

ST TERESA OF CALCUTTA ROMAN CATHOLIC MULTI-ACADEMY TRUST COMPANY
LOCAL GOVERNING BODY TERMS OF REFERENCE

1. Context

- This document seeks to provide Local Governors at Academies with the St Teresa of Calcutta Catholic Academy Trust guidance as to the nature of the role. Within this document reference will be made to the scheme of delegation, and the appendix that lists precisely where delegated authorities(s) sit.
- This document has been drafted as one of the actions from the Governance Internal Audit that took place between January 17th and 21st 2022 and has been shared with the Trust Board and consulted upon with Local Governing Body Chairs.

2. Governance Structure summary

- As noted in the scheme of delegation appendix there are five key layers of delegation within the Trust they are listed below for ease of reference with a short description of function.

Role	Function
Diocesan Trustees	These Trustees (also known as members in a non-Catholic MAT's are responsible to the Bishop. They appoint the Directors of the company.
Directors	Directors are accountable to the Bishop 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. Directors have a number of statutory core functions; <ol style="list-style-type: none"> 1. Setting strategic Direction for the Trust 2. Holding Executive Leaders to account for the educational performance of the schools and the pupils 3. Ensuring public money is spent effectively.
Catholic Senior Executive Leader	The CSEL is the Executive Leader of the Trust, and derives their authority from the Board. The Board delegate responsibility to the CSEL as laid out in the Appendix to the Scheme of Delegation. The CSEL is also the Accounting Officer, and has a statutory responsibility to ensure public money is spent effectively.
Local Governing Bodies	Local Governing Boards are committees of and representatives of the Board of Directors in each local community. There responsibilities are outlined with the Appendix to the Scheme of Delegation. Each Local Governing Body will consist of 8 individuals. Four foundation local governors appointed by the Bishop, one elected staff governor, two elected parent governors and the Headteacher as an ex-officio Foundation Governor.
Headteacher	The Lead Professional in each Academy.

- Within the structure of the St Teresa of Calcutta Catholic Academy Trust the Board are keen to abide by the principle of subsidiarity. Decisions will be taken at the most appropriate level.
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3. The Role of Local Governors

- Local Governors are essential within our Trust. They represent each community, and are the Board's representatives. As noted in the scheme of delegation, there will be eight Local Governors (four foundation, two parent, one staff and the Headteacher). Further detail of specific Local Governor information can be found in Section 6 of the Scheme of Delegation.
- The Local Governing Body will adopt and comply with all policies, protocols and procedures of the Multi-Academy Trust Company, the Bishop and the Diocesan Bishop as communicated to the Local Governing Body from time to time.
- Within the Appendix to the scheme of delegation Local Governors are asked to be mindful of decisions that may have employment implications for the Board of Directors as they employer of all Trust staff.

4. Meetings of the Local Governing Body

- The Trust Board of Directors meets as a Full Board once per half term. There are also six meetings of the Resources Committee, four meetings of the Standards and Performance Committee.
- The Local Governing Body is able to regulate its proceedings as its members see fit (this is noted in section 6.7.1 of the scheme of delegation).
- In order to support the Board of Directors, the Local Governing Body are asked to meet once per term for normal business. The Board will suggest meeting window dates for these meetings to take place. This will ensure there is sufficient level of reporting consistency across the Trust. As per the scheme of delegation Local Governing Bodies are able to establish additional sub committees, but this is not recommended given the numbers of Local Governors.
- Each Local Governing Body is also asked to meet at the beginning of the academic year to review pupil outcomes for the previous year, note any Trust wide policies for September implementation and scrutinise updated school improvement priorities.
- Each Local Governing Board **must also nominate three members (nominally Foundation Governors) to serve on the Local Pay Committee**. This Local Pay Committee must meet separately from the Full Local Governing Body to consider pay progression for all teaching staff (with the exception of the Headteacher) as recommended by the Headteacher. This Local Pay Committee must take place by November 30th each academic year.
- Headteacher performance management is nominally led by the Catholic Senior Executive Leader, in consultation with Local Governors. Headteacher and other Trust Central Officer pay progression (including that of the Catholic Senior Executive Leader) is considered by the Directors Pay Committee.
- The Catholic Senior Executive Leader (as noted in Section A11 of the Appendix to the Scheme of Delegation) will provide for all Local Governing Bodies key agenda items over the course of the meeting cycle. Local Headteachers, and Local Governors are also entitled to add to any agenda local items as they see fit.

- The draft agenda items for each meeting as part of this cycle are provided below in section 6.
- It is asked that minutes of Local Governing Board meetings are shared with the Catholic Senior Executive Leader once they have been approved by the Chair of the Local Governing Board.

