Local Governing Body Job Description and Person Specification

Specific responsibilities of Strive4 Governors

The specific tasks and responsibilities of Strive4 Governors are as follows, to:

- ensure implementation of the strategic vision of the Trust and the Academies in particular;
- support the Trust Board in developing and maintaining effective links within the Academies' communities, communicating openly and frequently as appropriate and ensuring that the Academies meet their responsibilities to the community and serves the community's needs in relation to the safeguarding and education of its pupils;
- oversee and support the Academy's senior leadership team;
- ensure the Academy works within its budget and implements the Trust's risk and financial management policies;
- support the Academy's senior leadership team in the development and review of an appropriate staffing structure;
- where appropriate, support the Headteachers in the recruitment and performance management of strategic personnel;
- promote collaboration with the other Strive4 Academies, actively seeking opportunities for the Academies to work together either with the aim of improving economic efficiencies within the Trust or identifying and implementing best practice across all Academies;
- review delegated local Academy policies (e.g. admissions, pupil behaviour, safeguarding);
- provide advice and feedback to the Trustees and reporting on all matters, responsibility for which has been passed to the Local Governing Body;
- support the Academy's senior leadership team in relation to curriculum and budgeting priorities, determining any local priorities;
- support the Academy's senior leadership team in monitoring pupil progress and analysing performance data, having regard to the performance benchmarks determined by the Trust across all Academies;
- ensure the implementation of any Academy plan, focusing particularly on Academy performance targets;
- undertake all and any appropriate community consultation;
- provide a point of contact for parents, carers and other members of the local community;
- maintain effective links with the local community.

Core Competencies

The following core competencies and skills expected of Governors are to:

- work as a team;
- attend meetings and be prepared to contribute to discussions and commit to agreed actions;
- be respectful of the views of others and to be open to new ideas and thoughts;
- treat all confidential information confidentially;
- act with integrity, avoiding any personal conflicts of interest and complying with the Trust's Conflict of Interest policy

- develop a deep understanding of the vision and ethos of the Trust and its Academies and the roles played by all individuals in fulfilment of the Trust's mission;
- understand the policies and procedures of the Trust and how these flow down to the Academies;
- support the Trust in public and act as an ambassador of the Trust and the Academies;
- commit to training and skills development;
- be ready to provide challenge;
- be focused on problem solving and be ready to learn from past experiences;
- act in accordance with any authority delegated to him or her, including complying with any regulation or requirement of those from whom delegated authority is received;
- adhere to the Strive4 Principles in their conduct.

Person Specification

Personal qualities and values:	
Essential:	Desirable:
▪ A desire to create positive change for young people ▪ A commitment to the aims and objectives of Strive4 Multi Academy Trust ▪ A willingness to devote time and effort ▪ An ability to work effectively as a team while contributing an independent perspective ▪ An ability to build productive and supportive professional relationships ▪ A commitment to the Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership ▪ A commitment to equal opportunities and anti-discriminatory practice ▪ A commitment to Safeguarding young people ▪ Reliability and integrity	
Experience:	
Essential:	Desirable:
▪ A record of continuous professional /personal development ▪ Experience of driving positive change/making a difference	▪ Experience in leadership and management ▪ Professional experience in education / accountancy / finance / business / HR / marketing / law
Knowledge:	

Essential:	Desirable:
▪ An understanding of the UK education system and schools ▪ An understanding and acceptance of legal duties, responsibilities and liabilities of trusteeship ▪ An understanding of the use of attainment and other data to assess progress, strengths and weaknesses	▪ An understanding of financial and data
Skills:	
Essential:	Desirable:
▪ An ability to think creatively ▪ Good, independent judgment and the ability to be impartial and present a balanced view ▪ An ability to use information to inform decision-making ▪ Specific skills to strengthen the skill base of the local governing body and lead at least one area of responsibility ▪ An ability to act as a 'critical friend'	▪ Strategic vision

Legal Requirements:

Individuals who are not able to make the following declarations may not serve on the Local Governing Body:

