Terms of Reference for the Local Governing Body of the following Academies which are part of the Christ the King Catholic Collegiate:

St John Fisher Catholic College
Our Lady & St Werburgh's Catholic Primary School
St Mary's Catholic Primary School
St Teresa's Catholic Primary School
St Thomas Aquinas Catholic Primary School
St Wulstan's Catholic Primary School.

Terms used

Board – Board of Directors of Christ the King Catholic Collegiate,
CtKCC – Christ the King Catholic Collegiate,
LGB- Local Governing Body
AO – Accounting Officer
CEO – Chief Executive Officer
F&R- Finance and Resources
S&P- Standards and Provision
HTB- Headteacher Board
CSI -Catholic Schools Inspection Framework

Constitution

The Board hereby resolves to establish Local Governing Bodies for each school (LGB). The LGB will act as an advisory body to the Board of Directors and will be responsible for ensuring the successful delivery by the Headteacher of the day-to-day operational matters affecting the daily life of the individual school. The Local Governing Body is the link between CtKCC, the parents and the community.

Membership and Attendance

Members of the LGB are called Governors.

The LGB shall consist of

- Six Foundation Governors appointed by the Archbishop or as many more Foundation Governors as are necessary to make sure that the number of Foundation Governors in post always exceeds the number of all other Governors in post, by at least two.
- Two elected parents
- One elected member of staff

So long as there is still a majority of two Foundation Governors in post, the LGB may co- opt up to two additional Governors.

The Governors shall each school year, at their first meeting, elect a Chair and a Vice-Chair from amongst the Foundation Governors to serve until a successor is elected or a vacancy occurs.

The Headteacher (or a nominated representative) will be in attendance at each meeting.

The LGB shall appoint a Clerk.

Each member shall be given notice in writing of a meeting together with a copy of the agenda at least seven clear days before the date thereof.

The LGB shall appoint Governors to sit on subcommittees to have detailed oversight of:

- Finance and Resources
- Standards and Provision

The LGB may also appoint additional subcommittees as required.

The Board shall determine the Terms of Reference of the LGB subcommittees.

Subcommittees shall consist of a minimum of 3 Governors up to a maximum of 6. The membership may include persons who are not Governors to provide expert advice, provided that a majority of members of the Committee shall be Governors. The LGB may invite school professionals to advise and/or to be held to account.

No business can be conducted unless a quorum is present. A quorum is usually three members, two of whom should be Foundation Governors.

The Board may assign a Director to serve on the LGB. In this case the Director will count towards the quorum and will have voting rights under section 63.8 of the Scheme of Delegation [1]

The LGB shall meet at least termly, or more often as required.

The subcommittees shall meet at least termly.

Reporting

The Clerk to the LGB will prepare and keep minutes of the meetings of the full LGB. The Clerk will prepare and keep minutes of other meetings.

Draft LGB minutes shall be circulated to the members of the LGB within two weeks of the meeting.

Draft subcommittee minutes shall be circulated to the relevant Board Committee members within two weeks of the meeting.

Matters to be raised to the Board or its Committees should be forwarded to the Central Office as soon as possible after a meeting rather than waiting for draft minutes.

Authority

The LGB is authorised by the Board to carry out any activity within its terms of reference or as specifically delegated to it by the Board.

The LGB is authorised to obtain outside professional advice, normally in consultation with the AO/CEO. No expenditure may be incurred without prior approval of the Board.

The LGB **must** ensure that they have read, understood and agreed to the terms set out in:

- The CtKCC Scheme of Delegation
- The CtKCC Financial Scheme of Delegation

Role

The role of the LGB is to:

1. Monitor what happens at the school in order to make sure that the school provides an excellent Catholic education to all its pupils.
2. Make sure that the school follows any and all guidance from the DES to secure, protect and improve the provision of Catholic education and the Catholic ethos.

[1] 63.8 Any MAC Director shall be entitled:
- To serve on the LGB and/or
- To attend any meetings of the LGB and its committees

Where a MAC Director attends a meeting of the LGB, that MAC Director shall count towards the quorum for the purposes of the meeting and shall be entitled to vote on any resolution being considered by the LGB.

3. Ensure that policies put in place by CtKCC Directors for CtKCC are put into practice in the school.
4. Act as a critical friend to the Headteacher.
5. Give the Headteacher of the school support in the recruitment, selection, grievance, disciplinary and exclusion processes as appropriate.
6. Develop and maintain the building and estate management plan.
7. Develop links with the parish or parishes near the school and with the wider community.
8. Manage admissions to the school on behalf of CtKCC Directors, who are the admissions authority.
9. Develop the School Development Plan in conjunction with the Headteacher.
10. Ensure the School Development Plan is put into practice.