5. Application of the Scheme of Delegation

- The Appendix to the scheme of delegation should be read by all Local Governors and stakeholders to provide context to the way that the St Teresa of Calcutta Catholic Academy Trust operates its Governance structure.
- The Scheme of Delegation is reviewed regularly by the Board of Directors following input from the Catholic Senior Executive Leader. The Scheme is designed to ensure that decisions are made at the most appropriate level.
- For ease of reference for Directors, Local Governors and Headteacher the Appendix to the Scheme of Delegation has been letter by section (A-J) and then each element has been numbered.
- The following tables seek to clarify for Local Governors their exact roles and remits.

A – Governance

- Local Governing Bodies are asked to meet termly, and also hold one meeting at the beginning of the Academic Year, and one Local Pay Committee meeting before November 30th following the completion of the local appraisal cycle.
- Local Governing Bodies are asked to complete an annual skills Audit.
- Local Governing Bodies are asked to complete a review of their own effectiveness.
- The CSEL will provide for each Academy proposed agenda items.

B Finance

- Local Governing Bodies are asked to nominate one individual to be responsible for delegated finance.
- Financial decisions can be made at local level in line with Trust wide financial policies that will be laid out within the Financial Scheme of Delegation.
- Annual budget preparation (element B3) will take place with the Headteacher, Chief Financial Officer and Catholic Senior Executive Leader as part of Spring terms budget planning.

C Contracts

- Where Local Governing Bodies and/or Headteachers wish to enter into contracts/Service Level Agreements above the value of £5000¹ they are asked to consult with the Catholic Executive Leader prior to the commencement of the contract.

¹ As per procurement policy

D Standards

- Academy Key Performance Indicator's (KPI's) will be set in consultation with the Headteacher, Local Governing Body and Catholic Senior Executive Leader. Local Governing Bodies are asked to monitor these KPI's as part of their meeting cycle.
- *Local Governing Bodies are asked to;*
- ensure an Academy Improvement plan is in place, monitored and reported on. A common template will be used for this to ease communication.
- ensure that each Academy is prepared for regulatory inspection, and that self-evaluation is completed.

E – Curriculum

- A Trust wide “Curriculum Principles” will be in place by September 2022 that will ensure;
 - a) All Academies have a curriculum that is at least as ambitious as the National Curriculum.
 - b) All Academies have 10% of delivered curriculum time given the Religious Education.
 - c) All Academies are compliant with regulatory curriculum guidance, including worship and RSE.
- *Local Governing Bodies are asked to;*
- ensure each Academy Curriculum meets the requirements above.
- ensure the curriculum is delivered as it is intended including challenging the quality of classroom provision for pupils.
- ensure their curriculum meets the needs of its local context, in line with Trust wide curriculum principles.

F – Special Educational Needs & Disabilities

- A Trust wide “Special Educational Needs & Disabilities Principles” will be in place by September 2022 that will ensure;
 - a) All Academies meet requirements as laid out in the SEND Code of Practice.
- *Local Governing Bodies are asked to;*
- ensure each Academy meets the requirements above and pupils with SEND need and disabilities have full access to the academy curriculum.

G – Safeguarding

- A Trust wide Safeguarding policy and aligned single central record is now in place.
- *Local Governing Bodies are asked to;*
- ensure that all statutory safeguarding processes are in place including;
 - a) Appoint a Designated Safeguarding Leader.
 - b) ensuring that staff have completed safer recruitment training.
 - c) implementation of Safeguarding Policy.
 - d) designate one Local Governor as the Safeguarding Governor.

H Behaviour

- A Trust wide “Behaviour and Exclusions principles” will be in place for September 2022.
- *Local Governing Bodies are asked to;*
- ensure each Academy has a behaviour and exclusions (or equivalent policy) in place.
- to review and challenge behaviour data as part of their termly business.
- to serve on relevant pupil discipline committees where the need arises ***not just limited to their local academy.***

I Admissions

- *Local Governing Bodies are asked to;*
- follow Diocesan guidelines in relation to admission policies.
- Where appropriate to be part of local admissions committees.

J Other Pupil Related Matters

- *Local Governing Bodies are asked to;*
- use any Trust wide policies that are approved by the Board of Directors.
- ensure one Local Governor is appointed to have oversight of the Pupil Premium spend.
- Consult with the Board and Catholic Executive Leader with regard to session times and term times, with the understanding that term dates should reflect the locality.
- Support calendaring of Trust wide meeting cycles and INSET events as determined by the Catholic Senior Executive Leader.

