

**SOUTH GLOUCESTERSHIRE AND STROUD
ACADEMY TRUST**

THE FOREST HIGH SCHOOL LOCAL GOVERNING BODY

TERMS OF REFERENCE

1. **MEMBERSHIP**

- 1.1 The Local Governing Body (LGB) of The Forest High School shall be appointed by the Board of Trustees of SGS Academy Trust (Board) as follows:
- 1 person appointed by the Board to be Chair of the LGB, being a Trustee selected by the Board from among their number or, in default, another person considered by the Board to be suitable to the position
 - 2 members of staff of the School (of which at least one must be from Teaching staff) after election by the staff, in the role of Staff Governor.
 - 2 Parents after election by parents of pupils registered at the School, in the role of Parent Governor.
 - At least 4 other persons as Local Governors
- 1.2 The Head Teacher shall attend meetings of the Local Governing Body.
- 1.3 A SGS AT Deputy CEO, or other senior officer of the Trust, may be in attendance at meetings of the Local Governing Body.
- 1.4 Appointments to the LGB that are subject to election will take effect after ratification by the Board.
- 1.5 The Vice-Chair shall be elected by the LGB from among its members for a term of office determined by the members. The Vice-Chair shall be eligible for re-election at the end of their term of office.
- 1.6 The members of the LGB shall, upon their appointment or election, give a written undertaking to uphold the objects of the Trust as set out in the Articles of Association and all policies and procedures agreed by the Board or LGB from time to time.
- 1.7 The structure of the LGB will be agreed by the Board and may be amended from time to time.

- 1.8 The usual term of office for all members of the LGB will be 4 years, except for the Head Teacher and the Trustee elected by the Board who will be Chair of the LGB.
- 1.9 The elected Parent Governors must be a parent of a registered pupil at the time when she/he is elected and whilst she/he has a registered pupil at the school. For these purposes 'Parent' includes a guardian or carer with parental responsibilities.
- 1.10 Any member of the LGB may request the Chair to invite persons who are not members of the LGB to attend its meetings.

2. **ACCOUNTABILITY AND PURPOSE**

- 2.1 The LGB is responsible to the Board. The terms of reference of the LGB shall be approved by the Board of SGS Academy Trust. The Board may review and amend these terms of reference from time to time, but as a minimum these terms of reference shall be reviewed at least once in every twelve months.
- 2.2 These terms of reference provide the framework, together with the Scheme of Delegation, within which the LGB shall operate.
- 2.3 The functions and proceedings of the LGB shall be subject to regulations made by the Board from time to time.
- 2.4 The Chair of the LGB will discuss in the final term of each academic year, the roles and responsibilities of the LGB in relation to the School's development plan and any other issues as appropriate.
- 2.5 The primary purpose and duty of the LGB is, as a local committee of the Trust, to further and promote fulfilment of the objectives of the SGS Academy Trust for the School. The LGB shall do this by proactive local engagement, support, scrutiny and insight; reporting to, advising and alerting the Trust to matters of recognition or concern as appropriate.
- 2.6 The LGB shall support and constructively challenge the Head Teacher and School Senior Leadership Team, maintaining a priority focus on improvements in Teaching and Learning and pupil progress, safeguarding, inclusion, behaviour, wellbeing and community engagement in the School through all of its work.
- 2.7 The SGS Academy Trust shall support the LGB through effective engagement with the LGB (through the LGB Chair or otherwise), ensuring it is fully informed at all times of the objectives of the Trust for the School.

3. **ROLE OF THE LGB**

The role of the LGB is:

- 3.1 Set and review the vision and direction for the School within the framework of the Trust's vision for School's ensuring that the curriculum responds to student needs and prepares learners for progression into mainstream education, further/higher education and/or apprenticeships/employment.
- 3.2 Note the SGS AT Approved Budget and monitor financial performance against the Budget (From Sept 18).
- 3.3 Review and agree the Service Level Agreements in place for the School (From Sept 18).
- 3.4 To recommend to the Trust for approval, Curriculum plans to the SGS AT Board and oversee the implementation of the agreed annual curriculum and development plan within the budget approved by SGSAT
- 3.5 To annually review student admissions, recruitment, agree curriculum delivery as a result of admission numbers and monitor and assist with the pupil admission and appeals process as required.
- 3.6 To approve the Student marketing plan and oversee the implementation of this plan.
- 3.7 To undertake regular local scrutiny and review of key school performance indicators, with particular focus on pupil progress and attainment, and the quality of teaching, learning and assessment and ensure any required improvements are acted upon to deliver high standards of Teaching and Learning in the School.
- 3.8 At local level to promote, examine and review progress in School Improvement Plan and the Self Evaluation Form.
- 3.9 To monitor compliance and effectiveness of the Safeguarding and Child Protection Policy and Procedure.
- 3.10 To scrutinise the School's approach to Special Educational Needs in adherence to the requirements of the SEND Code of Practise.
- 3.11 To understand, monitor and scrutinise the School's Health & Safety arrangements, including an annual review of First Aid Provision within the School, and the School Risk Register.
- 3.12 Undertake annual review of implementation and compliance to statutory required policies and School's operational policies, as set by SGS Academy Trust Board.
- 3.13 To undertake annual review of localised School Procedures (within the Trust's overarching policies and principles), in respect of the Home School

