

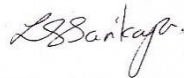


**ST. BART'S**  
MULTI-ACADEMY TRUST

**Terms of Reference (ToR)  
for a  
Local Governing Committee**

**September 2024**

## St. Bart's Multi-Academy Trust Terms of Reference (ToR) for a Local Governing Committee

<b>Produced Date:</b>	<b>June 2024</b>	
<b>Approved by Trust Board:</b>		<b>Lisa Sarikaya</b> Chief Executive Officer
<b>Review Date:</b>	<b>June 2025</b>	

Date	Section Amended	Signature
24/6/24	New document in line with revised Academy Trust Governance Guide	Mrs S Cope



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## St. Bart's Mission

Our moral purpose is to ADVANCE EDUCATION and provide the best curriculum in all our schools, enabling every child to realise their full potential.

## St. Bart's Vision and Values

### Releasing Potential together through



We have a **Passion** for releasing potential in all our children and staff through the **Encouragement** and development of **Ambition**, aspiration and excellence in all aspects of our work. Our commitment is to place children at the centre of everything we do. Working in **Collaboration**, we strive to provide the highest quality of educational experiences and outcomes for young people in an inclusive environment. Through the **Enjoyment** of learning, we live life together in all its fullness through **PEACE**.

We believe this vision empowers children with the skills to make a positive impact on the future of the communities they serve.

Our Trust Christian ethos is also captured by the **PEACE** values and all schools work in close partnership (whether C of E or community) to ensure that all children, adults and the communities they serve flourish just as Jesus encouraged us to do in John 10:10 –

***“I have come that they may have life, and have it to the full.”***

## St. Bart's Sustainability

We are committed to educating our pupils about environmental concerns and the importance of living sustainably. We recognise our responsibility to ensure that pupils are prepared for a world impacted by climate change through learning and practical experience.

We encourage both pupils and staff to think about the environment and how their actions will impact upon their local surroundings, as well as the global environment.

We will ensure pupils are taught about environmental sustainability, promote an eco-friendly attitude, and ensure that the Trust itself is as sustainable as it can be.

## 1. Introduction

As a charitable company limited by guarantee, St Bart's Multi-Academy Trust ("SBMAT") is governed by a Board of Trustees (the "Trustees") who are responsible for, and oversee the general control, management and administration of the Trust and the academies run by the Trust.

The Trust has entered into a Master Funding Agreement with the Department for Education and a Supplemental Funding Agreement in respect of each Academy. It is the Trustees who are ultimately responsible to both the Department for Education pursuant to the Funding Agreements and the Charity Commission to further the Trust's charitable object. They are required to have systems in place through which they can assure themselves of quality, safety and good practice.

In order to discharge some of these responsibilities, the Trustees appoint people who are more locally based to serve on a governing committees (the "Local Governing Committee" "LGC") which have been established to monitor and understand how the Academy is led and managed, in accordance with the powers delegated to it and is the key link between the Academy and its community.

Each LGC shall be a committee established, pursuant to Articles 100 to 104 of the Articles of Association, of the main Trust Board and it is expected that the LGC will act in accordance with these terms of reference unless otherwise directed by the Trustees. The LGC will be accountable to the Trustees for its decisions, acts and omissions.

The SBMAT Scheme of Delegation explains: the ways in which the Trustees fulfil their responsibilities for the leadership and management of the Trust; the respective roles and responsibilities of the Members, Trustees, Executive Leadership, Principals and the Local Governing Committee and the commitments to each other to ensure the success of the Trust.

The Terms of Reference and the Scheme of Delegation have been put in place by the Trustees from the Effective Date in accordance with the provisions of the Trust's Articles of Association (the "Articles") and should be read in conjunction with those Articles.

## 2. The Trust Board and Local Governing Committee

At all times, the Trustees and the Local Governing Committee shall ensure that the Academy is conducted in accordance with the objectives of the Trust, and any agreement entered into with the Secretary of State for the funding of the Academy.

The Trustees and all LGC Governors have a duty to act independently and not as agents of those who may have appointed them and will act with integrity, objectivity and honesty in the best interests of the Trust and the respective Academy. Everyone involved in governance is expected to know about and follow [the Seven Principles of Public Life](#).

No Governor shall act or omit to act in a way which would be prejudicial to the interests of the Trust or the Academy at any time, including any actions or omissions which might create adverse publicity for the Trust or Academy.

The Local Governing Committee shall comply with the obligations set out in the SBMAT Scheme of Delegation which deals with the day to day operation of the Local Governing Committee.

The Local Governing Committee will adopt and will comply with all policies approved by the Trustees as per the Trust Policy Review Schedule and detailed in each LGC Agenda.

In accordance with the Scheme of Delegation, the Local Governing Committee will review its effectiveness on a regular basis, having regard to recommendations made by the Trustees from time to time, in order to ensure that the governance of the Academies are best able to adapt to the changing political and legal environment.

The Local Governing Committee shall provide such data and information regarding the business of the Academy and the pupils attending the Academy as the Trustees may require from time to time.

The Local Governing Committee will provide a vehicle for Trust Board engagement of the Academy, its pupils, parents/carers and the local community it serves to help ensure that Trustees stay connected, providing vital local intelligence and feedback, reflecting positive factors as well as challenges and threats facing each community.

