

**Diocese of Ely Multi-school Trust (DEMAT)**

**LOCAL GOVERNING BODY (LGB)**

**Terms of Reference:**

**Constitution:**

- The Diocese of Ely Multi-School Trust resolves to establish committees of the Trust Board to be known in each case as the Local Governing Body for an individual or federation of DEMAT schools.
- The Trust Board reserve the right to amend the levels of delegation to any LGB at any time.
- The Chief Executive Officer of DEMAT reserves the right to determine the operational structure of an LGB, or group of LGBs through consultation with the Chair(s) of the LGB(s).

**Membership:**

- The Chair of the LGB shall be appointed by the Chief Executive Officer of DEMAT (CEO)
- The LGB shall consist of not less than 4 members, of which one must be a Parent member and one must be a staff member.
- A Parent member shall be elected or appointed by the parents at the relevant School or federation. The elected parent must have a child registered at the School or federation and must be a parent at the time when he or she is elected or appointed.
- A place on the governing body is reserved for the local incumbent or their nominee.
- A quorum shall be 33% but not less than three members.
- The Headteacher of the School or federation will be the executive officer on the LGB
- The LGB may form sub-committees to exercise delegations for particular governance functions
- The terms of reference for any sub-committees are to be determined by the LGB and ratified by the DEMAT Head of Governance & Legal to ensure compliance with the DEMAT scheme of delegation
- The LGB may propose that additional members with particular skills are co-opted to the LGB with all co-options being approved by the Chair after making the DEMAT Head of Governance & Legal aware
- The Chair of Governors may appoint or remove governors after informing the Head of Governance & Legal
- The CEO, or substitute, or any Trustee may attend any meetings of the LGB

**Term of Office:**

Members shall serve for a period of 4 years, renewable for a second term of office.

**Meetings:**

Meetings shall be held as necessary but not less than four times a year.

*Love*  
*Community*  
*Respect*  
*Trust*  
*Ambition*

**01353 656760**

**[www.demat.org.uk](http://www.demat.org.uk)**

**DEMAT Office Address:**

Grace Building, 8 High Street, Ely, Cambridgeshire, CB7 4JU

**The Diocese of Ely Multi-School Trust (DEMAT)**

Company limited by guarantee Number 08464996. Registered in England & Wales.

Registered Office: Diocesan Office, Bishop Woodford House, Barton Road, Ely CB7 4DX

**Duties:**

LGBs play an important role in the continued improvement of the DEMAT schools. A DEMAT LGB will have a focus on school level strategy and school improvement; it will develop the right blend of challenge and support for the Headteacher in delivering the school's strategic plan; it will focus on the long term success of the school, and monitor the progress the school is making.

***Governance & leadership***

***The LGB will***

- The LGB will set the values and strategic policy of the school or the schools within the federation within the limits established by the scheme of delegation.
- The LGB will support and contribute to the induction of LGB members through use of mentoring, reading materials and familiarisation programme.
- The LGB will determine local policies not set by Trustees.
- The LGB will participate in the process of Headteacher appointment and performance management at the request of the CEO.
- The LGB will support the Headteacher in the recruitment process and performance management of School-based staff.
- The LGB will satisfy themselves that the school data provided by the Headteacher is accurate
- The LGB will question and challenge how Headteachers liaise with local stakeholders, parents and promote wider community engagement and be satisfied that the performance and other data and any narrative provided to them are consistent
- All members will be expected to attend at least one of the training and development sessions provided by the Trust central team.
- All members are expected to participate in school visits as requested by the Chair of Governors.

***Finance***

***The LGB will:***

- Read and consider any audit report and management response for the School or federation which requires changes or improvements to the implementation of financial procedures
- Scrutinise the evidence provided surrounding school finances, particularly the school budget to confirm these are consistent with the school strategy and SDP.
- Challenge the Headteacher's decisions and satisfy themselves that decisions made adhere to Trust procurement and contract guidelines

***HR***

***The LGB will***

- Where procedures are instigated which may lead to employment terminations of staff below the level of Headteacher, the LGB shall participate in such procedures with the Headteacher, under

Love  
Community  
Respect  
Trust  
Ambition

advice from the Trust HR Team advisors and in line with delegated authority in Appendix B to the Scheme of Delegation.

- The LGB will review the evidence provided to determine the effectiveness of implementation of key HR policies, esp. pay and performance.
- To satisfy themselves that the staffing establishment is appropriate and that the Headteachers decisions are based upon clear links with the educational rationale contained within School Development Plan (SDP).

### ***Educational performance***

#### ***The LGB will***

- Review, and if necessary challenge the SDP and Self Evaluation Form
- Support the Headteacher to develop and implement a Christian vision for the School or federation
- Review and if necessary challenge the evidence provided to show school performance against SDP, targets and national benchmarks
- Review and if necessary challenge how the school's curriculum model is tailored to the needs of the community
- Satisfy themselves, through analysis of the school data collections, that teaching quality continues to improve
- Hold the Head Teacher to account for accurate identification of areas for improvement

### ***Safeguarding and Inclusion***

#### ***The LGB will:***

- Form a panel if a Governor panel needed for exclusions
- Satisfy itself that the DSL reports contain sufficient evidence to ensure compliance with statutory safeguarding requirements
- Monitor and challenge implementation of Safeguarding Policy, SEND policy (and all other relevant policies) and performance of pupils from vulnerable groups
- Keep themselves informed of major SEND, Pupil Premium, & safeguarding aspects such as policy and appeals
- Keep themselves informed of exclusions in line with policy and monitor frequency and trends

### ***Buildings & compliance***

#### ***The LGB will:***

- Support, challenge, and contribute to the development of strategic school building / refurbishment proposals prior to submission to Central Trust's Head of Buildings & Site.
- Monitor how the school is compliant with H&S policies and statutory obligations such as a complaints process.
- Read and consider the findings of the school Health & Safety committees and feedback to Trust Board.

Love  
Community  
Respect  
Trust  
Ambition

***Additional local duties***

- The LGB may want to add additional duties that are unique to their local context within the parameters of the DEMAT scheme of delegation. A signed copy of any proposal for additional duties will be provided by the Chair of Governors to the Head of Governance & Legal for review.

**Reporting:**

The Chair (via the Clerk) shall circulate minutes of the LGB meetings to the DEMAT Governance & Legal team and will be available to the DEMAT Board to answer questions thereon.

**Review:**

These terms of reference will be subject to review.

Date of last review. July 2020

Date of next review July 2023

**Version History**

| Date                       | Change summary |
|----------------------------|----------------|
| 15 <sup>th</sup> July 2020 | V1 approved    |
|                            |                |
|                            |                |
|                            |                |
|                            |                |
|                            |                |
|                            |                |

*Love*  
*Community*  
*Respect*  
*Trust*  
*Ambition*

Decorative curved lines in yellow, orange, and teal at the bottom of the page.