

Corpus Christi Catholic Academy Trust

Local Governing Body Committee

Terms of Reference 2025 to 2026

1 Membership

- 1.1 The preferred membership is 5 Foundation Governors, 1 Head Teacher, 1 Parent Governor, and 1 Staff Governor
- 1.2 The LGB may choose to appoint an additional Community Governor in which case an additional Foundation Governor must be appointed in order to ensure the number of LGB Foundation Governors exceeds the other types of Governors by at least 2.
- 1.3 The LGB may choose to appoint an additional Community Governor and an additional Parent Governor, in which case two additional Foundation Governors must be appointed in order to ensure the number of LGB Foundation Governors exceeds the other types of Governors by at least 2.
- 1.4 In the case of new schools joining the Trust, whose constitution does not fit the desired model, the school will be given a period of time to comply with the Trust's model rather than displace existing governors.
- 1.5 The term of office of all Governors is 4 years, which may be extended or re-appointed.
- 1.6 Parent Governors must be a parent of a current pupil of the Academy
- 1.7 Staff Governors must be a current employee of the Trust working solely at the Academy
- 1.8 The Directors (all or any of them) shall also be entitled to serve on the Local Governing Body and attend any meetings of the Local Governing Body. Any Director attending a meeting of the Local Governing Body shall count towards the quorum for the purposes of that meeting and shall be entitled to vote on any resolution being considered by the Local Governing Body

2 Strategic Purpose

- 2.1 Govern the Academy in accordance with the Trust's Scheme of Delegation and Table of Roles & Responsibilities and be accountable to Directors
- 2.2 To ensure that the Academy is conducted as a Catholic school in accordance with Canon law and the teachings of the Roman Catholic Church so that, at all times, the Academy may serve as a witness to the Catholic faith in Our Lord Jesus Christ
- 2.2 Provide scrutiny and oversight of the operational activities of the Academy ensuring the Trust's vision and policies are adhered to, in particular ensuring compliance with the provisions of the Funding Agreement and Academy Trust Handbook
- 2.3 Assess the operational risks being faced by the Academy and the extent to which they are being effectively managed; and escalate those risks to the Trust Finance, Resources, Risk & Audit Committee where the impact is significant and may have Trust-wide implications for resources or reputation

- 2.4 Approve the curriculum proposed by the Head Teacher (to the extent that it is consistent with the Trust-wide policy)
- 2.5 Monitor Standards and raise any issues with the Chief Executive Officer
- 2.6 Preserve and develop the religious and educational character, mission and ethos of the Academy
- 2.7 Serve as a vital link to the community

3 Attendance

- 3.1 Local Governors are expected to attend meetings regularly
- 3.2 The appointed Local Governing Body Clerk is required to attend
- 3.3 Other staff may be invited to attend at the discretion of the Committee, whilst being mindful of staff well-being

4 Chair

- 4.1 The Chair and Vice-Chair are elected annually at the first meeting in the Academic year from among the members of Governing Body
- 4.2 The Chair must be designated as a Foundation Governor

5 Quorum

- 5.1 The quorum for a meeting of the Local Governing Body, and any vote on any matter thereat, shall be any three of the members of the Local Governing Body, or, where greater, any one third (rounded up to a whole number) of the total number of persons holding office on the Local Governing Body at the date of the meeting
- 5.2 If there is not a quorum, a meeting may not proceed except in exceptional circumstances
- 5.3 A meeting which proceeds without a quorum may not approve any matters. In exceptional circumstances approval may be secured following a meeting by email vote of all members of the Governing Body

6 Meetings

- 6.1 The Committee will meet as needed but not less than once each term

7 Responsibilities

- 7.1 Strategic Planning, Finance & Resources, Risk and Audit
 - (a) To ensure the Academy Self-Evaluation Form accurately reflects its strengths and areas of development
 - (b) To ensure the Academy's Development Plan addresses any area of development and progress towards actions is monitored
 - (c) To maintain an Operational Risk Register for the Academy and escalate significant risks to the Finance, Resources, Risk and Audit Committee for consideration of inclusion on the Strategic Risk register

