



Orchard Community Trust

Key functions of the Local Governing Board (LGB) as delegated by the Board of Trustees

Version 1.0 July 2019

The LGB is asked to carry out the following functions on behalf of the Trust:

The LGB will adopt an appropriate committee structure to deal with appropriate LGB business including, but not exclusively-finance, HR, curriculum, quality and standards, strategy, health and safety, premises, risk

a) Governance

- To champion the OCT vision and values in the academy and to ensure the spiritual wellbeing of the pupils
- To determine the educational character, vision, mission and ethos of the academy reflecting the wider character, mission and ethos of the Trust
- To ensure that the school has a medium to long-term vision for its future and a robust strategy for achieving it
- To appoint (and remove) from its number, the Chair, Vice-Chair and Local Governors with specific responsibilities for special educational needs and inclusion, safeguarding, statutory grants (including pupil premium), health and safety and financial matters.
- To appoint a Clerk
- To review, amend and scrutinise the implementation of the policies of the Academy (in line with any Trust prescribed policy).
- To implement a means whereby the Academy can receive and react to pupil, parental and staff feedback.
- To establish and maintaining a relationship with the members of the local community.

b) Finance and contracts

- To appoint a Local Governor responsible for Finance
- To recommend the annual budget for the Academy for submission to the Regional Board
- To monitor the Academy's delegated budget and ensure that any variances are reported to the Trust Board's Audit and Finance Committee for approval

- To monitor income, expenditure and cash flow of the Academy
- To ensure proper financial controls are in place at the Academy
- To maintain a register of LGB members' business and personal interests
- To ensure provision of free school meals to those pupils meeting the criteria
- To enter into contracts up to the limits of delegation and within an agreed budget
- To support the Trust Board in its monitoring and evaluation of the delivery of any central services/functions provided/procured by the Academy Trust.

c) Curriculum and standards

- To approve the curriculum proposed by the Headteacher (to the extent that it is consistent with the Trust-wide policy statement)
- To ensure effective processes are in place for monitoring the quality assurance of teaching and learning, the curriculum, inclusion and the sharing of good practice across the Academy.
- To monitor the KPI figures reported from the Headteacher relating to standards
- To develop, monitor and approve the Academy Development Plan in tandem with the Self-Evaluation Form.

d) SEN

- To appoint a Local Governor responsible for SEN and inclusion
- To review and maintain the Academy's SEN policy consistent with any Trust-wide policy
- To provide oversight of the implementation of the policy within the Academy and compliance with the Disability Discrimination Act requirements.

e) Safeguarding

- To appoint a designated governor for safeguarding
- To agree and adopt an appropriate safeguarding and child protection policy for the Academy and monitor/ensure its implementation
- To ensure the completion of the single central record.

f) Behaviour

- To review and maintain an appropriate behaviour policy for the Academy
- To convene a committee to review the exclusion of a pupil by the Headteacher.

g) Admissions

- To undertake consultation, publish admissions and determine arrangements consistent with the agreed academy admissions policy, as required in accordance with the School Admissions and Appeals Codes.
- To make arrangements for determining admissions and hearing admission appeals.
- To ensure effective arrangements are in place for pupil recruitment.
- To contribute to the development of the Academy prospectus.

h) Pupil related matters

- To review attendance and pupil absences (as part of the KPI report)
- To appoint a Local Governor responsible for statutory grants including pupil premium
- To monitor the impact of the pupil premium in the Academy
- To monitor the impact of other ring-fenced grants such as the Sports Premium.
- To adopt the OCT MAT Complaints policy
- To hear complaints at the relevant stage
- To ensure effective arrangements are in place for pupil support and representation at the Academy
- To support the Trust and the Headteacher in the extended school provision in the Academy.

i) Staffing

- To participate in the process to appoint the Headteacher as requested by the OCT central team (acting with the delegated authority of the Trust Board). To take part in the performance management of the Headteacher
- To support the Headteacher in the development and review (from time to time) of an appropriate staffing structure for the Academy and for the appointment of Academy staff to ensure that the Academy is fully staffed in accordance with that structure
- To ensure that there is effective communication between the Headteacher and the SEL
- To ensure that the Trust's policies on all HR matters are implemented in the Academy
- To monitor the implementation of the Trust's policies at the Academy for HR matters including the appointment, induction and performance management of staff, pay review process and procedures for dealing with disciplinary matters, grievances and dismissal.

j) Information management and communication

- To ensure the effective implementation of the data protection policies and procedures in the Academy.
- To ensure systems are in place in line with the Trust's strategy at the Academy for effective communication with pupil, parents or carers, staff and the wider community including the support of a local parent teacher association (if established).

k) Health, safety, risk and estates

- To appoint a Local Governor responsible for health and safety
- To review the risk register of the Academy and prepare the Risk report for the Trust Board
- To adopt a health and safety policy for the Academy (in line with any Trust-wide policy)
- To review the implementation of the above policy and ensure that appropriate risk assessments are being carried out in the Academy
- To conduct site inspections to review any health and safety issues and the security of premises and equipment

15 Alterations

This constitution and these terms of reference may be altered by a majority resolution of the Trust Board.

16 Circulation list

This constitution and these terms of reference shall be circulated to the Trust Board, all Local Governors, the Clerk to the LGB, and others at the discretion of the Chair of the Trust Board or the Chair of an LGB. This constitution and these terms of reference were approved and adopted by a resolution of the Trust Board.

