CHILTERN LEARNING TRUST

LOCAL GOVERNING BODY

Terms of Reference

1. INTRODUCTION

1.1 As a charity and company limited by guarantee, Chiltern Learning Trust is governed by a Board of Trustees who have overall responsibility and ultimate decision making authority for all the work of the Trust, including establishing and running of the schools within the Trust.

1.2 The following schools are currently run by the Trust: Ardley Hill, Aspley Guise Village School, Cedars Upper School, Challney High School for Boys, Challney High School for Girls, Chiltern Academy, Dallow Primary School, Daubeney Academy, Denbigh High School, Kempston Academy, Lancot School, Lark Rise Academy, Linslade Academy, Marston Vale Middle School, Springfield Primary School, Putteridge High School, Lea Manor High School, Wootton Primary School, Gilbert Inglefield School, Roebuck Academy, Thomas Alleyne Academy

1.3 In addition to a separate Local Governing Body (LGB) for each school, the Trustees have also established joint LGBs that oversee two schools. The LGB shall be a committee established pursuant to the Articles of Association of the Trust.

1.4 The Trustees may review these terms of reference at any time but shall review them at least annually.

1.5 These terms of reference may only be amended by the Board of Trustees.

2. CONSTITUTION OF THE LGB

Governors of the LGB

2.1 Members of the LGB shall be known as “governors”.

2.2 The Trustees have the right to appoint such persons to the LGB as they shall determine from time to time

2.3 The LGB shall be comprised as follows:

1) Headteacher
2) 1 staff governor by election of current staff at the school (1 from each school if joint LGB)
3) 2 parent governors elected by parents of registered pupils at the school
4) 3 community governors appointed by the Trustees
5) Co-opted governors appointed by the Trustees

TERM OF OFFICE

2.4 The term of office for any governor shall be up to 4 years, save the Headteacher of the school (as applicable) who shall remain a governor until he or she ceases to work at the school.

2.5 Subject to remaining eligible to be a particular type of governor, any person may be reappointed or re-elected to the LGB.

Appointment and removal of Chair and Vice Chair

2.6 The Chair of the LGB shall be appointed by the Trustees and may be removed from office by the Trustees at any time. The Vice Chair shall be elected by the members of the LGB.

2.7 The term of office of the Chair and Vice Chair shall be 4 years. Subject to eligibility as a governor, any governor may be re-appointed as Chair or Vice Chair of the LGB.

3. PROCEEDINGS OF THE LGB

Meetings

3.1 The LGB shall meet at least once in every term and shall hold such other meetings as may be necessary.

Quorum

3.2 The quorum for a meeting of the LGB, and any vote on any matter at such a meeting, shall be any three of the governors of the LGB.

Conflicts of Interest

3.3 Any governor who has or may have any direct or indirect duty or personal interest (including but not limited to any personal financial interest, i.e. Trusteeship of a company) shall disclose that fact to the LGB as soon as they become aware of it. A person must absent themselves from any discussions of the LGB 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).

Minutes of meetings

3.4 At every meeting of the LGB the minutes of the last meeting shall be taken as the first agenda item after any apologies and, if agreed to be accurate, shall be signed as a true record.

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4. DELEGATED POWERS

General principles

4.1 In the exercise of its delegated powers and functions, the governors of the LGB shall:

1) ensure that the school is conducted in accordance with the objects of the Trust, the terms of any trust governing the use of the land which is used for the purposes of the school, any agreement entered into with the Secretary of State for the funding of the school and these terms of reference;
2) promptly implement and comply with any policies or procedures communicated to the LGB by the Trustees from time to time;
3) review its own policies and practices on a regular basis, in view of any advice or recommendations made by the Trustees;
4) work closely with the Trustees and act with integrity, objectivity and honesty in the best interests of the Trust and the school;
5) be open about decisions and be prepared to justify those decisions;
6) keep confidential all information of a confidential nature obtained by them relating to the school and the Trust

Key functions:

4.2 **Summary of key functions:**

1. Monitor and be accountable for standards and report termly to the Board of Trustees through the Chief Executive.
2. Contribute to the school's self-evaluation and understand its strengths and weaknesses
3. Provide challenge and hold the Headteacher and other senior leaders to account for improving the quality of teaching, pupils' achievement and pupils' behaviour and safety. Contribute to the Headteacher's performance management through liaison with the CEO.
4. Use performance management systems to improve teaching, leadership and management.
5. Operate in such a way that statutory duties are met and priorities are approved.
6. Engage with key stakeholders
7. Use the pupil premium and other resources to overcome barriers to learning, including reading, writing and mathematics
8. Govern exclusions in accordance with appropriate regulations.
9. Be a critical friend to the Headteacher.

4.3 Each governor shall be required to take part in regular self-review and is accountable for meeting his own training and development needs. It is a governor's responsibility to consider if, and raise any concerns where they feel that appropriate training and development is not being provided.

Levels of delegation

4.4 The Chiltern Learning Trust's Scheme of Delegation document and the Articles of Association summarise what powers are delegated from the Trustees to the LGB. For the avoidance of doubt, where a power is not expressly delegated to the LGB, it will be deemed to have been retained by the Trust.

4.5 The level of delegation may be reviewed by the Trustees at any time but shall be reviewed at least annually. Trustees reserve the right to remove or alter any delegation at any time, whilst having due regard to, but not being bound by, the views of the LGB.