

## **Terms of Reference**

### **LINGFIELD EDUCATION TRUST**

#### **Local Governing Bodies**

The trust board will establish a Local Governing Body (LGB) for each school or across a number of schools where appropriate. Each LGB will nominate a Chair for approval by the Trust Board.

It is the responsibility of the LGB to:

- Set the schools vision and strategy, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured;
- Support development and ongoing review and update of the School Self-Evaluation and School Improvement Plan;
- Ensure high outcomes for pupils and young people;
- Uphold the values and ethos of the School;
- Identify and deal with areas of underperformance, including the implementation of the School Improvement Plan;
- Use the resources available to the school to raise standards and provide evidence of the success of the strategies adopted;
- Raise staff performance through robust performance management and recruitment;
- Ensure that the curriculum policy is in line with the strategic aims and values of the Trust;
- Liaise with and receive reports from the central services team and trust board as appropriate, and to make recommendations as appropriate about the matters being considered by the board that impact on the individual school;
- Seek to understand how the school is led and managed. The Head Teacher/Head of School will report termly on how the school is fulfilling the trust's ethos, vision and strategy;
- Review and monitor the school's agreed budget plan and staffing structure to support delivery of school key priorities;
- Act as the panel when reviewing the Head Teacher/Head of Schools decisions on exclusions, and parental complaints;
- Be the consultative body for the school's stakeholders;
- Represent the school's stakeholders;
- Forge links with the community;
- Act as an ambassador for the school.

In order to decide how resources will be deployed to achieve this, the LGB shall:

1. Implement and monitor all Trust wide policies;
2. Contribute to the formulation of the School Improvement Plan, through the consideration of financial priorities and proposals, in consultation with the Head Teacher/Head of School, with the stated and agreed aims and objectives of the School;
3. Contribute to the formulation of the school's budget and assess its implications for the school in consultation with the Head Teacher/Head of School, in advance of the

financial year involved, drawing any matters of significance or concern to the attention of the trust central services team;

4. Monitor and review expenditure and ensure compliance with the overall financial plan for the School;
5. Agree an annual plan for the expenditure of Pupil and Sports Premium and to monitor both actual spending and impact on student progress;
6. Appoint all staff except the Head Teacher/Head of School and any other staff as identified within the Scheme of Delegation;
7. Support the Head Teacher/Head of School in recruitment and selection;
8. Monitor the effectiveness of performance management in relation to improved outcomes;
9. Establish exclusion appeal panels in accordance with appropriate DfE regulations;
10. Set school policy and procedures (as determined to be school policies by the Board) and ensure that the school adheres to trust-wide policies and procedures;
11. Develop and implement appropriate risk management strategies and maintain a school risk register that is subject to review termly;
12. Monitor and be accountable for standards, and as such prepare an annual report for submission to the Board (or more frequently, if requested) on the work of the LGB including an opinion on the effectiveness of corporate governance arrangements, internal controls and risk management systems;
13. Review any relevant ESFA or other key reports;
14. Review as appropriate any financial benchmarking reports or returns;
15. In exercising its responsibilities, the LGB will have as a core principle the provision of the best possible education for all pupils in the school.