

**SOUTH GLOUCESTERSHIRE AND STROUD
ACADEMY TRUST**

THE SGS PEGASUS FREE SCHOOL LOCAL GOVERNING BODY

TERMS OF REFERENCE

1. **Membership**

1.1 The Local Governing Body (LGB) of SGS Pegasus School will be composed, where possible, of 10 Governors:

- Chair of the LGB
- Up to 7 Independent Governors
- Two parent governors

1.2 The Head Teacher will be in attendance at meetings of the Local Governing Body.

1.3 Members of the LGB will be approved by the Board of Trustees.

1.4 The Vice-Chair shall be elected by the LGB from among its members for a term of office determined by the members. The Vice-Chair shall be eligible for re-election at the end of their term of office.

1.5 The members of the LGB shall, upon their appointment or election, give a written undertaking to uphold the objects of the SGS Academy Trust as set out in the Articles of Association and all policies and procedures agreed by the Trust or LGB from time to time.

1.6 The structure of the LGB will be agreed by the SGSAT Board of Trustees and may be amended from time to time.

1.7 The usual term of office for all members of the LGB will be 4 years.

1.8 The elected Parent Local Governors must be a parent of a registered pupil at the time when she/he is elected and whilst she/he has a registered pupil at the School. For these purposes 'Parent' includes a guardian or carer with parental responsibilities.

1.9 Appointments to the LGB that are subject to election will take effect after ratification by the SGS AT Board.

1.10 Any member of the LGB may request the Chair to invite persons who are not members of the LGB to attend its meetings.

2. Accountability and Purpose

- 2.1 The LGB is a committee of the SGSAT Board of Trustees (the Board) and is responsible to the Board. The terms of reference of the LGB must be approved by the Board of SGS Academy Trust. The Board may review and amend these terms of reference from time to time, but as a minimum these terms of reference shall be reviewed at least once in every twelve months.
- 2.2 These terms of reference provide the framework, together with the Scheme of Delegation, within which the LGB shall operate.
- 2.3 The functions and proceedings of the LGB shall be subject to regulations made by the Board from time to time.
- 2.4 The Chair of the LGB will meet with representatives of the Board in the final term of each academic year to discuss the roles and responsibilities of the LGB in relation to the local School's development plan and any other issues as appropriate.

3. Role of the LGB

The role of the LGB is to:

- 3.1 Set and review the vision and direction for the School within the framework of the Trust's vision for School's ensuring that the curriculum responds to student needs and prepares learners for progression into mainstream education, further/higher education and/or apprenticeships/employment.
- 3.2 Develop the annual financial plan and budget for the School and recommend to the SGS Academy Trust Board.
- 3.3 To Review and agree any Service Level Agreements in place for the School.
- 3.4 To recommend to the Trust for approval, Curriculum plans to the SGS Academy Trust Board and oversee the implementation of the agreed annual curriculum and development plan within the budget approved by SGS Academy Trust.
- 3.5 To annually review student admissions, recruitment, agree curriculum delivery as a result of admission numbers and monitor and assist with the pupil admission and appeals process as required.
- 3.6 To recommend for approval, the annual marketing plan to the SGS Academy Trust Board and Oversee the implementation of this plan.

