Terms of Reference Local Governing body

2026-2027

General Terms

Legal responsibility for the school lies with the Passmores Co-operative Learning Community (PCLC). It is governed by the trustees, who rely on advice and support from the school's Local Governing Body, particularly (but not limited to) strategic planning and the specific matters delegated under these Terms of Reference.

Subject to provisions of these Terms of Reference, the Companies Act 2006, the Articles and to any directions given by special resolution of the trustees, the business of the school shall be managed by the Local Governing Body who may exercise all the powers of PCLC. This is with the exception of matters concerning finance, premises, staff remuneration and HR policies, which will be managed by the Trust Board, and informed by the PCLC Finance, Audit & Risk Committee and/or PCLC Pay and Remuneration Committees (as appropriate). The trustees have delegated the strategic management of the school to the Local Governing Body and specifically the following duties:

- Delegated responsibility for monitoring safeguarding and staff/pupil wellbeing
- Ensuring quality of educational provision at the school by holding the executive headteacher to account
- Monitoring the progress of the school development plan
- Providing a link between the Trust, parents and the community
- To consider equalities implications when undertaking all committee functions.

Membership

The membership of the Local Governing Body shall be determined in accordance with the following provisions:-

The minimum membership shall be eight but may vary according to need as agreed with the trustees. The membership shall comprise of:

i) the executive headteacher ii) at least two parent members iii) one - two staff members – if two, there will be one teaching and one non-teaching governor.

iv) members appointed by the Local Governing Body v) other members as the trustees decide.

The Local Governing Body may continue to act notwithstanding a temporary vacancy in its composition.

Quorum

Meetings of the Local Governing Body shall be quorate if at least three members are present (not including staff Governors) and the number of staff governors does not exceed the number of non-staff governors.

No decisions or votes may be taken unless the meeting is quorate. At the discretion of those local governors who are in attendance, the meeting may be terminated forthwith and the clerk may be asked to convene a meeting at an agreed date and time later on.

Meetings

- The Local Governing Body shall meet as often as necessary to discharge their duties
- Local Governing Body meetings will not be open to the public but minutes shall be made available on request. Information relating to a named person or any other matter that the Local Governing Body considers to be confidential does not have to be made available for inspection.
- In the absence of the chair, the Local Governing Body shall choose an acting chair for that meeting from among their number. This will be the vice-chair / one of the co-vice-chairs if present.
- In the absence of the clerk, the Local Governing Body shall choose a clerk for that meeting from among their number (someone who is not the executive headteacher).
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the Local Governing Body and will be presented at that meeting by the chair (or in their absence another member of the Local Governing Body).
- Any decisions taken must be determined by a majority of votes of local governors present and voting – but no vote can be taken unless a majority of those present are local governors. Every local governor shall have one vote. Where there is an equal division of votes, the chair of the meeting shall have a second or casting vote. Local governors may not vote by proxy.
- A resolution in writing, signed by all the local governors, shall be valid and effective as if it had been passed at a meeting of the local governors duly convened and held. Such a resolution may consist of several documents in the same form, each signed by one or more of the local governors.
- Any local governor shall be able to participate in meetings of the local governors by telephone or video conference provided that they have given reasonable notice to the clerk and that the local governors have access to the appropriate equipment.

Responsibilities

- To review, monitor and evaluate the curriculum offer, ensuring that the Trust's vision is reflected in this. To approve:
    - Self-evaluation form
    - School Development Plan
    - Targets for school improvement
- To review and approve policies identified within the school's policy review programme and in accordance with its delegated powers.
- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the headteacher/SENCO and an annual report from the SEN governor.
- To monitor and evaluate the effectiveness of leadership and management.
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement.
- To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving / disadvantaged groups.
- To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
- To ensure that all children have equal opportunities.
- To monitor that safeguarding / child protection procedures are in line with the current requirements of *Keeping Children Safe in Education* and undertake safeguarding training annually.
- To monitor attendance of pupils and their emotional health and wellbeing..
- To monitor and evaluate the impact of continuing professional development on improving staff performance and staff wellbeing.