### **3. Membership**

The Trust Board (subject to relevant elections for Staff or Parent governors and nominations for Foundation Governors) may appoint suitable persons to serve on the Local Governing Committee, ensuring that the people serving between them have the requisite range of skills, experience, behaviours and capacity and where possible, reflect and understand the Academy community. All Staff, Parent and Foundation Governor appointments are subject to approval by the Trust Board.

The number of people who shall sit on a Local Governing Committee shall be not less than six but, unless otherwise determined by the Trustees, shall not be subject to any maximum. The number of governors will be related to the effectiveness of the Local Governing Committee.

In respect of a Church Academy that had previously been a voluntary controlled school, the number of LGC governors shall be not less than eight which includes two Foundation representatives. The Local Governing Committee will consist of Trust Appointed, Parent and Staff governors together with Foundation Governors. In respect of a Church Academy that had previously been a voluntary aided school, the LGC will be composed of a minimum of two Parent Governors, up to two Staff governors and all other governors shall be elected by the Diocese of Lichfield Education Trust.

### **Principal of the Academy**

The Principal shall be treated for all purposes as being an ex-officio member of the Local Governing Committee.

### **Staff Governor**

One staff governor. The Principal shall invite nominations from all staff employed under a contract of employment at the Academy. If more than one nomination is received the Principal shall put procedures in place to have an election by way of a secret ballot.

### **Parent Governors**

Two parent governors elected or appointed under Article 101A. It is the strong preference of the Trust that individuals employed by St Bart's Academy Trust do not serve as Parent Governors at the Academy in which they are employed. The elected or appointed Parent Governor must be a parent, or an individual exercising parental responsibility, of a registered pupil at one or more of the Academies overseen by the LGC at the time when he or she is elected or appointed.

### **Foundation Governors**

The number of foundation members will be in line with the VA or VC status of the school prior to academisation. For VC Schools – a minimum of 2 foundation governors up a total of 25% of the total number of governors. For VA Schools – the number of foundation governors must always constitute the majority of the total members of the Local Governing Committee. The Trust shall comply with Paragraph 101B in the Articles of Association and any relevant clause within an individual Academy Supplemental Funding Agreement.

## Trust Appointed Governors *(with the exception of Academies that were previously VA schools)*

Further appointments to each LGC will be at the discretion of the Trust Board. Employees of the Trust are permitted to be members of the LGC. The Local Governing Committee may continue to act notwithstanding a temporary vacancy in its composition.

In the event that the Trust Board deems additional capacity is required, Trustees may at any time appoint a Trustee, member of the Trust Leadership Team or LGC member from another Academy to sit on the LGC as a full voting member of the LGC.

## Link Governors

Each LGC shall have:

- A Link Governor with oversight of the Academy safeguarding arrangements
- A Link Governor with oversight of special educational needs and disability (SEND), and
- (For secondary Academies :) A Link Governor who takes a strategic interest in careers education and guidance, and encourages employer engagement

The Trust Board recommends the following Link Governor roles:

- Health and Safety
- Wellbeing
- Attendance
- Pupil Premium
- PE & Sports Funding

The LGC may allocate further Link Governor roles to align with Academy strategic priorities. A Governor may hold responsibility for more than one link area.

All governors are eligible to be Link Governors, except the Principal and the Trust Appointed central team member. A Staff Governor shall consider any potential conflict between the Link Governor responsibility and their current role.

Link Governor roles shall be allocated by the Local Governing Committee at the first meeting of the academic year for a term of one year.

## 4. Appointment of the Chair and Vice Chair

The Chair of the LGC shall be appointed by the Trustees annually.

The Chair of the LGC shall be eligible to serve for consecutive terms if so approved by the Trustees.

The Vice Chair shall be elected by the Local Governing Committee at the first meeting of the academic year for a term of one year. If a Vice Chair is appointed during the academic year, they will serve for the remainder of the academic year.

A Governor may be re-appointed for further terms of office as Vice Chair by the Governors.

A Governor who is employed by the Trust shall not be eligible for election as Chair or Vice Chair.

The same person cannot hold more than one of these offices.

Where the Chair is absent from any meeting or there is at the time a vacancy in the office of Chair, the Vice Chair shall act as Chair for the purposes of the meeting.

If both the Chair and the Vice Chair are absent from any meeting of the LGC, the meeting shall be re-arranged to a date when both or either is present.

The Chair and Vice-Chair will cease to hold office if they no longer serve as a Governor. The Chair or Vice Chair may at any time resign his office by giving notice in writing to the Trust Board. The Trustees may remove the Chair or Vice Chair from office in accordance with the Articles.

## **5. Terms of Office**

The Trust Board will confirm the membership of the LCG annually.

The term of office for any person serving on the Local Governing Committee shall be four years, except that this limit shall not apply to the Principal or any post which is ex officio, who will serve for as long as he or she remains in office.

Subject to remaining eligible, a Parent / Staff / Foundation Governor shall be eligible for re-appointment or re-election (if relevant) for consecutive periods subject to approval by the Trust Board.

## **6. Conflicts of Interest**

All governors shall complete a declaration of interest form on joining the LGC and at the start of each academic year.

