

PENLEE ACADEMY TRUST
LOCAL GOVERNING BODY
TERMS OF REFERENCE

Mission

The Local Governing Body (“LGB”) is a committee of the Penlee Academy Trust (“the Trust”). Under the Trust’s Scheme of Delegation, it has operational accountability for the Academy, whereas the Trust’s Board of Directors (“the Board”) has strategic direction and oversight for the Trust.

The LGB’s mission shall be to:

- conduct the Academy with a view to promoting high standards of educational achievement and outstanding outcomes for all its pupils;
- manage staff pay and performance;
- fulfil the role of advisory body to the Board.

Delegated Authority

1. The LGB has delegated authority, on behalf of the Trust, to:
 - undertake any activity within its Terms of Reference;
 - **subject to these terms of reference the Local Governing Body may establish such committees as are necessary to carry out its responsibilities, as determined by the Local Governing Body and/or the Trust.**
 - seek whatever information it reasonably requires for the proper performance of its role;
 - require any person employed or engaged by the Trust to work at the Academy to cooperate with its reasonable requests for information and assistance;
 - subject always that it must comply with guidelines and procedures set down by the Board;
2. If there is any discrepancy between these *Terms of Reference* and the Trust’s *Scheme of Delegation*, the *Scheme of Delegation* shall take precedence over these *Terms of Reference*.

Scope of Responsibilities

The Board has delegated to the LGB the following powers and functions:

1. **In relation to the Academy’s curriculum offering and development, to:**
 - set the values, aims and objectives for the Academy, ensuring that they are aligned with those of the Trust;
 - approve and keep under review the policy/procedure framework for achieving the aims and objectives;
 - determine the Academy’s educational offering in line with the Trust’s curriculum strategy;
 - in consultation with the Board, set performance targets and develop the Academy Development Plan (ADP), to contain systematic procedures for monitoring and evaluation;

- monitor and evaluate the implementation and effectiveness of the ADP;
 - monitor attainment and progress against performance targets and appropriate benchmarks (to include a focus on the pupil premium group);
 - ensure that the needs of children with special educational needs are met, in line with DfE guidance document *Special educational needs and disability code of practice*
2. **In relation to financial and risk management and reporting requirements, to:**
- set the budget for the Academy according to its delegated budget share and ensure that it is managed within the Trust's Scheme of Delegation;
 - monitor the Academy's internal financial controls;
 - review the Academy's management accounts;
 - ensure that all procurement is in line with Trust policy;
 - authorise expenses for the Headteacher (which authority shall be exercisable by the Chair of the LGB acting alone or the Director of School Improvement);
 - procure that a Register of Assets is maintained;
 - procure that a Register of LGB members' Interests is maintained;
 - monitor the Academy's risk management processes and ensure statutory compliance.
3. **In relation to staffing and performance management, to:**
- along with the Headteacher, appoint any individual to fill any vacancy on the Academy's staff up to and including the level of Deputy Headteacher;
 - review the staffing structure for efficiency, effectiveness and affordability;
 - review the quality of teaching and learning and oversee performance management;
 - to review and approve the Headteacher's teaching staff pay award proposals;
 - consider staff disciplinary or grievance issues, as may be required;
 - authorise leave of absence for the Headteacher (or equivalent).
4. **Other**
- develop community links, monitor engagement with the needs of the local community, and support effective communications between the Academy and its stakeholders;
 - support marketing and PR initiatives (jointly with the Trust as required);
 - monitor student behaviour and attendance and oversee pupil discipline, including considering appeals against any decision to exclude pupils from attendance;
 - contribute to internal and external audit and inspection processes generally;
 - ensure that the Academy has all statutory policies in place and that they are effectively discharged at the Academy.

Reporting Requirements

In accordance with the Trust's *Articles of Association* and the *Scheme of Delegation*, where any power or function of the Board is exercised by the LGB, the LGB must 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 Board immediately following the taking of the action or the making of the decision. To facilitate such reporting the LGB must procure that any exercise of any delegated power or function of the Board is promptly notified to the LGB.