K Staffing

- *Local Governing Bodies are asked to;*
- Support the Board of Directors with Headteacher appointments and other relevant posts.
- Support the development of school staffing structures in line with the Trusts overarching strategic direction.
- Support the Headteacher in ensuring local staffing requirements are met including local recruitment as appropriate
- Implement terms and conditions of employment as agreed Trust wide.
- Liaise with the Headteacher and Catholic Senior Executive Leader where there is a disciplinary concern (or similar) in relation to Academy staff.
- Ensure Trust wide HR protocols are followed as laid out in the appropriate Trust policies.
- Ensure any applications for early retirement/secondment (or similar) are referred to the Catholic Senior Executive Leader.
- Ensure one Local Governor is appointed to have oversight of wellbeing across the school.
- As needed serve on relevant disciplinary/grievance or capability committees if appropriate, not ***just limited to their local academy.***
- ***Understand that the Board is the employer of all staff, and must have regard for employee equity across the Trust.***

L Communications and Information Management

- *Local Governing Bodies are asked to ensure;*
- *Each Academy communicates with its key stakeholders regularly throughout the academic year.*
- *Each Academy website is up to date and compliant.*
- *Each Academy follows data protection guidance and protocol as required.*

M – Health and Safety

- *Local Governing Bodies are asked to ensure;*
- *Each Academy follows the Trust wide Health and Safety policy.*
- *Staff work with the designated Trust wide Health and Safety partner.*
- *Health and Safety compliance checks are completed in line with national requirements.*
- *Complete an annual Health and Safety review at each Academy.*

N Risk

- *Local Governing Bodies are asked to ensure;*
- *An Academy disaster recovery plan is in place.*
- *The Academy Risk Register is reviewed at regular points during the academic year.*

O – School Estate

- *Local Governing Bodies are asked to ensure;*
- *They support Trust leaders in the development of an estate's strategy.*
- *They work with builder/contractors as needed on site.*
- *Ensure there is agreement from the Catholic Senior Executive leader where lettings take place.*
- *Ensure there is agreement from Catholic Senior Executive Leader where any commercial catering or other agreements are considered.*

6. Local Governing Body – Annual Agenda Schedule

- The agenda template that follow are exemplars that can be used by Local Governing Bodies. Please note they include items that are required from a Trust perspective. As noted above Headteachers and Local Governing Bodies are welcome to add any additional items to these agendas.
- The agendas are for;
 - A) Beginning of Academic Year Meeting
 - B) Local Governing Body Pay Committee
 - C) Autumn Term Meeting
 - D) Spring Term Meeting
 - E) Summer Term Meeting



St Teresa of Calcutta Catholic Academy Trust
 A) Beginning of Term Meeting of the Local Governing Board of XXXXXXXX
 Date XXXX Time XXXXXX

		Report Purpose	Written or Verbal	Lead	Timings
1	Opening Prayer				
2	Welcome, Apologies & Declaration of Interests in any Agenda Items		Verbal	Chair	5 mins
3a	Appointment of Chair/Vice Chair/Pupil Premium/Safeguarding/SEND Wellbeing Governor				
3b	Annual Skills Audit and self assessment Annual Code of Conduct and Nolan Principles		Enclosed	Chair	
4	AOB Items		Verbal	Chair	-
5	Minutes of the Meeting of the LGB held on o XXXXXX	A	Enclosed	Chair	5 mins
6	Matters of Actions Arising	D	Trust Governor	Chair	5 mins
Local Items					
7	Headteacher verbal update (start of term) including the Catholic life of the school	N	Verbal	HT	10 mins
8	Review of previous years outcomes (as appropriate) a) Phonics b) KS1 c) Year 4 Multiplication d) KS2 e) KS4	N	Enclosed	HT	20 mins
9.	20XX20XX School Improvement Plan	N	Enclosed	HT	10 mins
10.	Draft 20XX/20XX Key Performance Indicators	N	Enclosed	HT	10 mins
Trust Items					
11.	Policy Updates as needed	N	Written	HT	10 mins
12.	Central Updates as needed				
Date and time of next meeting:					



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B) Meeting of the Local Governing Board of XXXXXXXX Pay Committee

Date XXXX

Time XXXXXX

		Report Purpose	Written or Verbal	Lead	Timings
1	Opening Prayer				
2	Welcome, Apologies & Declaration of Interests in any Agenda Items		Verbal	Chair	5 mins
3	Headteacher pay report and recommendations.	A	Enclosed	Chair	5 mins
4	AOB	D	Trust Governor	Chair	5 mins



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C) Autumn Term Meeting of the Local Governing Board of XXXXXXXX
 Date XXXX Time XXXXXX

		Report Purpose	Written or Verbal	Lead	Timings
1	Opening Prayer				
2	Welcome, Apologies & Declaration of Interests in any Agenda Items		Verbal	Chair	5 mins
3	AOB Items		Verbal	Chair	-
4	Minutes of the Meeting of the LGB held on o XXXXXX	A	Enclosed	Chair	5 mins
5	Matters of Actions Arising	D	Trust Governor	Chair	5 mins
Local Items					
6.	Formal Headteacher Report including; a) The Catholic Life of the School. b) Key Performance indicators; pupil progress pupil attendance pupil behaviour and exclusion c) School Improvement plan updates d) OFSTED Area Self Evaluations (including any external support/review) e) Safeguarding Updates	N	Verbal	HT	10 mins
7.	Stakeholder Voice feedback and actions				
8	Health and Safety Report				
9.	SEND Report				
10	Final 2021/22 Budget out turn and forecast Autumn Term Management Accounts				
Trust Items					
11.	Policy Updates as needed				
12.	Central Updates as needed				
Date and time of next meeting:					