Each LGC member, if present at a meeting of the LGC, must disclose their interest, withdraw from the meeting and not vote on a matter if:

1. there may be a conflict between their interests and the interests of either the Academy or the Trust;
2. there is reasonable doubt about their ability to act impartially in relation to a matter where a fair hearing is required;
3. they have a personal interest (including but not limited to a personal financial interest) e.g. Where they and/or a close relative will be directly affected by the decision of the LGC in relation to that matter.

## **7. Resignation and Removal of Governors**

A Governor may at any time resign his/her office by giving notice in writing to the Trust Board.

The Trustees may terminate the appointment of any Governor whose presence or conduct is deemed by the Trustees not to be in the best interests of the Trust or the Academy.

Any Staff Member shall automatically cease to hold office if he/she ceases to be employed at the Academy / Trust. However, a Parent Governor shall not automatically cease to hold office solely by reason of the child (of whom that Parent Governor is a parent or carer) ceasing to be a pupil at the academy.

## **8. Persons ineligible to be Governors**

A person is disqualified from holding or continuing to hold office as a Governor if, in summary, that person:

- is aged under 18 at the date of their election or appointment;
- is a registered pupil at an Academy in the Trust;



- already holds one governorship role at the same Academy;
- is incapable by reason of illness or injury of managing or administering their own affairs;
- has not given the required undertaking under Article 103 of the Trust Articles of Association;
- is absent, without the permission of the trustees, from all their meetings held within a period of 6 months, and the trustees resolve that their office be vacated;
- has been declared bankrupt and/or their estate has been seized from their possession for the benefit of their creditors and the declaration or seizure has not been discharged, annulled or reduced; or
- is the subject of a bankruptcy restrictions order or an interim order;
- is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986;
- is subject to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
- is disqualified from being a trustee due to any provision in the Companies Act 2006;
- has been removed from the office of trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement in the administration of the charity for which they were responsible; or to which they were privy; or which they, by their conduct, contributed to or facilitated;
- is disqualified from acting as a trustee due to section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision);
- is otherwise found to be unsuitable by the Secretary of State;
- has, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011;
- has not provided to the chair of trustees a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997;
- has been convicted and fined for causing a nuisance or disturbance on school or educational premises during the five years ending with the date immediately preceding appointment/election or since appointment or election as a governor;
- has been removed as an elected governor from the governing body during their term of office; they are disqualified from serving or continuing to serve as a school governor for five years from the date of their removal – not just at the school they have been removed from, but any school.

## 9. Undertakings of Governors

All Governors shall, upon their appointment or election, and thereafter annually, give a written undertaking to the Members and the Trustees to uphold the objects of the Trust as set out in the Articles of Association and all policies and procedures agreed by the Trust or LGC from time to time.

In addition, all Governors shall annually review and agree the Trust Code of Conduct for Governors. Breaching the code of conduct could result in the Trust removing a Governor from office.

In the case of a Church of England Academy, each member shall sign an undertaking to uphold the designated religious character of the Academy.

If any member refuses to give either such undertaking they shall immediately be disqualified from holding office.

## 10. Training

Each Governor shall be required to take part in regular reviews and is accountable for assessing their individual training and development needs.

Each Governor shall be required to carry out training as may be appropriate or as required by statute or specified by the DfE, including regular Safeguarding training.

A Governor who persistently fails to attend training or development may be in breach of the Trust's Code of Conduct and it may be necessary to consider their position.

## 11. Meetings

The Local Governing Committee shall meet at least four times in every academic year and shall hold such other meetings as may be necessary. The dates for each scheduled meeting shall be agreed by the LGC during the Autumn Term Business meeting.

The Academy will ensure that Governors receive copies of the meeting papers (inter alia Agenda, copies of minutes of the previous LGC meeting, Principal's Report, policies and any other papers to be considered) at least seven clear days prior to the date of the meeting of the LGC.

A quorum must be present. Subject to Article 117 regarding Trustees, the quorum for a meeting of the Local Governing Committee, and any vote on any matter thereat, shall be three LGC members or where greater, any one third of the total number of LGC members present rounded up to the nearest full number – e.g. if the Local Governing Committee comprises seven members, then a minimum of three members must attend the meeting to meet the quorum.

If the number of Governors assembled for a meeting of the LGC does not constitute a quorum, the meeting shall not be held. Due notice of such adjourned meeting shall be given forthwith to all Governors. If in the course of a meeting of the LGC the number of Governors present ceases to constitute a quorum, the meeting shall be terminated forthwith or adjourned until a quorum is present. Any further meeting shall be convened to a date and time which is reasonably practicable, but in any event within seven days of the date on which the meeting was to be originally held or was so adjourned.

Any person in attendance at meetings of the LGC, who is also an employee of the Trust, shall withdraw from that part of any meeting where it is not appropriate that they remain, i.e., during discussions at which his/her remuneration, conditions of service, promotion, conduct, suspension, dismissal or retirement are to be considered.

Any Governor shall be able to participate in LGC meetings by telephone or video conference or other electronic means provided that he has given reasonable notice to the Chair and that the Governors have access to the appropriate equipment.

Under circumstances where all Governors are unable to convene in person for the LGC meeting, the Academy will make alternative arrangements for the meeting to be held via conferencing facilities, if this is agreed to be preferable to meeting on an alternative date.

