



## **CITY OF LONDON ACADEMIES – SOUTHWARK**

### **LOCAL GOVERNING BODY TERMS OF REFERENCE**

#### **Preamble**

The City of London Academies Trust (the Trust), has agreed to establish a joint local governing body for the three Southwark academies within the Trust, the City of London Academy Southwark, which will oversee the performance of individual schools against the key performance indicators set by the Trust Board as well as establish its own identity, and strengths and weaknesses, and how best to address them.

The Local Governing Bodies (LGBs) have responsibility for the functioning of their schools, within the overall strategic direction and framework of delegation set by the Trust. There will also be regular and prompt reporting of decisions to the Trust Board.

#### **Responsibilities:**

- A commitment to providing outstanding education that enriches and inspires students, enabling them to reach their full academic and personal potential.
- To work within the scheme of delegation established on an annual basis, and to review effectiveness each year.
- Recommend an LGB budget plan for the financial year, and monitor the budget at least termly.
- Set targets/objectives for academy and executive principals/headteachers with the CEO of the Trust, and monitor these targets.
- Recommend the appointment of principals/headteachers and approve vice principal/deputy headteacher appointments.
- Propose staff, HR, pay, performance and disciplinary policies.
- Approve the school development plan and review progress against the development plan.
- Establish and implement a curriculum policy.
- Propose targets for student achievement and monitor targets.
- Approve pupil behaviour policies and monitor implementation of these policies.
- Propose academy admissions policy.
- Approve academy safeguarding/Prevent policies.
- Approve academy premises related policies.
- Approve and implement health and safety policies.
- Any other responsibilities as listed in the scheme of delegation (attached).
- Propose expansion opportunities for the Trust.

## **Membership:**

LGB membership will be structured as follows:

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|--|---|
| 1 Chair (Trust appointee with CoL consent)- Chair of one advisory board on annual rotation |   |
| 2 Vice Chairs (Trust appointee)  | - Chairs of the other 2 Advisory Boards |
| 7 Governors appointed by Trust   | - At least two assigned to each academy |
| 3 Parent Governors   | - One from each academy                 |
| 2 Executive Principals   | - One Primary, One Secondary            |
| 2 Staff Governors  | - One support and one teaching          |

LGB governors are appointed by the City of London Academies Trust Trustees, in consultation with the City of London Corporation as Sponsor. The Chair of the LGB is appointed by the Trustees, with the approval of the Sponsor. The Trustees also have the power to intervene and request a governor to stand down, or in extreme cases, remove a governor if necessary.

## **LGB advisory groups**

Each LGB will set up advisory groups, depending on the needs of the individual schools. Groups will provide advice to the LGB on areas such as finance, accountability, staffing and curriculum. LGBs will make final decisions on any matters advised on by the groups.

## **Quorum**

A minimum of 5 governors in attendance, with the majority being governors who are not parent or staff governors, constitutes a quorum.

If the number of Governors assembled for a meeting of the Local Governing Body does not constitute a quorum, the meeting shall not be held. If during a meeting of the Local Governing Body the number of Governors present ceases to constitute a quorum, the meeting shall be terminated forthwith.

## **Chair and Vice-Chair**

The Chair is appointed by the Trust Board, but requires consent from the City Corporation as Sponsor.

## **Meetings**

The Local Governing Body shall meet at least once in every term, and shall hold such other meetings as may be necessary. All meetings shall be convened by the Clerk to the Local Governing Body, who shall send to the Governors written notice of the meeting and a copy of the agenda at least seven clear days in advance of the meeting.

## **Clerking**

The LGBs have responsibility for appointing their own clerks.