

# Local Governing Bodies

## Terms of Reference (23/24)

There will be an individual Local Governing Body for every school in Day One Trust, except if there is a temporary Improvement Board in place for that school as an intervention to raise standards in the school or address a breakdown in management or governance.

## Purpose

The governing body will ensure the school's mission is being achieved by focussing on:

- The effectiveness of the school in providing an excellent education
- The school's plans for development and further improvement

To do this the governing body will:

- Scrutinise, support and challenge the school
- Think strategically about the school's development
- Use its industry knowledge to inform the school's educational offer
- Ensure the school is safeguarding young people and is compliant with its legal obligations

## Membership

The governing body will comprise a maximum of twelve governors including:

- up to two Governors, one of whom will serve as Chair, who also serve as Trustees on the DOT Board
- the Principal of the Academy and the CEO of the Trust ('ex officio' – which means by virtue of the position they hold)
- up to eight further Governors nominated by the Chair of the governing body to the DOT Nominations and Remuneration Committee
- Two parent governors elected by the parents of students at the school.

The governing body must, from amongst its members, have governors who take on each of the following roles. Governors will be appointed to them by the DOT Nominations and Remuneration Committee, on the advice of the Chair of the Local Governing Body.

- Chair (who must be a trustee)
- Vice Chair
- Safeguarding governor (who must sit on the DOT Safeguarding and Wellbeing Committee)
- Standards link governor (who must sit on the DOT Standards and Teaching Committee)
- Finance link governor (who must sit on the DOT Finance, Audit, Operations and Risk Committee)

All governors will be appointed by the DOT Nominations and Remuneration Committee, on the recommendation of the Chair of the governing body.

Parent governors will be elected in the autumn term, from amongst the parents/carers of year 12 students. Once their child has left the school, an election will be held to replace each parent governor. There will usually be one parent governor post elected every autumn.

Governors appointed ex-officio (the CEO, the Principal) remain governors for however long they hold their office. Parent governors remain governors until their child leaves the school, unless no governor is elected to replace them, in which case they hold office for four years. All other governors will be appointed for a term of four years from their first meeting. Governors may be re-appointed to serve a further term by agreement with the chair, and subject to approval by the DOT Nominations & Remuneration Committee.

Other than the Principal and the CEO, candidates for appointment as Governors cannot be staff of the Academy or any part of DOT.

A Governor's term of office will be terminated if:

- any event or circumstance occurs which would disqualify him or her from the office of Governor under the Articles
- he or she has, without the consent of the governing body, failed to attend its meetings for a continuous period of six months and the Chair and the Vice-Chair agree that the term of office should be terminated
- he or she resigns from office by notice to DOT
- he or she is removed from office by the DOT Board.

## Delegated authority & accountabilities

The powers and responsibilities of the governing body are delegated to it by the board of DOT. They are set out in the scheme of delegation for DOT, which should be read alongside these terms of reference. The governing body is one part of the governance of Day One Trust (DOT). The governing body works together with other parts of the governance structure of Day One Trust, which are described in the DOT governance structure. The governing body has the following relationships with other parts of the governance structure.

### **The Trust Board**

The governing body is accountable to the board of Day One Trust (The Trust Board). The chair of the governing body is a trustee of DOT and sits on the Trust Board. Other members of the governing body may also be trustees of DOT and sit on the Trust Board.

### **Trust Committees**

The governing body is advised by:

- The DOT Standards and Teaching Committee, which scrutinises the academic performance, teaching quality, self-evaluations and development plans of each school in the Trust.
- The Safeguarding and Wellbeing Committee, which scrutinises the safeguarding of young people educated by the Trust and how effectively their wellbeing is supported.
- The Finance, Audit, Operations and Risk Committee, which ensures the finances and operations of the Trust and its schools are being managed properly and have maximum benefit for the young people educated by the Trust.

Each of these committees will report on their work to the governing body of each school, so that the governing body has the information it needs to discharge its responsibilities. They also act on behalf of the Trust Board and as such they may advise or require the governing body to take action, e.g. where they identify an issue within their remit that needs to be addressed by the school.

One member of the governing body will sit on each of these committees, to enable effective communication between each of them and the governing body. The person who sits on the safeguarding and wellbeing committee will be the school's safeguarding governor.

## Operation of the Committee

The Committee shall meet at least three times in each year. In determining its agenda, the papers it calls for and the timing of meetings, the Committee will follow the DOT Governance Cycle.

The Principal will promptly notify:

- the Committee chair and safeguarding governor of any serious safeguarding incidents
- the Committee chair of any RIDDOR reportable health and safety incidents.

## Record of Meetings and visits

- The Committee will ensure that its agenda, papers and minutes are published in the online folder used by DOT and made available to the Trust Board
- The Committee shall ensure that an agreed written record is kept of its meetings.
- The Committee will have access to all papers and minutes of the Trust Board and its committees, except those that the Trust Board or Committee decide are confidential.
- Governor visits to schools will be recorded in accordance with the governor visits policy and circulated to the committee with the papers for its next meeting.

## Decision Making

- A quorum at each meeting shall be four committee members.
- Any decision of the Committee in a meeting must be by decision of a majority of the members present.

- The Committee may take decisions in correspondence if at least two thirds of the members vote on a motion and all of those voting vote in favour of the motion.

## Related documents

This document should be read alongside:

- The [Scheme of Delegation](#) for Governance & Leadership in Day One Trust
- The [Governance structure](#) for Day One Trust
- The [Governance Cycle](#) for Day One Trust

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