The convening of a meeting and the proceedings conducted thereat shall not be invalidated by any reason of any individual not having received notice of the meeting or a copy of the agenda thereof.

Governors are required to send apologies to the Chair when they are unable to attend meetings.

A note-taker to the Local Governing Committee will minute meetings. These shall be approved, by the Chair of the LGC, as accurate representations of the meeting as soon as possible after the LGC meeting. Part One draft minutes shall be uploaded to the Academy documents folder on Governor Hub and handed to Local Governing Committee members for final approval at the next LGC meeting. Minutes shall be signed as a true

record (subject to the approval of LGC members) at the same or next subsequent meeting by the person acting as Chair. Part one of the minutes will be uploaded to the Academy documents folder on Governor Hub and displayed in the Academy staffroom as soon as reasonably practical after those minutes are approved. Paper copies of any confidential minutes will only be shared with LGC members who were present at the meeting where the confidential item was discussed and disposed of appropriately in accordance with GDPR requirements.

Generally, every question to be decided at a meeting of the LGC shall be determined by a majority of the votes of the Governors present and voting on the question. Every Governor who is present at the meeting shall have one vote. A Governor may not vote by proxy. Where there is an equal division of votes the Chair of the meeting shall have a second or casting vote.

Any Trustee with the approval of the Chair of the Trust Board, or, any member of the Executive Leadership team with the approval of the CEO, can attend any meetings of the Local Governing Committee. Any such Trustee / Executive Leader attending a meeting of the Local Governing Committee shall count towards the quorum for the purposes of the meeting.

It is expected that all LGCs will also welcome colleagues from other Trust Academies to observe their meetings from time to time in the spirit of sharing good practice.

The LGC may invite attendance at meetings from persons who are not Trustees or LGC members to assist or advise on a particular matter or range of issues, however, attendance must be agreed by the Chair in advance. Such persons may speak with the permission of the Chair but shall not be entitled to vote.

A register of attendance shall be kept for each LGC meeting and published annually on the Academy's website.

## **12. Amendment of Terms of Reference**

These terms of reference are drafted and maintained by the Trust. The Trustees may make amendments to these terms of reference from time to time. In the event that amendments are made, the Trust shall notify the Chair of each LGC, who shall be expected to make the other Governors aware of such changes.

## **13. Effective Date**

These Terms of Reference shall come into effect on 1 September 2024.

## 14. Calendar of Business

The Local Governing Committee will meet at least four times per year – the items of business that may be discussed and when are outlined below. It is important to ensure that all decisions made at LGC level take into account the views and experiences of stakeholders (pupils, parents, staff & the community).

Link to Trust Scheme of Delegation LGC Responsibilities		Autumn Term Business Meeting	Autumn Term 2	Spring Term	Summer Term
Culture and Engagement	Set the culture and values of the Trust fostering the individuality of each Academy		X	X	X
	Create and maintain a Code of Conduct for all levels of Governance	X			
	Foster Equality, Diversity and Inclusion – including building a diverse board, compliance with PSED and publication of equality objectives		X		
	Ensure up to date LGC members details are published on Get Information About Schools and the Academy websites	As required			
	Ensure Engagement with stakeholders and religious authorities		X	X	X
Strategy	Ensure Strategic Development Plans (Academy) are in place and regularly reviewed		X	X	X
Non Executive Leadership	Allocate governor specific roles at LGC level ((including Safeguarding, SEND and Careers <i>secondary only</i> link roles)	X	As required		
	Complete annual LGC Skills audit and submit to Trust Board	X			
	Complete annual report on the work of the LGC (Impact Statement): submit to Trust Board	X	X	X	X
Executive Leadership	Ensure the wellbeing, work-life balance and working conditions of staff		X	X	X
	Undertake the Performance management of Principal		X	X	X
Accountability	Complete Risk Register at Academy level	X			
	Develop Academy charging and remission policy	X			
	Monitor Budget plan to support delivery of Academy key priorities		X	X	X
	Review and evaluate performance of the Academy through production and analysis of education data		X	X	X

Link to Trust Scheme of Delegation LGC Responsibilities		Autumn Term Business Meeting	Autumn Term 2	Spring Term	Summer Term
	Establish, publish and keep under regular LGC Members Register of Interests	X	X	X	X
	Ensure Gift and Hospitality policy and register is in place and regularly reviewed	X			
	Ensure adherence with: keeping children safe in education, relating to safeguarding and safer recruitment	X	X	X	X
	Set the Academy approach to curriculum and assessment in line with statutory requirements and context of the Academy and in line with Trust approach		X	X	
	Deliver Early Years Foundation Stage (EYFS), in line with statutory requirements where applicable		X	X	
	For Church Academies, to monitor and support Christian distinctiveness and church ethos of the Academy		X	X	X
	<b>Compliance</b>	Ensure compliance with the Data Protection legislation and handling personal data in line with it	X		
Ensure adequate preparation if a cyber incident occurs and there is an awareness of cyber risks		X			
Adopt a Trust-wide complaints procedure and monitor complaints				X	
Ensure statutory policies are in place, approved and reviewed in line with statutory guidance including behaviour and welfare policies. (Academy Level)		X	X	X	X
Set safeguarding and pupil welfare policies, procedures and practices (including training), with regard to legislation and statutory guidance, inclusive of disclosure and barring service checks (DBS) and including appointing designated safeguarding lead (DSL)		X	X	X	X
Agree and Implement Health and Safety policies complying with within all relevant health and safety legislation to ensure that all pupils, staff and visitors are kept safe at all times within the procedures and practices of the Trust		X	X	X	X
Develop and implement uniform policies in line with DfE guidance and with regard to ensure the costs of school uniforms is ensure the cost of school uniforms is reasonable and secures the best value for money				X	