- I am not disqualified from acting as a charity trustee
- I have not been convicted of an offence involving deception or dishonesty (or any such conviction is legally regarded as "spent")
- I have not been involved in tax fraud or other fraudulent behaviour including misrepresentation and/or identity theft
- I have not used a tax avoidance scheme featuring charitable reliefs or using a charity to facilitate the avoidance
- I am not an undischarged bankrupt
- I have not made compositions or arrangements with my creditors from which I have not been discharged
- I have not been removed from serving as a charity trustee, or been stopped from acting in a management position within a charity
- I have not been disqualified from serving as a company Trustee
- I am not included in the list kept by the Secretary of State for Education under s1 of the Protection of Children Act 1999 (or equivalent) or have ever been disqualified from working with children or serving on a governing body of a school
- I am able to provide a valid Disclosure and Barring Service Certificate under the Protection of Freedoms Act 2012 which does not disclose any reason why I should be unsuitable for working with children

Additional Responsibilities of the Chair

The role of the Chair of the Local Governing Body is an important one, demanding yet worthwhile. The Chair is elected by the Governors annually but because of the vital link and the importance of maintaining a strong and effective relationship between the Local Governing Body and the Trust Board, the appointment following election is subject to the approval of the CEO, on behalf of the Trust Board. The Chair must be approachable, readily accessible and ready to take issues and ideas raised by Governors seriously.

The Chair's specific duties are to:

- provide a clear lead and direction for the Governors, understanding the aims of the Academies, the roles played by all those involved and the vision of the Trust in relation to its Academies;
- build an effective team, attracting Governors with necessary skills and experience promoting equality and diversity and ensuring priority is given to those who can make a positive contribution to driving school improvement and supporting their development to maximise the benefit of their contribution;
- work closely with the Headteachers and the Leadership Team to ensure there is proper challenge and encouragement;
- ensure that Academy improvement is the focus of all policy and strategy for the Academies, reminding Governors of this as often as necessary;
- hold Governors to account, ensuring the business of the Local Governing Body is conducted efficiently and effectively, chairing meetings ensuring all members have the opportunity to contribute and are listened to with clear decisions being made when necessary.

Strive4 Multi Academy Trust

TERMS OF REFERENCE FOR THE LOCAL GOVERNING BODY

1. PURPOSE

Each Academy is accountable to and must serve its community. All children deserve and should expect to receive a high standard of education. Whilst the Trustees of the Trust have overall responsibility and ultimate decision making authority for all the work of the Trust, and the standards achieved by the pupils and students of the Academies, a Local Governing Body has been set up to ensure the vision of the Trust is fulfilled. The Local Governing Body is focused on the day to day life of the Academies form which it has responsibility and is there to ensure the staff working in the Academies are supported and challenged, when necessary, and the needs of the pupils and students are met.

The Local Governing Body represents the community and is responsible for all engagement with parents and the wider community. The Local Governing Body will assist the Trustees in the development of policy and strategy; advising on standards and target setting as well as daily life within the Academy and working with the Trust's CEO and the senior leadership teams in the Academies to secure the long term success of the Academy.

The Local Governing Body shall meet at least once a term.

2. RESPONSIBILITIES

Responsibilities of Governors are specified within the Decision Matrix in Appendix 1 of the Strive4 Scheme of Delegation.

3. MEMBERSHIP

The role of those serving on the Local Governing Body is an important one, fulfilling the Trust's mission and providing feedback to the Trustees of the Trust. Those serving on the Local Governing Body must act independently and in the best interest of the Academies and the Trust, whilst recognising that the Academy is part of a family of schools run by the Trust each with collective responsibility. They will act as ambassadors of the Academies and the Trust and must be able to demonstrate an understanding of the ethos and values of the Trust and a commitment to fulfilling the Trust's mission and objectives for the Academies, using their skills and experience and drawing on specialist skills where required.

Specific skills may be needed if a member of the Local Governing Body is to take responsibility for and lead on a specific area as part of a working party or when invited to serve on any of the Trust's committees looking at finances, audit and risk management, premises, resources, standards and continuous school improvement across the Trust. A regular skills audit will be undertaken and those serving on the Local Governing Body should

expect to be able to articulate their contribution to the success of the Academies.