St Teresa of Calcutta Catholic Academy Trust
 D) Spring Meeting of the Local Governing Board of XXXXXXXX
 Date XXXX Time XXXXXX

		Report Purpose	Written or Verbal	Lead	Timings
1	Opening Prayer				
2	Welcome, Apologies & Declaration of Interests in any Agenda Items		Verbal	Chair	5 mins
3	AOB Items		Verbal	Chair	-
4	Minutes of the Meeting of the LGB held on o XXXXXX	A	Enclosed	Chair	5 mins
5	Matters of Actions Arising	D	Trust Governor	Chair	5 mins
6.	Annual Review of Local Governance Effectiveness			Chair	20 mins
Local Items					
7.	Formal Headteacher Report including; a) The Catholic Life of the School. b) Key Performance indicators; pupil progress pupil attendance pupil behaviour and exclusion c) School Improvement plan updates d) OFSTED Area Self Evaluations (including any external support/review) e) Safeguarding Updates	N	Verbal	HT	10 mins
8.	School Health and Safety Report				
9	Other School Matters (as needed)				
Trust Items					
10.	Policy Updates as needed				
11.	Central Updates as needed				
Date and time of next meeting:					



St Teresa of Calcutta Catholic Academy Trust
 E) Summer Term Meeting of the Local Governing Board of XXXXXXXX
 Date XXXX Time XXXXXX

		Report Purpose	Written or Verbal	Lead	Timings
1	Opening Prayer				
2	Welcome, Apologies & Declaration of Interests in any Agenda Items		Verbal	Chair	5 mins
3	AOB Items Annual Review of the effectiveness of Chair and Vice Chair		Verbal	Chair	-
4	Minutes of the Meeting of the LGB held on o XXXXXX	A	Enclosed	Chair	5 mins
5	Matters of Actions Arising	D	Trust Governor	Chair	5 mins
Local Items					
6.	Formal Headteacher Report including; a) The Catholic Life of the School. b) Key Performance indicators; pupil progress pupil attendance pupil behaviour and exclusion c) School Improvement plan and following academic year priorities d) OFSTED Area Self Evaluations (including any external support/review) e) Safeguarding Updates	N	Verbal	HT	10 mins
7.	Annual Safeguarding Report				
8.	Health and Safety Report				
9.	SEND Report				
10.	Budget Setting 2023/24 Financial Year				
11.	Other School Matters (as needed)				
Trust Items					
12.	Policy Updates as needed				
13.	Central Updates as needed				
Date and time of next meeting:					

7. Pay Committee Report

- The template below has been designed to ensure consistency across the trust.

Local Governing Board Pay Recommendation Report

Context

This report outlines the actions taken follow the completion and review of the 20XXXXXXX performance management cycle. Performance management evidence will be provided for Local Governing Board members by the Headteacher where pay progression recommendations have been made.

Current School Salary Position

The table below outlines the proportion of staff the sit at the various salary points. It is for information only. There are currently XX teachers employed at the school.

Salary Scale	Number of Staff	% of Staff	Number of New Starters
Main Pay Range	XX	XX	XX
Upper Pay range	XX	XX	XX
Leadership Pay Range	XX	XX	XX

XXX members of staff were eligible for pay progression.

Performance Management Context

For the 20XXXX performance management cycle all staff were set targets in the following areas.

Target 1- XXXXX
 Target 2 – XXXXX
 Target 3 – XXXXX

Pay Progression Recommendations

All evidence submitted to the Headteacher will be available for Local Governing Board members to consider. The Headteacher suggests the following recommendations for approval for Main Pay Spine teachers;

Teacher	Current	Proposed	Comments/Recommendation
XX	XX	XX	XX <i>It is recommended they progress to XX.</i>

The following recommendations are made for teachers applying to the upper pay range.

Teacher	Current	Proposed	Comments
XX	XX	XX	XX <i>It is recommended they progress to XX.</i>

The following recommendations are made for staff to progress along the Upper Pay Range.

Teacher	Current	Proposed	Comments
XX	XX	XX	XX <i>It is recommended they progress to XX.</i>

The following recommendations are made for staff to progress along the Leadership Pay Range

Teacher	Current	Proposed	Comments
XX	XX	XX	XX <i>It is recommended they progress to XX.</i>

Additional Comments