- 3.7 Annual review of implementation and compliance to statutory required policies and School operational policies, as set by SGS Academy Trust Board. With particular attention to effectiveness of key policies to meet the needs of a full range of pupils for the school relating to SEND and Inclusion, Accessibility and Disability Safeguarding and Child protection.
- 3.8 Recommend for approval to SGS Academy Trust Board following annual review of localised School Procedures (within the Trust's overarching policies and principles), in respect of the Home School Agreement, Disability and Accessibility Plan, Admissions Arrangements, Behaviour for Learning, Educational Visits, Safeguarding procedures, Teachers Toolkit and Work Experience.
- 3.9 Understand and scrutinise the School's Health & Safety arrangements, including annual review of First Aid within the School and the School's Risk Register.
- 3.10 Review the content of the School website to ensure that statutory requirements are being met and that the ethos and identity of the School.
- 3.11 Understand and scrutinise Student Behaviour and Safety in accordance with the SGS Academy Trusts Behaviour & Discipline Statement of Principles and Health & Safety Policy.
- 3.12 Understand and scrutinise the School provision and implementation of SMSC (Spiritual, Moral, Social and Cultural).
- 3.13 Understand and scrutinise student progress, review progress of different groups of students and scrutinise the Schools approach and use of the Pupil Premium, Physical Education and Sports Premium Funding.
- 3.14 To scrutinise and make use of external data (e.g. Raise Online and Fischer Family Trust Aspire) to review School performance and undertaking of necessary training to effectively undertake this role.
- 3.15 In liaison with the Head Teacher, to be involved in the review of outcomes of Teachers annual performance appraisals and approve pay decisions, in line with SGS Academy Trust approved Appraisal and Pay Policy. In respect of the pay of the Head Teacher, to liaise with the Chief Executive Officer/Chair of Governors.
- 3.16 Monitor the School's response to the SGS Academy Trust Equality Objectives
- 3.17 Represent the School at relevant SGS Academy Trust working groups when required.

- 3.18 Scrutinise and review progress against the School Improvement Plan and the Self Evaluation Form.
- 3.19 Provide SGS Academy Trust Board with an annual statement of LGB activities including key issues addressed and assessment of Impact.
- 3.20 Be involved in Governor Review Panels of Student Exclusions within Statutory guidelines and undertaking of necessary training to effectively undertake this role.
- 3.21 Be involved in Governor Review Panels as part of the Complaints Procedure.
- 3.22 Undertake an annual LGB Self Evaluation and effectiveness review, including 360 degree review of the Chair of the LGB and report to the SGS Academy Trust Board.
- 3.23 Understand and scrutinise student progress and review progress of different groups of students
- 3.24 Review of strategy, implementation and effectiveness for engagement of Students and Student Voice
- 3.25 Review of strategy, implementation and effectiveness for engagement of Parents and Parent Voice.
- 3.26 Review of strategy, implementation and effectiveness for engagement of Staff and Staff Voice.
- 3.27 Review of strategy, implementation and effectiveness for the engagement of the Local Community.
- 3.28 Undertake and report on Link Governors roles to key subject areas/school priority areas within agreed protocols.
- 3.29 To work with SGSAT to ensure that all Governors are appropriately trained and developed and undertake an annual LGB skills audit review in order to fulfil their role with the School LGB.

4. Meetings & Quorum

- 4.1. The LGB will meet as often as is necessary to fulfil its responsibilities but as a minimum, the LGB will meet at least once each term.
- 4.2 The quorum for any meeting of the LGB meeting is any five members of the LGB currently appointed.
- 4.3 Each member of the LGB shall have one equal vote. Where there is an equal division of votes, the Chair of the LGB will have the casting vote.

- 4.4 All decisions reserved for the LGB shall be determined by the Board of Trustees and will be reviewed at least annually.
- 4.5 In the absence of either the Chair or the Clerk at a meeting of the LGB, the LGB will agree a replacement for the meeting.
- 4.6 The agenda for each meeting shall be prepared by the Clerk in consultation with the Chair of the LGB and circulated together with all relevant agenda papers to all members at least seven clear days before the date of a meeting. The Chair may determine a shorter period is appropriate in cases of emergency.
- 4.7 It is assumed that each member of the LGB has read any papers as long as they have been circulated in accordance with point 4.6.
- 4.8 All recommendations and decisions made at the meeting of the LGB will be recorded accurately in writing. These minutes will be forwarded by the Clerk of the LGB to members of the LGB at least seven clear days before the date of the next LGB meeting.
- 4.9 Any Trustee of the Academy Trust may attend a meeting of the LGB.

5. Reporting Procedures

- 5.1 The Chair of the LGB will present minutes of the LGB meeting and a summary report of the issues discussed and recommendations made at any previous LGB meeting to each SGS AT Board meeting.
- 5.2 Where any power or function of the Trustees has been exercised by the LGB, the LGB shall report to the Board in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the Trustees immediately following the taking of the action or the making of the decision.

Date of last review:	June 2017
Date of last approval:	12 July 17
Approved by:	Board of Trustees
Review interval:	Annually
Next review due by:	July 2018