Link to Trust Scheme of Delegation LGC Responsibilities	Autumn Term Business Meeting	Autumn Term 2	Spring Term	Summer Term
Formally approve and review non DfE statutory Academy specific policies (Curriculum policies as required Collective Worship/Religious Education)	X	X	X	X
Ensure pupil attendance is monitored and challenged in line with statutory guidance		X	X	X
Approve Admissions policy and arrangements and appeals		X		
Review the decision to suspend or permanently exclude a pupil / direct reinstatement of a pupil in line with statutory guidance	As required			
Ensure compliance with SEND Code of Practice			X	
Ensure that there is a designated member of staff identified and support for (post) Looked after Children				X
Monitor, review and challenge the strategy and spend of pupil premium/ PE and sports premium in terms of educational outcomes and narrowing the achievement gap		X		
Attend Trust inspections	As required			
Ensure Academy Website Content and Compliance is in line with DfE guidance	X	X	X	X

## St. Bart's Multi Academy Trust LGC Overview 2024 – 25

NB Local Governing Committees may choose to delegate some reporting functions to Link Governors with updates provided in the form of a written report at the LGC meeting. Examples may include Safeguarding updates, consideration of the Impact of the Pupil Premium Action Plan and Strategy for the next academic year, Attendance updates, review of the Health & Safety actions, Staff Wellbeing inter alia.

Focus	Autumn term 2024 Business meeting	Autumn Term 2 2024	Spring Term 2025	Summer Term 2025
Procedural / Non Executive Leadership	<ul style="list-style-type: none"> <li>➤ Receive and, if agreed, approve apologies for absence</li> <li>➤ Receive confirmation of appointment of Chair from Trust Board</li> <li>➤ Elect Vice Chair of the LGC</li> <li>➤ Reminder that Governors must not disclose any information of a confidential nature obtained by them relating to the Academy and the Trust</li> <li>➤ Check any Declarations of interest in respect of the agenda</li> <li>➤ Confirm Minutes of last meeting. Chair to sign as a true and accurate record</li> <li>➤ Matters arising from the previous minutes and update / progress towards identified actions</li> <li>➤ Consider items to be discussed in any other urgent business</li> <li>➤ Review Governor Membership. Check for any Terms of Office expiring</li> <li>➤ Appoint Link Governors – Safeguarding / SEND / Careers (Secondary Academy) as a minimum. Refer to Terms of Reference for recommended roles</li> <li>➤ Review the SBMAT LGC Terms of Reference</li> <li>➤ Read and sign SBMAT Letter of Undertaking and complete confirmation on Governor Hub</li> <li>➤ Read and Sign Diocese Letter of Undertaking if Church Academy ( new Governors only)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Receive and, if agreed, approve apologies for absence</li> <li>➤ Reminder that Governors must not disclose any information of a confidential nature obtained by them relating to the Academy and the Trust</li> <li>➤ Check any Declarations of interest in respect of the agenda</li> <li>➤ Confirm Minutes of last meeting. Chair to sign as a true and accurate record</li> <li>➤ Matters arising from the previous minutes and progress towards identified actions</li> <li>➤ Consider items to be discussed in any other urgent business</li> <li>➤ Review Governor Membership. Check for any Terms of Office expiring</li> <li>➤ Review Governor / LGC training needs and opportunities</li> <li>➤ Receive input for the LGC annual impact statement 2024-25 including reports from Chair / Vice Chair and Link Governors</li> </ul>	<ul style="list-style-type: none"> <li>➤ Receive and, if agreed, approve apologies for absence</li> <li>➤ Reminder that Governors must not disclose any information of a confidential nature obtained by them relating to the Academy and the Trust</li> <li>➤ Check any Declarations of interest in respect of the agenda</li> <li>➤ Confirm Minutes of last meeting. Chair to sign as a true and accurate record</li> <li>➤ Matters arising from the previous minutes and progress towards identified actions</li> <li>➤ Consider items to be discussed in any other urgent business</li> <li>➤ Review Governor Membership. Check for any Terms of Office expiring</li> <li>➤ Review Governor / LGC training needs and opportunities</li> <li>➤ Receive input for the LGC annual impact statement 2024-25 including reports</li> </ul>	<ul style="list-style-type: none"> <li>➤ Receive and, if agreed, approve apologies for absence</li> <li>➤ Reminder that Governors must not disclose any information of a confidential nature obtained by them relating to the Academy and the Trust</li> <li>➤ Check any Declarations of interest in respect of the agenda</li> <li>➤ Confirm Minutes of last meeting. Chair to sign as a true and accurate record</li> <li>➤ Matters arising from the previous minutes and progress towards identified actions</li> <li>➤ Consider items to be discussed in any other urgent business</li> <li>➤ Review Governor Membership. Check for any Terms of Office expiring</li> <li>➤ Review Governor / LGC training needs and opportunities</li> <li>➤ Receive input for the LGC annual impact statement 2024-25 including reports from Chair / Vice Chair and Link Governors</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Review the SBMAT Scheme of Delegation</li> <li>➤ Agree and schedule meeting dates for the year</li> <li>➤ Complete the SBMAT Skills Audit and submit the overview to the SBMAT Governance Professional by 31 October 2024</li> <li>➤ Review annual work and impact of the LGC – impact report and impact of link governor roles and monitoring activities 2023-24 and submit the overview to the SBMAT Governance Professional by 31 October 2024</li> </ul>		from Chair / Vice Chair and Link Governors	
Culture and Engagement	<ul style="list-style-type: none"> <li>➤ Review and agree the SBMAT LGC Code of Conduct and sign confirmation on Governor Hub</li> </ul>	<ul style="list-style-type: none"> <li>➤ Discuss local community including church community where relevant to consider any opportunities or issues/risks to the operation of the Academy and wider Trust.</li> <li>➤ Request that all Governors complete Diversity Information (Microsoft Forms)</li> <li>➤ Review Accessibility Plan</li> <li>➤ Review progress towards achieving Academy Equality Statement and Objectives</li> <li>➤ Plan LGC Spring term engagement with stakeholders – including attendance at Academy events – surveys, questionnaires, meetings involving Pupils, Parents, Staff</li> </ul>	<ul style="list-style-type: none"> <li>➤ Discuss local community including church community where relevant to consider any opportunities or issues/risks to the operation of the Academy and wider Trust.</li> <li>➤ Plan LGC Summer term engagement with stakeholders – including attendance at Academy events – surveys, questionnaires, meetings involving Pupils, Parents, Staff</li> </ul>	<ul style="list-style-type: none"> <li>➤ Discuss local community including church community where relevant to consider any opportunities or issues/risks to the operation of the Academy and wider Trust.</li> <li>➤ Review community engagement and effectiveness.</li> <li>➤ Receive the annual staff, pupil voice and parent voice reports and consider actions arising</li> </ul>
Strategy		<ul style="list-style-type: none"> <li>➤ Review Strategic Development Plan</li> </ul>	<ul style="list-style-type: none"> <li>➤ Review progress of Strategic Development priorities</li> </ul>	<ul style="list-style-type: none"> <li>➤ Review progress of Strategic Development priorities</li> <li>➤ Discuss priorities for next academic year</li> </ul>