Agreement, Equalities Policy, Admissions Arrangements, Behaviour for Learning, Educational Visits and Work Experience.

- 3.14 To review the content of the School website to ensure that statutory requirements are being met.
- 3.15 To scrutinise Student Behaviour and Safety, in accordance with the Trust's Behaviour Statement of Principles and H&S policy.
- 3.16 To scrutinise the School's provision and implementation of SMSC (Spiritual, Moral, Social and Cultural).
- 3.17 To scrutinise and make use of external data (e.g. Raise Online and Fischer Family Trust Aspire) to review School performance and undertaking of necessary training to effectively undertake this role.
- 3.18 To scrutinise student progress and progress of different groups of Students including Pupil Premium interventions
- 3.19 In liaison with the Head Teacher, to be involved in the review of outcomes of Teachers annual performance appraisals and approve performance related pay decisions, in line with SGS Academy Trust approved Appraisal, Pay Policy and within the SGS AT Approved Budget. For such purposes the LGB may appoint a sub-committee of the LGB (from Sept 18).
- 3.20 To review the strategy, implementation and effectiveness for engagement of, respectively: Students and Student Voice; Parents and Parent Voice; Staff and Staff Voice; and the Local Community.
- 3.21 Monitor the School's response to the School Equality Objectives
- 3.22 Represent the School at relevant SGS Academy Trust working groups when required.
- 3.23 To undertake, and report on, Link Governors' visits to School and engagement in subject or other topic areas, aligned with school priorities, within agreed protocols.
- 3.24 To participate in Governor Review Panels of Student Exclusions within statutory guidelines and to undertake necessary training to effectively fulfil this role.
- 3.25 To participate in Governor Review Panels as part of the Complaints Procedure.
- 3.26 To provide SGS Academy Trust Board with an annual statement of LGB activities including key issues addressed and assessment of Impact.

- 3.27 To undertake an annual LGB Self Evaluation and effectiveness review, including 360 degree review of the Chair of the LGB and to report outcomes to the Board.
- 3.28 To work with SGS AT to ensure that all Governors are appropriately trained and developed and undertake an annual LGB skills audit review in order to fulfil their role with the School LGB.

4. **MEETINGS AND QUORUM**

- 4.1. The LGB will meet as often as is necessary to fulfil its responsibilities but as a minimum, the LGB will meet at least once each term.
- 4.2 The quorum for any meeting of the LGB meeting is any two members of the LGB currently appointed.
- 4.3 Each member of the LGB shall have one equal vote. Where there is an equal division of votes, the Chair of the LGB will have the casting vote.
- 4.4 All decisions reserved for the LGB shall be determined by the Board and will be reviewed at least annually.
- 4.5 In the absence of either the Chair or the Clerk at a meeting of the LGB, the LGB shall agree a replacement for the meeting.
- 4.6 The agenda for each meeting shall be prepared by the Clerk in consultation with the Chair of the LGB and circulated together with all relevant agenda papers to all members at least seven clear days before the date of a meeting. The Chair may determine a shorter period is appropriate in cases of emergency.
- 4.7 It is assumed that each member of the LGB has read any papers as long as they have been circulated in accordance with paragraph 4.6.
- 4.8 All recommendations and decisions made at any meeting of the LGB will be recorded accurately in writing. These minutes will be forwarded by the Clerk of the LGB to members of the LGB at least seven clear days before the date of the next LGB meeting.
- 4.9 Any Trustee of SGS Academy Trust may attend a meeting of the LGB.

5. **REPORTING PROCEDURES**

- 5.1 The Clerk in liaison with the Chair of the LGB will present a summary of the issues discussed, recommendations made and meeting minutes of the LGB meeting, to the next meeting of the of the SGS Academy Trust Board meeting.

- 5.2 Where any power or function of the Trustees has been exercised by the LGB, the LGB shall report to the Board in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the Trustees immediately following the taking of the action or the making of the decision.

Date of last review:	April 18
Date of last approval:	16 May 2018
Approved by:	Board of Trustees
Review interval:	Annually
Next review due by:	May 2019