



## **Terms of Reference for Local Governance Committees (LGCs)**

### **Constitution**

The Trust Board has resolved to establish a committee of the Trust Board to be known as the Local Governance Committee (LGC).

A LGC will serve a cluster of regional schools. In the first instance one cluster will be formed to serve Bridge Street, Castle and Kingsmead Schools.

### **Membership**

The committee shall be appointed by the Trust Board. Members of the committee shall consist of not less than seven (7) members.

Comprising: 2 parents, 5 community (including up to 2 elected staff members from across the cluster. The committee for each cluster should include up to two elected parent representatives. A quorum shall be three (3) members.

The Chair of the committee shall be appointed by the Trust Board. The chair will be elected annually. The Standard term of office shall be three (3) years.

### **Attendance at meetings**

A member of the executive leadership of the Trust will be represented at meetings.

Respect Trustees are not eligible to be members of LGC, although on occasions Trustees can request to observe meetings or could be invited by the LGC to discuss specific agenda items relating to the Trust. In addition, the Trust Governance Professional may also request to attend any LGC meeting, as part of their responsibilities to ensure effective governance practices are being observed across the Trust.

### **Frequency of meetings**

Meetings shall be held each term.

### **Purpose**

The committee is authorised by the Trust Board to:

- investigate any activity within its terms of reference
- seek any appropriate information that it requires from any officer within the Trust and all officers are directed to co-operate with any request made.

The LGC will not duplicate the work of Trustees or executive leaders and will not, therefore, have a role in challenging the performance of individual schools. Rather,



the LGCs will serve to review the overall impact of Respect Trust, seek stakeholder view to ensure the Respect vision and values are being delivered.

## **Responsibilities**

Each LGC will:

- Represent the stakeholder view.
- Providing support and challenge to the Trust at a local level.
- Support the Trusts ability to fulfil SEND, Safeguarding and LAC responsibilities at academy level.
- Additionally, they will review the impact of the Pupil Premium, and Sports Premium grants, Transition and where appropriate reintegration.
- Actively engage with the trust, raising issues, risks and effectiveness or otherwise of policies and practices.

In addition they should:

- Review the impact of Respect and the individual cluster schools within the locality by considering the work of our individual schools and the views and experiences of pupils, parents, families, staff and other stakeholder.
- Provide evidenced feedback to the Trust Board so that they can triangulate their view of Respect's performance and determine future strategic priorities.
- Determine ways in which LGC members and others in the locality can better support the work of our schools, including the provision of opportunities to pupils.
- Identify ways of enhancing Respect's impact on the locality.
- Identify ways in which partners might respond to community concerns which present via our schools but cannot be solved by Respect alone.
- Operate as a formal committee of the Trust Board, forming panels as required by statutory guidance to consider matters such as suspensions, exclusions, complaints and admissions appeals.

## **Reporting procedures**

The Chair and Clerk to the LGC shall ensure that committee minutes are submitted to the Trust within one week of a meeting. The Chair of the LGC will attend a meeting with the Chair of Trustees to report on key concerns and successes at LGC tier. The LGC and Clerk will be supported in their work by the Trust Governance Professional and the Chair of Trustees.

Minutes will be presented at the next LGC meeting to be considered and signed off for accuracy.



## Annual Review

Annually the chair of trustees and chair of LGC will review the committee to discuss its organisation, effectiveness and impact.

## Effectiveness

Where a LGC is not able to carry out its duty effectively; Trustees will assume responsibility for the LGC.

The LGC will be deemed to be ineffective if:

1. It is unable to recruit a workable committee – does not have the capacity to fulfil its responsibilities.
2. Trustees are in doubt of the LGC capability to discharge its responsibilities.
3. Trustees do not have confidence in the chair.

If Trustees judge this to be the case then:

The VC of the LGC may be asked to step up on a temporary or permanent basis

Or

Trustees will remove the LGC and assume responsibility for governance of the cluster.

A Respect Governing Committee will be put in place until a new LGC can be formed. This Respect Governing Committee will be formed of at least three members which may comprise from the current Trust Board, other Trusts and/or appropriately experienced colleagues either internally to the trust or externally.

## Arrangements for Clusters

Working in collaboration, the trust board, the CEO, the Chair of the Local Governing Committee will determine the cluster. This can be determined by a variety of different means including:

- Context
- Geography
- Physical Size of Schools and Clusters
- Numbers of Local Governors

Any amendments to clusters will be approved by the Trust Board only.