<p style="text-align: center;">Accountability</p>	<ul style="list-style-type: none"> <li>➤ Complete Declarations of Interest forms on Governor Hub and update Academy Register Of Interests</li> <li>➤ Review gifts and hospitality policy and register</li> <li>➤ Complete risk register at Academy Level on EVERY</li> <li>➤ Review Academy Charging and Remissions policy (ANNUAL Review)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Receive and raise questions in respect of the report of the Principal</li> <li>➤ Monitor Budget plan to support delivery of Academy key priorities</li> <li>➤ Review and evaluate performance of the Academy through the production and analysis of education data (benchmark against local and national figures)</li> <li>➤ Review SEF judgements</li> <li>➤ Discuss targets for 24/25 including attendance and pupil performance targets</li> <li>➤ Discuss the curriculum offer including EYFS and ensure it is broad and balanced, and meets the needs of all pupils</li> <li>➤ Receive safeguarding updates and report of safeguarding link Governor report</li> <li>➤ For Church Academies, to monitor and support Christian distinctiveness and church ethos of the Academy</li> <li>➤ Confirm all LGC members Register of Interests are up to date</li> </ul>	<ul style="list-style-type: none"> <li>➤ Receive and raise questions in respect of the report of the Principal</li> <li>➤ Monitor Budget plan to support delivery of Academy key priorities</li> <li>➤ Review and evaluate performance of the Academy through the production and analysis of education data (Review pupil attainment and comparison to performance targets / receive final DfE validated performance data)</li> <li>➤ Receive any curriculum development updates including EYFS</li> <li>➤ Review SEF judgements</li> <li>➤ Receive safeguarding updates and report of safeguarding link Governor report</li> <li>➤ For Church Academies, to monitor and support Christian distinctiveness and church ethos of the Academy</li> <li>➤ Confirm all LGC members Register of Interests are up to date</li> </ul>	<ul style="list-style-type: none"> <li>➤ Receive and raise questions in respect of the report of the Principal</li> <li>➤ Monitor Budget plan to support delivery of Academy key priorities</li> <li>➤ Review and evaluate performance of the Academy through the production and analysis of education data</li> <li>➤ Review SEF judgements</li> <li>➤ Receive safeguarding updates and report of safeguarding link Governor report</li> <li>➤ For Church Academies, to monitor and support Christian distinctiveness and church ethos of the Academy</li> <li>➤ Confirm all LGC members Register of Interests are up to date</li> </ul>
<p style="text-align: center;">Compliance</p>	<ul style="list-style-type: none"> <li>➤ Review H&amp;S practices and incidents and accidents during 2023/24</li> <li>➤ Review SBMAT Health &amp; Safety policy and receive signed confirmation from all Governors</li> <li>➤ Distribute KCSIE documentation for Governors to read and understand Part 1 and Part 2.</li> <li>➤ Read Trust Whistleblowing Procedures</li> </ul>	<ul style="list-style-type: none"> <li>➤ Review current SBMAT Health &amp; Safety Report and current Fire Safety Report together with associated actions</li> <li>➤ Ensure that all Governors have read and follow ALL of Keeping Children Safe in Education guidance Part 1 and Part 2– receive signed declarations</li> </ul>	<ul style="list-style-type: none"> <li>➤ Receive any Health and Safety updates</li> <li>➤ Formally approve and agree any statutory policies and review any non DfE statutory Academy specific policies</li> <li>➤ Monitor and challenge pupil attendance, identifying any necessary actions</li> </ul>	<ul style="list-style-type: none"> <li>➤ Receive any Health and Safety updates</li> <li>➤ Formally approve and agree any statutory policies and review any non DfE statutory Academy specific policies</li> <li>➤ Monitor and challenge pupil attendance, identifying any necessary actions</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Complete SBMAT Criminal Self-Declaration Form paper copy</li> <li>➤ Review and approve Safeguarding and Child Protection Policy 2024-25</li> <li>➤ Receive confirmation that all Academy staff and Governors have received Level 1 Safeguarding training and Prevent training and that any DSL has up to date training in line with Home LA offer</li> <li>➤ Ensure at least 1 member of the LGC has attended Safer Recruitment training within the last 3 years</li> <li>➤ Ensure that all Governors have completed Cyber Security Awareness training in the last 1 year.</li> <li>➤ Ensure compliance with the Data Protection legislation and handling personal data in line with Trust Data Protection Policy. Review any data breaches during 23/24 and receive any GDPR updates</li> <li>➤ Read Trust Bring Your Own Device Policy and complete use of personal devices security declaration form</li> <li>➤ Review and approve any Academy Level statutory policies and any policies directed by SBMAT</li> <li>➤ Review and approve any non DfE statutory Academy specific policies</li> <li>➤ Receive confirmation that the Academy website is compliant</li> </ul>	<ul style="list-style-type: none"> <li>➤ Formally approve and agree any statutory policies and review any non DfE statutory Academy specific policies</li> <li>➤ Discuss admission arrangements 26/27. Agree admissions Policy 26/27</li> <li>➤ Monitor and challenge pupil attendance, identifying any necessary actions</li> <li>➤ Review and challenge the spend of pupil premium and recovery funding (23/24 only) in terms of educational outcomes and narrowing the achievement gap through receipt of the