

Local Governing Boards (LGBs)

<p>Role</p>	<p>The Board of Trustees has clearly identified the areas of responsibility that it delegates to the LGBs. Although not in any way legally responsible and not itself accountable for the statutory functions, an LGB has an important role to play in assisting the school to operate effectively in line with the wishes of the Board of Trustees. The act of delegation from the Board to the LGBs is a delegation of powers and duties, and not a delegation or shedding of responsibilities.</p>
<p>Membership</p>	<ul style="list-style-type: none"> • The Headteacher • Up to 5 Local Governors co-opted • Two elected parents • Two members of staff - one teaching and one support staff. <p>Up to two Associate Members may be elected for 1 year if additional skills are required.</p>
<p>Chair</p>	<p>The Chair will be elected for a period of one year by the Local Governing Body.</p> <p>Chairs appointments are to be ratified at the next Trust Board meeting. The Trust Board and CEO reserve the right to remove or appoint a Chair or Vice Chair should they deem it necessary.</p> <p>It is deemed best practice for a Chair not to hold office in excess of 6 years without a break.</p>
<p>Admin</p>	<p>Administrative support will be provided by the Clerk to the Local Governing Board.</p> <p>Agendas will be agreed in advance by the Chair. Papers will be circulated to local governors at least 7 days in advance of the meeting.</p>

WeST ACADEMY TRUST GOVERNANCE

Committee Terms of Reference



	Minutes of meetings will be taken and once approved in draft by the Chair will be circulated to all local governors and subsequently and forwarded to the Clerk the Trust Board.
Quorum	50% of filled spaces rounded up.
Meetings / Frequency	Minimum of 3 meetings per annum.
Delegated Decision-making authority	Delegation of decision making within the delegated framework and as set out in the WeST Governance Handbook.
Voting	Show of hands unless agreed to the contrary.
Conflicts of interest and related/connected party transactions	<p>All members must declare any potential business interests or other conflicts at the start of each meeting as a standing agenda item and also during any meeting should a circumstance arise that is not on the agenda.</p> <p>The members must be mindful of the requirements of the Academy Trust Handbook 2021 for both related party and connected party transactions and must ensure that the rules are complied with.</p>
Novel or contentious transactions	LGBs must consider if there are any novel or contentious transactions arising from any agenda items.
Whistleblowing	The LGB must comply with the requirements of the Academy Trust Handbook 2021 and the Whistleblowing Policy.
Fraud	The LGB must ensure that fraud is considered as part of any reviews.
Risk	The LGB must review risk within their area of expertise and assure the WeST Audit and Risk Committee on an annual basis as to the position of these risks. If the matter is serious, it must be notified to the Chair of the Audit and Risk Committee immediately it is identified.
Core duties	Set out in model agendas and Scheme of Delegation in the WeST Governance Handbook.

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The LGB will review these terms of reference and self-assess its performance against these terms of reference on an annual basis.