

ELSTON HALL MULTI-ACADEMY TRUST

TERMS OF REFERENCE

THE LOCAL GOVERNING BOARD OF PHEASEY PARK FARM PRIMARTY SCHOOL AND EARLY YEARS CENTRE

1. Membership of the Local Governing Board

The Membership of the Local Governing Board will consist of no less than 3 and no more than 12 and shall include:

1 x Chief Executive Officer

1 x Executive Headteacher

2 x Staff Governors (elected or appointed by Trustees)

A minimum of 2 Parent Governors (elected) – as per article 101A

Up to 6 Community Governors providing that the total number of Governors does not exceed 12

The quorum for a meeting of the Local Governing Board and for any vote on any matter at such a meeting, shall be any three of the members of the Local Governing Board, or, where greater, any one third (rounded up to a whole number) of the total number of persons holding office on the Local Governing Board at the date of the meeting

2. Terms of Reference

The Local Governing Board will take a strategic role in the governance of the School and be accountable to the Board of Trustees for its decisions.

The Local Governing Board shall:

- Put in place procedures as necessary to implement policies agreed by Elston Hall Multi-Academy Trust.
- Arrange for the recruitment and election of parent and staff governors as determined by Trustees.
- Determine the agenda and calendar of meetings and notify the Company Secretary of the meeting dates and any alterations thereafter.
- Submit agendas for the Local Governing Board and sub-committee meetings to the Company Secretary at least 7 days in advance of a meeting and copy minutes of all meetings to the Company Secretary within 14 days of the meeting.

Any member of the Board of Trustees has the right to attend any Local Governing Board.

3. The Role of the Local Governing Board

The Board of Trustees shall delegate functions to the Local Governing Board which relate to

- The day to day business of the school
- The culture and traditions of the school
- Communication with parents and pupils
- Approval of school specific policies and procedures

Within this, the Local Governing Board will regularly monitor and evaluate the work of Pheasey Park Farm Primary School and Early Years Centre School in relation to pupil performance, self-evaluation and improvement by:

- Agreeing targets for pupil performance.
- Monitoring and evaluating progress against targets for pupil performance
- Monitoring and evaluating the effectiveness of curriculum direction set by the Chief Executive Officer / Executive Headteacher.
- Working closely with leadership to prepare the School for formal inspection including preparation of the school's self-assessment document.
- Considering, amending and approving the School Improvement Plan and Raising Achievement Plan and recommending these to the Board of Trustees for formal adoption.
- Consider, plan and adopt the school's draft budget and recommend it for formal approval to the Board of Trustees.
- Ensuring that the School fulfils its statutory duties in relation to Special Educational Needs and Safeguarding.
- Appointing Governors to take lead responsibility for SEN and Safeguarding.
- Ensuring that the School fulfils its statutory duties with regard to disability, racial discrimination and the development of social cohesion.
- Ensuring that the School communicates well with parents and carers and seek good relationships with external bodies and community groups.
- Promoting each pupil's spiritual, moral, social and cultural development.
- Recognising and celebrate achievement by pupils and staff at the School.