Major issues will be referred to the F&R Committee of the Board for ratification.

Duties

1. Preserving and developing the Catholic mission of the school in collaboration with the Headteacher.
2. Ensuring that the school has a medium to long-term vision for its future and that there is a robust strategy in place for achieving its vision.
3. Monitoring educational standards.
4. Championing CtKCC's vision and values in the school and ensuring the spiritual wellbeing of the pupils.
5. Implementing a means whereby the school can receive and react to pupil, parent and staff feedback.
6. Establishing and maintaining relationships with the parish priest, local Church and parish community to work with them as they contribute to the Catholic formation of the pupils at the school.
7. Establishing and maintaining relationships with parents of pupils attending the school to support them in their role as primary educators.
8. Establishing and maintaining a relationship with members of the local community, including assisting the Headteacher to build relationships with other schools, agencies and businesses in the community to enhance the quality of Catholic education provided for pupils.
9. With the Headteacher, establishing and developing pupil, parent and staff voice and monitoring the same, reporting any issues or other matters to CtKCC Directors.
10. Developing an understanding of how CtKCC and the school are led and managed by:
11. Building an understanding of CtKCC's ambitions for the school and its pupils – its vision and strategy CtKCC's values and becoming familiar with key policies- as to how these work in practice so that they are creating a healthy culture for all.
12. Being the link with parents and the community by:
    a. Building a knowledge of parents' views and the community context
    b. Ensuring that Directors and the CEO are aware of parents' and community views
13. Monitoring the work of the school, escalating any concerns to the CEO and / or Directors by:
    a. Scrutinising reports on the school's progress with achieving its ambitions
    b. Scrutinising reports on how the school complies with key policies
    c. Visiting the school during the school day and attending events
14. Reviewing key decisions made by the Headteacher e.g. pupil exclusions and responses to complaints

15. The implementation of curriculum plans.
16. The arrangements for teaching and learning.
17. The management of health and safety in the school.
18. Oversight of annual staff appraisal based at the school (except the Headteacher) and, working with the Headteacher, put in place procedures for the proper professional and personal development of staff.
19. Supporting the Directors in the performance management of the Headteacher as outlined in the Catholic Education Service policy with details of the performance management review reported to the Directors. The performance management of the Headteacher will be carried out by at least one CtKCC Director, at least one LGB Governor, advised by the AO and the Board appointed SIP.
20. Advising and supporting CtKCC Directors to determine the Headteacher's pay.
21. Ensuring effective communication between the Headteacher and the F&R Committee of CtKCC Directors.
22. Supporting the CtKCC Directors in the appointment process for the Headteacher, Deputy Headteacher, Assistant Headteacher and Lay Chaplain in all schools, and the Head of RE in a Secondary School.
23. Appointing all other school staff.
24. Succession planning.
25. Reviewing and amending the policies of the school in line with CtKCC's prescribed policy.
26. Ensuring that the school website is compliant with statutory requirements and that all necessary published policies and documents are up to date.
27. Performance managing the Chair to LGB via a 360 review.
28. Reviewing annually the contributions made by the Governors.
29. Submitting to any inspections pursuant to CSI and any additional canonical inspections and visitations of the Archbishop
30. Submitting to any other education inspections as required by law.
31. Supporting and working with other LGBs in CtKCC.
32. Carrying out the self-evaluation of the LGB every three years.
33. If the LGB is planning to spend 1% or more of its GAG on one item/contract or borrow or enter into hire purchase agreements or equipment leasing, it should obtain the consent of CtKCC Directors before entering into the contract.
34. The LGB is authorised to set a Board approved budget and to spend the money within its budget, as it considers best in order to maintain and develop the school as a Catholic school in accordance with the Schools Financial Handbook.
35. The LGB will:
    a. set the annual budget for the school on behalf of CtKCC Directors, submit the budget for approval and operate within it.
    b. monitor the income, expenditure and cash flow of the school and ensure proper financial controls are in place at the school
    c. work with CtKCC Directors to develop the 5 year estate management strategy for the school.
35. The maintenance of the school's buildings, premises and facilities is the responsibility of the LGB.

36. The LGB will:
    a. review the full school risk register annually, in the autumn term.
    b. review the top five school priorities on the risk register in the spring and summer term.