- To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the Local Governing Body's area of operation.
- To consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan.
- To advise the Trust Board on the relative funding priorities necessary to deliver the curriculum..
- To monitor the school's publicity, public presentation and relationships with the wider community.
- To identify and celebrate pupil achievements.
- To oversee arrangements for educational visits.
- To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way.
-

Local Governor Conduct

- Each local governor shall act in the best interests of the school and Trust at all times.
- Local governors must keep private all information discussed at meetings and other information of a confidential nature obtained by them relating to the school.
- Local governors must not pursue a personal agenda
- Local governors must uphold the school's and Trust's reputation in their private communications (including on social media) and their actions in a personal capacity.

Resignation and Removal

Term of office

Except in the case of ex-officio local governors, the length of any local governor's term of office shall not exceed four years.

Local governors retiring at the end of their term of office shall be eligible for re-appointment.

Removal

A Local governor may at any time resign their office by giving notice in writing to the governance lead.

A Local governor shall cease to hold office if they are removed by the Trust Board (subject to the correct procedures being followed). This provision applies to all local governors, including those who have been elected (staff and parent).

The trustees may terminate the appointment of any Local Governor whose presence or conduct is deemed by the trustees not to be in the best interests of PCLC or the school.

The executive headteacher and any staff member shall automatically cease to hold office if they cease to be associated with the school in the capacity in which they were appointed or elected.

Persons ineligible to be local governors

No person shall be qualified to be a local governor unless they are aged 18 or over at the date of their election or appointment. No current pupil of the school shall be a local governor.

A local governor shall cease to hold office if they become incapable by reason of mental disorder, illness or injury of managing or administering their own affairs.

A local governor shall cease to hold office if they are absent without the permission of the local governors from all their meetings held within a period of six months and the local governors resolve that this office be vacated.

All local governors must sign the PCLC Automatic Disqualification Declaration which sets out the circumstances when persons would be disqualified from holding or continuing to hold office.

A person shall be disqualified from holding or continuing to hold office as a local governor if they have not undertaken an enhanced DBS check and section 128 check. In the event that this check discloses any information which would, in the opinion of either the chair of trustees or chief executive officer confirm their unsuitability to work with children, that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the Secretary of State to determine the matter. The determination of the Secretary of State shall be final.

Where, by virtue of the Articles a person becomes disqualified from holding, or continuing to hold office as a local governor and they are, or are proposed, to become such a local governor, they shall upon becoming so disqualified give written notice of that fact to the governance lead.

Conflicts of Interest

- The income and property of the school must be applied solely towards the provision of the Objects as detailed in the Articles. The restrictions which apply to the trustees with regard to having a personal financial interest shall also apply to the local governors.

- Any local governor who has any duty or personal interest (including but not limited to any personal financial interest) which conflicts or may conflict with their duties as a local governor shall disclose that fact to the local governors as soon as they become aware of it. A local governor must absent themselves from any discussions of the local governors in which it is possible that a conflict will arise between their duty to act solely in the interests of the school and any duty or personal interest (including but not limited to) any personal financial interest.

Appointment of Chair / Vice-Chair

- The chair / co-chairs of the Local Governing Body will be elected by the Local Governing Body every year for a one-year term. Their period of office will expire on the date of the last meeting of the academic year.

- The vice-chair / co-vice-chairs of the Local Governing Body will be elected by the Local Governing Body every year for a one-year term. Their period of office will expire on the date of the last meeting of the academic year.

- If both the chair and the vice-chair are absent from any meeting of the Local Governing Body, those local governors present shall appoint one of their number to chair the meeting. This will exclude the executive headteacher, or other staff governors.

Responsibilities of ex-officio local governor

The executive headteacher shall be responsible to the Local Governing Body for:-

- Implementing the agreed policies and procedures laid down by the Local Governing Body - this includes the implementation of all statutory regulations
- Advising the Local Governing Body on strategic direction, forward planning and quality assurance The leadership and management of the school
- The maintenance of good order and discipline by the pupils including their suspension and/or exclusion within the framework laid down by PCLC.
- All such additional functions as may be assigned under the job description or contract of employment.

Review

These Terms of Reference were reviewed and approved by the Board of Trustees **on the 13th October 2026** and will come into effect on the **2nd September 2026.** It will be reviewed annually thereafter in each academic year and may be subject to amendment by them**.**