

WICKERSLEY PARTNERSHIP TRUST

TERMS OF REFERENCE – GOVERNING BOARDS

The Local Governing Body will adhere to the 'Scheme of Delegation' as published by the Trust.

Local Governing Body must meet at least once each term, however the Trust recommends having monthly (ideally 6 each year) meetings to help even out the workload and reduce the length of meetings.

The constitution of the Local Governing Body will be as follows (larger for Secondary Schools):

- Up to 6 co-opted governors (including 3 parent governors)
- 1 staff governor,
- 1 support staff governor
- 1 Head Teacher
- Associates (appointed by the Trust following a formal process of appointment and approval)
- Clerk

The Local Governing Body must have a quorum of three governors or a third of the total governors (whichever is the greater) at every meeting.

The Local Governing Body will elect a Chair and Vice Chair on an annual basis each September. This can be done either by self-nomination or nomination by another. Where more than one nomination is made those nominated are required to leave the room to enable a closed vote to be undertaken. Single nominations to Chair/Vice Chair can be automatically elected providing there are no objections.

The Governing Board must employ a skilled clerk who must be able to provide the following services:

- Convene meetings
- Take and distribute Local Governing Body meeting minutes following the Trust approved format
- Maintain attendance records
- Offer procedural advice and guidance during and between meetings
- Take follow up action as required

It is good practice for the Clerk to the Local Governing Body NOT to be employed at the school in another capacity, e.g. as a school administrator. Such a dual role can lead to blurred reporting structures and an inherent conflict of interest.

The agenda and papers for any Local Governing Body meetings should be issued 7 working days in advance of a meeting with the exception of any urgent issues that may arise, which would be discussed at a meeting at the discretion of the Chair.

Governors will have specific responsibilities in line with the Ofsted framework and there will need to be a named governor as follows:

- Chair
- Vice Chair
- Safeguarding
- Looked After Children
- SEND
- Data and outcomes (Performance)
- Teaching and learning
- Pupil premium

Regulation 15 of the Roles, Procedures and Allowances Regulations 2013 requires the Local Governing Body to make the agenda, signed minutes and any reports and papers considered at any meeting available for inspection by any interested parties. Academies articles of association require them to do likewise.