



ELMLEA SCHOOLS' TRUST
JOINT Local Governing Body Committee
Elmlea Infants' and Junior School
Terms of Reference
2021/2022

Key Purpose

In consultation with the Board of Trustees to be responsible for the areas delegated by the Board of Trustees including responsibility for

Maintaining and improving Standards and Achievement.

To provide support, contribute and challenge the school in regard to the School Improvement Plan.

To provide support in relation to safeguarding, pupil mental health and well being, equality and diversity

Membership

The committee will consist of at least four elected local governors from both Elmlea Infants' and Junior schools, the Executive Headteacher and two staff governors from each school. The Chair and Vice Chair of the committee will also be a Trustees of the Elmlea Schools' Trust Board. The CEO will be an automatic member (ex officio).

The committee is authorised to invite attendance at its meetings from persons to assist or advise on a particular matter or range of issues.

Quorum

The quorum for each meeting shall be a minimum of four non-staff governors (two from each school), of which the Executive Headteacher should be one. In the absence of the Executive Headteacher, the Vice Executive Headteacher must be present at the meeting.

Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

Meetings

Meetings to be at least once per seasonal term and otherwise as required. These will generally be in the two weeks prior to the Board of Trustees meetings. Notice of at least one week must be given when convening additional meetings.

Terms of Reference

The committee has the power to make its own decisions without referral to the Board of Trustees, except where the subject matter requires Board of Trustees consideration by law or as specified in the Board of Trustees' Scheme of Delegation.

The specific duties of the Local Governing Body shall be:

Curriculum planning and delivery

To review, monitor and evaluate the curriculum offer.

To recommend for approval to the Board of Trustees the:

- Self-evaluation form
- School Improvement Plan
- Targets for school improvement



To review performance of the school and report to the CEO and Board of Trustees, reporting material non compliance.

To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the Executive Headteacher/SENDCO.

To receive an annual report from the named governors (SEN, Looked After children)

To ensure that the statutory requirements in respect of Religious Education and Sex Education are carried out.

To ensure the curriculum offers equal opportunities to each pupil regardless of race, gender, belief (including none), sexual orientation or disability by:

- i. Observing during visits to School, that working practices do not discriminate against pupils on grounds of race, gender, belief, sexual orientation or disability;
- ii. Studying policy documents and schemes of work;
- iii. Observing displays, books, resources;
- iv. Sharing information from SENDCO (Special Educational Needs and Disabilities Co-ordinator).

To review how pupil premium is spent at the school and review and report its impact to the Board of Trustees.

Determine the admissions criteria for the school in line with the Admissions Policy of the Trust.

Review matters relating to Pupil Discipline including Behaviour, Anti-Bullying, Exclusions, Unacceptable Behaviour.

Monitor rates of exclusion for all pupils, identifying separately exclusion for disadvantaged and SEND pupils.

Monitor Pupil Attendance

Assessment and improvement

To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement.

To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups.

To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.

To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.

To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.

To consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan.

To ensure that all children have equal opportunities.

To monitor pupil premium spending.

Engagement

To monitor the school's publicity, public presentation and relationships with the wider community.

To identify and celebrate pupil achievements.

To oversee arrangements for educational visits, including the appointment of a named co-ordinator.

To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way.

Safeguarding

Adopt the Trust's safeguarding policy to meet the local needs of the school.



To review and monitor issues and concerns raised under the Trust's Safeguarding Policy.

To be responsible for monitoring the school systems, processes and procedures are compliant with current Safeguarding legislation.

Appoint a named safeguarding governor who is appropriately trained. The Safeguarding governor will hold a termly meeting with the Executive Headteacher to monitor procedures and compliance with the safeguarding policy.

To monitor and report on the outstanding actions in any Safeguarding audit.

Pupil mental health and well-being

Mental health and wellbeing is an integral undertaking in schools and needs to be considered throughout all aspects of the school experience. The link governor role creates a connection between the governing board and the wider school/Trust and is focused on supporting the school to embed its mental health and wellbeing provision across the entire school.

To appoint a named pupil mental health and well-being governor who will have knowledge of/monitor/review the provision within Elmlea School's Trust to ensure that pupil mental health and wellbeing is considered and provided for throughout all aspects of the school experience within our Trust.

Equality and diversity

To appoint a named equality and diversity governor who will ensure statutory requirements in respect of monitoring and review the trusts annual equality impact statement.

To work with the school staff to eliminate unlawful discrimination, promoting equality of opportunity, good relations between people in a diverse community and promote community cohesion.

RISK MANAGEMENT

At each meeting, review the relevant part of the risk register, adding additional risks that the school(s) face. Consider the underlying causes of the key risks and ensure that the school leadership is taking appropriate action to mitigate the risks.

POLICIES

Ensure that Trust Policies, procedures and other relevant documentation assigned to the committee is reviewed on a timely basis and updated in line with current legislation.

CONFIDENTIALITY

Any matter discussed in the committee may be deemed confidential until the Board of Trustees has been informed. Confidential items will be recorded and circulated in separate minutes.

ANNUAL REVIEW OF TERMS OF REFERENCE

In Term 6 annually, the committee should review Terms of Reference to ensure that they have met and delivered their delegated duties, to cross reference them to the current Scheme of Delegation and to update both documents as necessary.

Following annual review, the terms of reference and any recommended amendments to the Scheme of Delegation should be submitted to the Board of Trustees for ratification by Board of Trustees at the T6 meeting.

DISPUTES

The Board of Trustees at its next meeting or at a specially convened meeting if necessary will resolve any disputes within or between committees.



ELMLEA SCHOOLS' TRUST - ELMLEA INFANT AND JUNIOR JOINT LOCAL GOVERNING BODY TERMS OF REFERENCE	
Board of Trustees Committee	Joint Local Governing Body
Terms of Reference Adopted	June 2021
Review cycle	Annually
Review date	Summer Term 2022