- (d) To ensure the Academy CSED accurately reflects its strengths and areas of development and ensure progress towards actions is monitored
- (e) To review the Academy's Health & Safety Inspection Report and ensure progress towards actions is monitored
- (f) To receive the Trust HR report, Trust Finance & Premises report & Trust Support Matrix Report
- (g) To monitor pupil, parent and staff voice questionnaires annually, ensuring the Headteacher is taking effective action to address any issues identified
- (h) To consider the Academy's indicative funding notified annually by the ESFA and to assess its implications
- (i) To review changes to the ESFA Academy Trust Handbook and ensure Trust's Financial Policies & Procedures, and Scheme of Financial Delegation are followed in the Academy
- (j) To ensure the budget setting parameters and financial planning assumptions determined by the Trust Finance, Resources, Risk & Audit Committee are followed in the Academy
- (k) To monitor and review the Academy Financial Statements, including
 - Income and Expenditure Management Report
 - Capital Programme
 - Balance Sheet
 - Cash Flow Forecast
 - Asset Management Plan
- (l) To recommend the annual Budget, 3-year Indicative Budget and 5 Year Financial Scenario to the Trust Finance, Resources, Risk & Audit Committee for approval and ratification of the Executive Board
- (m) To recommend for approval of the Trust Finance, Resources, Risk & Audit Committee any Purchase Order, Budget Virement or other accounting entry relating to the Academy with a value above £100,000. The Head Teacher is delegated to approve all financial transactions for the Academy up to a value of £10,000 subject to internal financial controls and separation of duties. Orders between £10,000 and £100,000 require Central Finance Team approval.
- (n) To recommend for approval of the Trust Finance, Resources, Risk & Audit Committee, the staffing establishment as part of the annual Budget approval process.
- (o) To approve temporary changes to the Staffing Establishment with a value between £20,000 and £50,000. The Head Teacher is delegated to approve temporary staffing changes up to £20,000
- (p) To endorse and make recommendations to the Trust Finance, Resources, Risk & Audit Committee to approve temporary changes to the Staffing Establishment of more than £50,000

- (q) To endorse and make recommendations to the Trust Finance, Resources, Risk & Audit Committee to approve any permanent changes to the Staffing Establishment, of any value
- (r) To support the senior executive leadership and the directors as appropriate, to conduct the performance management of the headteacher

7.2 Standards & Safeguarding

- (a) To monitor progress and attainment on a termly basis, including the performance of vulnerable groups including pupil premium pupils, pupils with SEND, EAL pupils and Looked After Children
- (b) To monitor numbers of pupils with SEND and their areas of need, ensuring any gaps in provision are addressed
- (c) To monitor pupil, parent and staff voice questionnaires, ensuring the Headteacher is taking effective action to address any issues identified
- (d) To monitor pupil attendance and persistent absence
- (e) To review the overall pattern of suspensions and exclusions
- (f) To review the number of incidents where pupils have been physically restrained and check there is an appropriate number of staff who have received the appropriate training
- (g) To review the level of incidents relating to bullying, discriminatory behavior and peer-on-peer abuse
- (h) To review pupils attending school on a part-time basis and those who are dual registered
- (a) To review findings from external Safeguarding Audits and ensure the Senior Leadership respond quickly and robustly to any recommendations

7.3 Additional Responsibilities

- (a) Ensure there are Local Governors with specific responsibilities for Faith, Standards, SEND, Child Protection & Attendance, Pupil Premium, Health & Safety and Finance

9 **Policies**

9.1 To approve, monitor and review the following statutory policies on an annual basis:

- Admissions Policy (using Diocesan model)
- Supporting Pupils with Medical Conditions
- Child Protection Policy and Procedure (using Trust model)
- Behaviour Policy
- School Attendance Policy (LA model or Trust model)
- SEND Information Report
- School Exclusion Policy
- Careers Guidance (Secondary only)
- Equality Policy (using Trust model)

- RSE (using Diocesan model)
- Collective Worship Policy (using Trust model)
- School Uniform Policy
- Premises Policy (using Trust model)
- Health & Safety Policy (using Trust model)

9.2 To ensure the Academy is compliant at all times with the Trust policies published on the website, including but not limited to:

- Charging & Remissions
- Data Protection
- Complaints
- Capability
- Grievance
- Sickness Absence Policy & Procedure
- Teacher Appraisal
- Support Staff Appraisal
- Staff Discipline
- Statement of Procedures for Dealing with Allegations of Abuse Against Staff
- Teachers' Pay
- Whistleblowing Policy
- Health and Safety
- Financial Procedures
- Risk Management

9.2 To ensure the Academy is compliant at all times with the DfE guidance "What academies, free schools and colleges should publish online" by regularly monitoring the content of the website