



## The Local Governing Board

### Terms of Reference

**Our Vision**  
Formation - Inspiration - Transformation

**Our Mission**  
We develop individual excellence, embrace opportunities and build strong communities with Gospel Values at the heart.

**Our Values**  
Respect - Innovation - Courage - Trust

HFCMAT

#### Document Management

<b>Policy name:</b>	HFCMAT Local Governing Body Terms of Reference		
<b>Approved by:</b>	Board of Directors	<b>on:</b>	Autumn 2025
<b>Review by:</b>	MAT Clerk	<b>on:</b>	Summer 2026
<b>File location:</b>			
<b>Version control:</b>	V1, updated 19.11.21, V 2 - updated 1.11.22, v.3 Spring 2025, V4 October 2025		

The name of the academy is [INSERT NAME].

# The Local Governing Board

## Terms of Reference

The academy is part of the Catholic Church and is to be conducted as a Catholic Academy in accordance with Canon Law and the teachings of the Roman Catholic Church and in accordance with the Trust Deed of the Diocese of Shrewsbury and in particular:

- Religious education is to be in accordance with the teachings, doctrines, disciplines and general and particular norms of the Catholic Church;
- Religious worship is to be in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church; and
- At all times the academy is to serve as a witness to the Catholic faith in Our Lord Jesus Christ.

The academy is a member of Holy Family Catholic Multi Academy Trust, who will approve the membership of the Local Governing Body (LGB)

The name of the Local Governing Body is [INSERT NAME OF THE LOCAL GOVERNING BODY].

The Chair of the LGB will be elected by its LGB (and ratified by the Trust Board). The membership may vary according to individual Academy needs, but will include the following:

1. No more than 10 Local Governors with a quorum of 3 members of the LGB or where greater  $\frac{1}{3}$  rounded up, including 1 Headteacher/Head of School, 1 staff, 2 parents, 6 Foundation. No other person paid to work at the school may be a member of the LGB.
2. No member of the LGB may be a Director of the Trust.

The Bishop of Shrewsbury shall appoint Foundation Governors who shall be appointed in accordance with Diocesan protocol.

The term of office of all Governors is 4 years, unless a different term is agreed.

The LGB will have the power to invite others, without voting rights, to give advice to the Board.

### AIMS

1. To monitor provision and challenge the performance of the Academy.
2. To ensure the best possible educational experience for pupils of all abilities, in accordance with the vision of HFCMAT, and the Academy.
3. To maintain the Academy's individual identity and status.

### TERMS OF REFERENCE

1. To ensure the correct composition of the LGB.
2. To hold staff and parent elections.
3. To elect the Chair and Vice-Chair (and keep details of their appointment) and propose a clerk to the Board of Trustees.
4. Appoint Governors to the following Link Roles: SEND & inclusion, Finance, Safeguarding and Pupil Premium, along with other HFCMAT link roles (currently: Quality of Education including careers, RE, attendance and H&S) as appropriate.
5. To appoint a Pay Panel and HTPM

# The Local Governing Board

## Terms of Reference

6. Make general provisions relating to the conduct of proceedings and the management of conflicts.
7. To operate within the agreed HFCMAT Scheme of Delegation.
8. To monitor educational standards, safeguarding, Health & Safety, policy implementation, school website, budget spend and staff workload and wellbeing.
9. The LGB will monitor and scrutinise the HTs recommendations regarding appraisal of staff and associated pay progression.
10. In conjunction with the Trust, review the HTPM.
11. Produce an annual LGB plan (using Shaping Governance®), monitor its progress against objectives and complete a final impact review at the end of the academic year.
12. Be visible at key school events.
13. Regular contact with stakeholders: staff, parents, School Council & local community.
14. Meet half-termly and report half-termly to the Board of Trustees.
15. Each governor is expected to attend a minimum of 75% of LGB meetings in any academic year. In line with the SoD, if a governor is absent without permission for a period of 6 months, they will cease to be a governor.

### Calendar of business

For each half-term:

- LGBs will meet early in the HT and focus on Education (HT1) and resources (HT2)
- Following the committees, the Directors Board will follow and address matters that need looking at from the committee.

There is a detailed agenda planner to support LGBs in setting agendas. However, many of the items of business that may be discussed during each term are outlined below.

### Autumn term

- Elect a Chair and Vice-Chair of the LGB and propose to the Trust.
- Sign a Code of Conduct and complete declarations of interest.
- Agree clerking arrangements and confirm meeting dates, if these have not already been established at the end of the previous academic year. This will include:
  - Half-termly LGB meetings
- Review the Board membership, complete a new Skills Audit (if not completed in summer term) and plan to fill any vacancies.
- Appoint Governors to the HTPM / Pay Panel
- Agree a programme of work to deliver/fulfill the role of the LGB
- Provide a summary of monitoring to the Trust, via the Chairs' Network
- Identify key events for governors to attend and agree the calendar and representation
- Make sure your school is compliant with the latest guidance on Keeping Children Safe in Education (updated annually)
- Consult on school admissions arrangements if required
- Consider and confirm the school's:
  - Improvement plan - and allocate responsibilities for monitoring (Link Roles)

# The Local Governing Board

## Terms of Reference

- Pupil premium action plan
- PE and sport premium action plan (primary schools)
- Year 7 catch-up premium action plan (secondary schools)
- Challenge the delivery of the Improvement Plan and pupil performance data
- Ensure that the Budget is monitored for spend and best value.
- Review staffing for the year
- Review, approve and monitor appropriate Academy Policies.

### Spring term

- Finalise and publish admission arrangements for September alongside the Trust
- Support the Trust in preparing the next academic year's budget
- Hold a meeting of the LGB within the half-term
- Provide a summary of monitoring to the Trust, via the Chairs' Network
- Challenge the delivery of the Improvement plan and performance data
- Ensure that the Budget is monitored for spend and best value.
- Review, approve and monitor appropriate Academy Policies.
- Review attendance
- Consider staff wellbeing and workload

### Summer term

- Hold a meeting of the LGB within the term
- Provide a summary of monitoring to the Trust, via Part 1 of the Audit, Risk & Resources Committee and the Quality of Education and Inclusion Committee (to be viewed alongside the minutes of the meetings)
- Challenge the delivery of the Improvement plan and performance data
- Ensure that the Budget is monitored for spend and best value.
- Review, approve and monitor appropriate Academy Policies.
- Review the impact of:
  - Pupil premium
  - PE and sport premium (primary schools)
  - Year 7 catch-up premium (secondary schools)
- Review the School Improvement plan
- Conduct a review of the LGB (Shaping Governance)
- Conduct a governor Skills Audit to inform recruitment for the next academic year
- Review attendance of pupil, staff and governors over the academic year
- Review behaviour and pupil exclusions
- Consider staffing for the year
- Consider staff wellbeing and workload