Pupil Premium Strategy Impact Report 23/24 and Action Plan 24/25</li> <li>➤ Receive the PE and Sports Premium Impact Report 23/24</li> <li>➤ Share term and holiday dates including Inset dates for 2025/2026 (2026/27 if available)</li> <li>➤ Receive confirmation that the Academy website is compliant</li> </ul>	<ul style="list-style-type: none"> <li>➤ Receive and consider the annual SEND report</li> <li>➤ Review Academy uniform policy with DfE guidance and with regard to ensure the costs of school uniforms is ensure the cost of school uniforms is reasonable and secures the best value for money</li> <li>➤ Monitor the complaints logs from the academy and identify any trends</li> <li>➤ Receive confirmation that the Academy website is compliant</li> </ul>	<ul style="list-style-type: none"> <li>➤ Review the number of pupils on roll for September</li> <li>➤ Consider pupil mobility data</li> <li>➤ Discuss predicted pupil performance and outcomes and discuss mitigations</li> <li>➤ Receive and consider the annual LAC report</li> <li>➤ Receive confirmation that the Academy website is compliant</li> </ul>
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Executive Leadership		<ul style="list-style-type: none"> <li>➤ Performance Management Update including Principal's target update <b>PART 2 ITEM</b></li> <li>➤ Receive and discuss the Trust Welbee Survey and Academy action plan</li> </ul>	<ul style="list-style-type: none"> <li>➤ Performance Management Update, seek assurance that interim reviews are completed / in course including Principal's interim review <b>PART 2 ITEM</b></li> <li>➤ Discuss Staff Workload / Wellbeing</li> <li>➤ Review progress of Academy Welbee Action Pan</li> </ul>	<ul style="list-style-type: none"> <li>➤ Performance Management including Principal's target update <b>PART 2 ITEM</b></li> <li>➤ Discuss Staff Workload / Wellbeing</li> <li>➤ Review progress of Academy Welbee Action Pan</li> </ul>
TRUST Required ACTIONS	<ul style="list-style-type: none"> <li>➤ Ensure up to date LGC members details are published on Get Information About Schools, the Academy websites and Governor Hub within 14 days of this meeting (Governor Hub section Governing Committee / Members).</li> <li>➤ Ensure all LGC members roles / link roles are updated on Governor Hub within 14 days of this meeting (Governor Hub section Governing Committee / Roles). <a href="#">How do I create and assign a governor's role?   Governor Hub Help Centre</a></li> <li>➤ Update Academy website with governance information which <b>MUST</b> be in a readily accessible format. NB published on a webpage, without the need to download or open it as a separate document. Information <b>MUST</b> include for each local governor who has served at any point over the past 12 months <ul style="list-style-type: none"> <li>• Full name</li> <li>• Date of appointment</li> <li>• Term of office</li> <li>• Date they stepped down (where applicable)</li> <li>• Who appointed them</li> <li>• Register of relevant material business or pecuniary interests/ details of any</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Where any relevant material business or pecuniary interests/ details of any governance roles in other educational institutions /any material interests arising from relationships with school staff have changed, ensure that Governor Hub and the Academy register is updated and upload any revisions to academy website.</li> <li>➤ Update Attendance Record for Autumn Term 2 meeting on Governor Hub</li> <li>➤ Ensure copy of final approved Autumn Term Business meeting minutes (Part One) are uploaded to Governor Hub and confirmed as signed. Ensure a copy is displayed in the Staff Room of the Academy</li> <li>➤ Ensure Autumn Term 2 Meeting DRAFT minutes Part One are uploaded to Governor Hub once approved by Chair</li> <li>➤ Ensure all link governor reports are uploaded to Governor Hub</li> <li>➤ Update Academy website with Admissions Policy 26/27 (unless</li> </ul>	<ul style="list-style-type: none"> <li>➤ Where any relevant material business or pecuniary interests/ details of any governance roles in other educational institutions /any material interests arising from relationships with school staff have changed, ensure that Governor Hub and the Academy register is updated and upload any revisions to academy website.</li> <li>➤ Update Attendance Record for Spring Term meeting on Governor Hub</li> <li>➤ Ensure copy of final approved Autumn Term 2 meeting minutes (Part One) are uploaded to Governor Hub and confirmed as signed. Ensure a copy is displayed in the Staff Room of the Academy</li> <li>➤ Ensure Spring Term Meeting DRAFT minutes Part One are uploaded to Governor Hub once approved by Chair</li> <li>➤ Ensure all link governor reports are uploaded to Governor Hub</li> </ul>	<ul style="list-style-type: none"> <li>➤ Where any relevant material business or pecuniary interests/ details of any governance roles in other educational institutions /any material interests arising from relationships with school staff have changed, ensure that Governor Hub and the Academy register is updated and upload any revisions to academy website</li> <li>➤ Update Attendance Record for Summer Term meeting on Governor Hub <b>PUBLISH</b> final Attendance Record 24-25 on Academy website</li> <li>➤ Ensure copy of final approved Spring Term minutes (Part One) are uploaded to Governor Hub and confirmed as signed. Ensure a copy is displayed in the Staff Room of the Academy</li> <li>➤ Ensure Summer Term Meeting DRAFT minutes Part One are uploaded to Governor Hub once approved by Chair</li> <li>➤ Ensure all link governor reports are uploaded to Governor Hub</li> </ul>

