papers required:**   * ROV 3 | **Business Manager’s Report**  To include:   * Mid-year review of the current financial year with a forecast out-turn * Expected budget for the next financial year * Update three-year forecast * Information from the auditor’s management letter and/or internal audit * Information from the ICFP process * GDPR Update   Governors to consider and discuss the information contained within the report  **Link Finance Governor report**  Link finance governors’ report on the review of a sample of the Asset Register to be circulated to governors.  **Approval of expenditure under the Scheme of Delegation**  Headteachers to provide details of any expenditure requiring approval under the Scheme of Delegation. Governors to review quotes (2 minimum) and approve any item of expenditure over and above £10,000 or over £2000 where the academy does not intend to use the cheapest quote. | To receive a safeguarding update to include:   * Safeguarding update on curriculum to include: * Online Safety * Road Safety   School Security update  Evaluation of Pupil survey results  **Papers required:**   * Pupil survey results * Safeguarding Update | Governor Training (for discussion)  Governor Visit Reports  **Chair to arrange one-to-ones with governors**  **Papers required:**   * Minutes of previous Meeting * Action Tracker * Declarations of Interests * Governor Visit reports |
| **MARCH** |  | To receive an update on Looked After Children (for discussion)  To agree a curriculum focus area (for action)  **Paper Required:**   * LAC Report * Curriculum Policy * Focus Area Review | Review parental / pupil / staff survey results  SDP Review  Attendance  **Papers required:**   * ROV 4 | Headteacher to provide a verbal update on staff training to include any staff training that has taken place or to identify and training needs.  **To approve expenditure under the Scheme of Delegation**  Headteachers to provide details of any expenditure requiring approval under the Scheme of Delegation. Governors to review quotes (2 minimum) and approve any item of expenditure over and above £10,000 or over £2000 where the academy does not intend to use the cheapest quote.  **GDPR**  Lead GDPR governor to make arrangements for a meeting with the Business Manager.  **Papers required:**   * Staff Training Records | Arrange annual safeguarding governor report (to be reported to LGB in June.)  To receive the completed Quality Assurance document (for approval)  Termly update on Children with Additional Medical Needs Attendance Policy (verbal update)  Pupil attendance report  **Papers required:**   * Quality Assurance document * SEND Review | Governor Training (for discussion)  Governor Visit Reports  **Papers required:**   * Minutes of previous meeting * Action Tracker * Declarations of Interests * Governor Visit reports |
| **MAY** | To receive an update on the progress against the SDP/Strategy  (for discussion)  **Papers required:**   * SDP/SEF impact report | To receive information on pupil admissions numbers (for information)  To receive an update on Spring Term pupil attainment and progress (for discussion)  Report on teaching and learning (for information  **Papers required:**   * Spring Term Outcomes- STAR test data and writing outcomes | Internal data  RAMP  Curriculum  (learning walk, book look)  **Papers required:**  ROV 5 | **To approve expenditure under the Scheme of Delegation**  Headteachers to provide details of any expenditure requiring approval under the Scheme of Delegation. Governors to review quotes (2 minimum) and approve any item of expenditure over and above £10,000 or over £2000 where the academy does not intend to use the cheapest quote  Pay panel to meet with the Headteacher for a review and discussion of teacher’s mid-year appraisals.  HT Performance Management Panel to meet and discuss the mid-year revw. | Arrange health and safety visit (for action)  **Papers required:**   * Pupil attendance Spring Term * Pupil Mobility/numbers | Governor Training (for discussion)  Governor Visit Reports  **Papers required:**   * Minutes of previous meeting * Action Tracker * Declarations of Interests * Governor Visit reports |
| **JUNE** | To consider school performance against the school’s vision (for discussion)  T**o receive an update on progress towards Equality Objectives. Are new objectives required?** | Governors to receive an update on the monitoring of teaching and learning (for discussion)  **Papers required:**   * Focus report on an aspect of teaching and learning |  | **School Business Manager’s Report to include:**   * Proposed staffing structure costs for the coming academic year * Three quarter year review and projection to the end of the year * GDPR update   Business Manager to provide the Risk Register for governors’ information.  Business Manager to provide the proposed Capital Funding Plan for the next academic year for governors’ information.  **GDPR**  GDPR governor to provide written report following meeting with Business Manager.  **To approve expenditure under the Scheme of Delegation**  Headteachers to provide details of any expenditure requiring approval under the Scheme of Delegation. Governors to review quotes (2 minimum) and approve any item of expenditure over and above £10,000 or over £2000 where the academy does not intend to use the cheapest quote  **Papers required:**   * GDPR Governor Report | To receive the full CAT annual safeguarding update.  Verbal report on operation of the following policies:   * Health and Safety Policy * ECF Policy   Termly update on Children with Additional Medical Needs Attendance Policy (verbal update)  To receive the Health and Safety Audit report (for discussion)  Receive annual report from safeguarding governor (for discussion)  Pupil attendance report  **Papers required:**   * CAT Safeguarding Annual Report (Second Time- Minor Updates) * Training Review ROV * Health and Safety Audit report | Governor Training (for discussion)  Governor Visit Reports  To agree LGB Meeting dates for the next academic year (for action)  To review governor expenses  To review governor attendance  To complete a review of governance to include  1 Delegation  2 Strategy for monitoring  3 Impact on pupils  4 Training  Chair to report on one-to-ones with governors  **Papers required:**   * Minutes of previous meeting * Action Tracker * Declarations of Interests * Governor Visit reports * Governor Impact Report |
| **JULY** | To receive an update on the progress against the SDP/Strategy  (for discussion)  **Verbal update required:**   * SDP/ SEF overall success throughout the year | To receive an update on Summer Term pupil attainment and progress (for discussion)  **Papers required:**   * Summer Term Outcomes- STAR test data and writing outcomes | Evaluation of SDP  Review parental / pupil / Staff survey results  Vision & Values  **Papers required:**  ROV 6 | **To approve expenditure under the Scheme of Delegation**  Headteachers to provide details of any expenditure requiring approval under the Scheme of Delegation. Governors to review quotes (2 minimum) and approve any item of expenditure over and above £10,000 or over £2000 where the academy does not intend to use the cheapest quote | To receive the completed Quality Assurance document (for approval)  Evaluation of Staff survey results  Staffing structure update (for information)  **Papers required**   * Quality Assurance document * Prior Attainment Group Review * Staff survey results | Governor Training (for discussion)  Governor Visit Reports  Request nominations for Chair and Vice Chair (for action)  Discuss appointment of Clerk  Appoint HT performance management panel (for action)  **Papers required:**   * Minutes of previous meeting * Action Tracker * Declarations of Interests * Governor Visit reports * Governor Impact Report |