

# NORTHERN STAR ACADEMIES TRUST

## LOCAL GOVERNING BODY

### TERMS OF REFERENCE 2020-21

Approved by Trustees: 4 September 2020

Adopted by NSAT LGBs: September 2020

**Membership:** Up to nine governors, appointed by the Board of Trustees, and a minimum of three. Governors will ensure that the Local Governing Body (LGB) has the necessary skills and experience to successfully fulfil the LGB's functions.

**Quorum:** The quorum for each LGB shall be three governors, or one-third of those governors eligible to vote (whichever is higher).

**Chair:** The Chair of the LGB shall be appointed by the LGB each September from among the members of the LGB, provided this is someone other than an employee of the Trust.

**Vice Chair:** The Vice Chair shall be elected each September from amongst the members of the LGB, provided this is someone other than an employee of the Trust.

**Clerk:** The clerk shall be appointed by the Trust, and the appointment approved by the LGB each September.

**Term of Office:** The appointment of LGB members will be approved by the NSAT Board of Trustees for a term of office of four years unless otherwise agreed by Trustees. Local governors shall hold office from the date of their appointment until either their resignation, or their term of office expires – whichever occurs first.

## Meetings

- The LGB will meet as often as is necessary to fulfil its responsibilities, but no less than once per half-term or six times per year.
- The chair of the LGB or any three LGB members may, by giving notice in writing to the clerk, call unscheduled meetings as long as appropriate notice of at least seven days is given to other members of the LGB. A shorter notice may be given where the chair of the LGB decides a particular matter requires addressing immediately.
- Governors will withdraw from the meeting if there is an identified or potential conflict of interest, or there is a motion to question their ability to remain impartial.
- The clerk to the LGB will circulate an agenda, copies of minutes of the previous committee meeting, and any papers to be considered, no fewer than seven days prior to the meeting.

## Minutes

- The clerk will take minutes of the meeting. The minutes will be approved, by the chair of the LGB, as accurate representations of the meeting before they are handed to LGB members for final approval at the next LGB meeting. Approved draft and final minutes will be distributed by the clerk to the LGB.
- Minutes of meetings will be forwarded to the NSAT Director of Governance in sufficient time for inclusion on the agenda and among the supporting papers for the next meeting of the NSAT Board of Trustees.
- Confidential minutes will only be shared, in hard copy or encrypted if electronic, with governors who were present at the meeting where the confidential item was discussed. All copies (paper-based or electronic) should be securely disposed of following approval (including deletion from electronic devices), with only one signed copy retained by the clerk for filing.

## Voting

- Governors may invite non-members to meetings to assist or advise on a particular matter or issue. These additional attendees will not be entitled to vote on any matters.
- Every matter to be decided upon will be determined by a majority vote – where there is an equal division of votes, the chair will have the deciding vote.
- Each governor who is present at the meeting will be entitled to one vote.
- A register of attendance shall be kept for each meeting and will be published on the Trust's website on an annual basis.

## Scheme of Delegation

- The remit of the LGB is set out in the NSAT Scheme of Delegation.

## Chair's Action

- The Chair or, in the absence of the Chair, the Vice Chair, has the power to carry out the functions of the LGB in extreme circumstances where a delay in exercising a function is likely to be seriously detrimental to the interests of the school, a student or their parents/carers, or an employee. However, this power does not include matters relating to the alteration or closure of a school, a change of school category/significant change, approval of budget, disciplinary or admissions processes and procedures.

## General

All members of the LGB should:

- Adopt and adhere to the NSAT Terms of Reference for Local Governing Bodies as approved by the NSAT Board of Trustees.
- Observe and comply with the NSAT Code of Conduct at all times.
- Take due regard of the requirements of the NSAT Scheme of Delegation and Governance Handbook.
- Keep up-to-date with any relevant legislation.
- Ensure all meetings are minuted and that, via the meetings minutes and the Chair of Governor's termly report to Trustees, proceedings, recommendations and decisions are reported to the Board of Trustees.
- Seek professional advice as necessary, for example from NSAT's Director of Governance or relevant members of NSAT Central.
- Attend relevant training and take-up self-development opportunities when appropriate.
- Review progress on a regular basis, taking into account the LGB's own performance, constitution and terms of reference to make sure that the LGB is operating at its full potential.