



## **Cornovii Trust Local Governing Board Terms of Reference 2024-2025**

The Cornovii Trust (TCT) is constituted as a Multi Academy Trust (MAT) which has more than one Local Governing Body (LGB) reporting to the Board of Trustees.

These are the main responsibilities and terms of reference of the Local Governing Board. These terms of reference should be read alongside the Cornovii Trust's scheme of delegation.

### **Chair/Vice Chair of LGB**

The Governors shall appoint a Chair and Vice Chair following an election within the Local Board of Governors each September.

- LGB meetings will be chaired by the Chair of Governors
- In the Chair's absence, the Vice Chair will chair the meeting on his/her behalf

### **Role of the Chair of the LGB**

The Chair of the LGB has a fundamental role in leading the business of the LGB and providing an essential communication link between the LGB and the Trust Board.

### **Specific tasks and responsibilities**

- To manage the business of the LGB to ensure it undertakes its duties efficiently and effectively between board meetings.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To build, develop and meld the Governors into an effective team, taking account of recruitment, succession and the professional development needs of the whole Board
- To work in partnership with the Headteacher and the CEO of the Trust, to develop a professional relationship, providing appropriate encouragement, challenge and support.
- To promote a culture of robust evaluation and continuous improvement across the LGB striving to drive up standards everywhere.
- To work in partnership with the Headteacher and LGB Clerk to ensure meetings are convened, conducted and administered accordingly (including the distribution of all necessary paperwork).

### **Role of the LGB**

- The Local Governing Body shall fulfil its role pursuant to articles 100 - 104 of the Articles of the Company.
- The role of the LGB is to provide focused governance for the Trust at a local school level and it is the intention of the Trust Board to ensure that the responsibility to govern the school is vested in those closest to the impact of decision-making.

### **Specific tasks and responsibilities (Not limited to - more detail in the TCT scheme of delegation)**

- Determine the ethos of the school.
- Set and review the progress of the strategic objectives of the school
- Review and approve school level policies.
- Approve and monitor the school development plan.
- Review the educational performance of the school challenging the headteacher and holding the leadership to account.
- Review and monitor the quality of safeguarding including compliance with statutory guidance and maintenance of a Single Central Record.
- Review and monitor the Pupil Premium.
- Review and monitor monthly management accounts to ensure expenditure in each section is kept within budget
- Review and monitor the school's Health & Safety procedures and compliance with the Trust's Health & Safety Policy.
- Determine and implement the school's Admissions Policy and arrangements in accordance with admissions law.

### **Delegation of functions and committees**

The Local Governing Body may establish sub-committees and/or link governors as it considers desirable to carry out its responsibilities. The powers of any such committees, their terms of reference and membership shall be determined by the Local Governing Body.

Copies of the minutes of sub-committee meetings are to be circulated to all Governors and those who are entitled to attend Local Governing Body meetings.

### **Clerk**

The Clerk to Governors shall be appointed by the LGB.

### **Quorum**

The quorum for meetings of the LGB and for any vote on a matter at such meetings is one half of the total number of Local Governors in office at that time (rounded up to the nearest whole number).

### **Meetings**

The LGB shall meet as often as is necessary to fulfil their responsibilities and not less than three times in every school year. The Clerk will record minutes of meeting in sufficient time for inclusion on the agenda and among the supporting papers for the next meeting of the Board.

### **Agendas & Supporting Papers**

The Clerk shall circulate in advance an agenda for each meeting, together with any supporting papers, in order to give all Governors sufficient time to familiarise themselves with the papers.

### **Decisions**

Decisions may only be taken by the LGB. When required each question shall be determined by a majority of votes of the Governors present and voting on the question. Every Governor (excluding associate members) will have one vote. Where necessary, the Chair will have a second or casting vote.

**Chairs Action**

The scheme of delegation allows for the Chair to take necessary action on behalf of the LGB in consultation with the Headteacher. This should be used for urgent duties which cannot wait and should be reported back to the LGB.

**Code of Conduct**

All Governors agree to sign up to the LGB Governor Code of conduct.