	<p>governance roles in other educational institutions / – Any material interests arising from relationships with academy staff. (Use Trust register of interests proforma).</p> <ul style="list-style-type: none"> <li>➤ Update Governor Hub with constitution for this academic year (Governor Hub constitution). Note any terms of office due to expire <a href="#">What does the Constitution tab show?   Governor Hub Help Centre</a>.</li> <li>➤ Send any new Diocese Letter of Undertaking to Governance Professional by <b>no later than 31 October 2024</b>.</li> <li>➤ Check all Governors have signed / confirmed the Code of Conduct, Letter of Undertaking, Personal Devices Security Declaration and Criminal Self-Declaration Form</li> <li>➤ Ensure Attendance records at meetings over the last academic year 23-24 are completed and published on the Academy website</li> <li>➤ Update Attendance Record for Autumn Term Business meeting on Governor Hub</li> <li>➤ Send copy of final LGC Impact Statement 2023-24 to Governance Professional <b>by 31 October 2024</b></li> <li>➤ Send copy of LGC Skills Audit overview to Governance Professional <b>by 31 October 2024</b></li> <li>➤ Add all scheduled meetings for next academic year to Governor Hub calendar.</li> <li>➤ Ensure copy of final approved summer term 2024 minutes (Part One) are uploaded to Governor Hub and confirmed as signed. Ensure a copy is displayed in the Staff Room of the</li> </ul>	<p>consultation required when Draft copy only can be uploaded).</p> <ul style="list-style-type: none"> <li>➤ Update Academy website with Term dates 25/26 and 26/27 if available.</li> <li>➤ Update Academy website with Accessibility Plan – annual requirement.</li> <li>➤ Update Academy website with progress towards achieving Academy Equality Statement and Objectives (annual requirement).</li> </ul>	<ul style="list-style-type: none"> <li>➤ Update Uniform policy if required and upload revised version to Academy website</li> </ul>	
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	<p>Academy. <a href="#">How to sign a document remotely</a>   <a href="#">Governor Hub Help Centre</a></p> <ul style="list-style-type: none"> <li>➤ Ensure Autumn Term Business Meeting DRAFT minutes are uploaded to Governor Hub once approved by Chair</li> <li>➤ Ensure all up to date training certificates are held / collated by the academy to include Level 1 Safeguarding training for all Governors (dated within last 3 years), Prevent training (awareness training or annual refresher), Safer Recruitment training for at least 1 Governor (dated within last 3 years).</li> <li>➤ Ensure certificate of completion for NCSC Cyber Security training for all Governors are held / collated by the academy</li> <li>➤ Update Academy website with approved Charging and Remission policy and Safeguarding and Child Protection policy, removing previous versions</li> </ul>			
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St. Bart's Multi-Academy Trust  
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