The Local Governing Body will comply with any guidance issued from time to time by the Trust Board as to the composition of the Local Governing Body, the carrying out elections and any other matter affecting the functioning of the Local Governing Body, including the holding of meetings and the removal of Governors. Minutes of all meetings will be sent to the CEO.

4. REVIEW

In accordance with best practice, the Local Governing Body will carry out a regular review of the skills and experience available on the board and will seek to develop additional capacity and skills where required. The Trust Board will review these Terms of Reference on a regular basis and will support the work of the Local Governing Body.

5. THE GENERAL EQUALITY DUTY

The Academies must have due regard to the need to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Protected characteristics

- Age (not pupils)
- Disability
- Ethnicity and race
- Gender
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Religion and Belief
- Sexual identity and orientation

Strive4 Multi Academy Trust

Terms of Reference for LGB Standards Committee

1. Membership

3 members comprising of:

- 3 members of the Local Governing Body (LGB)

The Chair of the Committee should not be the same as the Chair of the LGB. The Chair of the Committee will be appointed by the LGB.

In addition, a Clerk will be appointed to assist with the administration of the Committee. The Headteacher and Business Manager will be required to attend via invitation, along with other staff as appropriate.

2. Period of Office

The members of the Committee shall serve for a period of two years, and are eligible for re- election.

Membership shall cease by:

- mutual agreement
- resignation as a Governor

3. Meetings

The Committee will meet at least three times per year, usually at least two weeks prior to the LGB meeting.

4. Quorum

At least one member and the Chair.

5. Authority

The Standards Committee is a Committee of the LGB and is authorised to investigate any activity within its terms of reference or specifically delegated to it by the LGB. The Standards Committee will have the following responsibilities:

i. receive reports from members of staff about matters relating to any of the issues listed in their terms of reference;

ii. contribute to, monitor and evaluate relevant parts of the SEF, the Academy Improvement Plan and the policies allocated to them, reporting or making recommendations to the LGB;

iii. consider recommendations from relevant external reviews for example Ofsted or local authority review, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the Local Governing Body;

iv. consider the views of staff, pupils and parents when making strategic decisions that will impact on them;

v. consider the impact on equality, referencing the protected characteristics, when making recommendations and when reviewing/drafting policies.

vi. take appropriate action on any other relevant matter referred by the Local Governing Body.

6. Duties

The Standards Committee will monitor and evaluate pupil achievement and the quality of teaching, ensuring the school provides a high quality learning experience and delivers a broad and balanced curriculum in keeping with the Academy aims, all pupil needs and legal requirements.

The committee will also monitor and evaluate relevant Equality Objectives, policies and assigned sections of the SEF and linked issues in the AIP, notably:

i. how the Academies deal with their statutory obligations in relation to the National Curriculum;
ii. the quality of the assessment system
iii. the performance of different groups, subjects and key stages making relevant comparisons to local and national data and analysing trends
iv. provision for, progress and attainment of vulnerable groups e.g. disadvantaged children, looked after children, young carers, and the effectiveness of any intervention strategies;
v. the SEN policy, monitoring provision and ensuring that the Academies fulfil their responsibilities for pupils with special educational needs and with disabilities;
vi. the quality of teaching;
vii. the impact of interventions linked to specific grants such as pupil premium, primary PE and sport
viii. the range and impact of extra- curricular activities on pupil achievement and well-being;
ix. how well teaching prepares pupils for the next stage in their education

7. Voting

Every question to be decided at a committee meeting must be determined by a majority of votes of those governors and associate members present and voting. If there is an equal number of votes, the chair (or the person acting as chair), provided that he or she is a governor, has a second (or casting) vote. The committee can only vote if the majority of the committee members present are governors.

<u>Voting rights of associate members on committee</u>

The 2013 Procedures Regulations removed the limitations on voting rights of associate members in committees. The LGB will decide to exercise its option to ask associate members to withdraw when individual staff or pupils are being discussed.

8. Administration

The Committee will meet at least once a term, usually at least two weeks in advance of a LGB meeting. In addition, the following requirements will be met:

- The Chair of the Local Governing Body cannot be a Chair of the Committee.
- The Chair of the Committee will be a Governor
- Agendas will be agreed in advance by the Chair, with all required papers and reports circulated at least five working days in advance of the meeting.