

St Matthias C of E Primary – Local Governing Body

Purpose

The LGB's role is to exercise leadership on behalf of the Trust in the running of St Matthias, to provide information to the Trust on the operation and performance of the school and to exercise its responsibilities and powers in partnership with the Headteacher, other schools and trust-wide staff, and the Trust's Members and Directors.

The LGB and the Headteacher have full delegated responsibility for the strategic direction and day-to-day leadership and management of the school.

The LGB has a key role to play in the overall development and success of the Trust and in contributing to joint working and sharing best practice between Schools in the Trust.

In line with the overall vision, strategy, ethos, and broad policy framework of the Trust the LGB will:

- Help St Matthias to set high standards by planning for the future, set the direction for the school, agree targets for improvement and monitor and evaluate its performance
- Be a critical friend to the Headteacher and senior leaders, accelerating the pace and rate of improvement and the achievement of all children/pupils/students, as applicable
- Set the School's standards of conduct and values
- Ensure sound management and administration of St Matthias and ensure all staff have the appropriate qualifications, skills, experience, and training to carry out their duties
- Ensure compliance with all employment related statutory requirements and the Trust's HR policies and procedures
- Ensure compliance with all building and site, health and safety, ICT and data protection regulations and the Trust's related policies, procedures, and plans
- Ensure compliance with all financial, statutory and regulatory requirements in the use of St Matthias' GAG funding and any additional monies -
- Help the school respond to, and meet, the needs of parents and the wider local community
- Ensure all Local Governors are skilled in understanding, interpreting, and comparing school performance, attendance, admissions, and exclusions data and are kept fully apprised of the performance of St Matthias at all times
- Ensure all Local Governors have the skills, knowledge, and information to assess the School's financial performance.

Terms of Reference

Governance

Set out and approve the mission, vision, strategy and long-term development plan for St Matthias in line with the Trust's overall mission and vision.

Ensure that the School contributes significantly to the overall development and success of the Trust.

Monitor key performance indicators and annual targets for the School, as agreed by the Directors. Monitor progress made and take action if KPIs and targets are not being met. Report progress to CEO and Directors.

Approve the School's development/improvement plan, to be developed by the Headteacher and agreed with the CEO. Monitor overall performance and the achievement of objectives, targets, and key performance indicators, and ensure that plans for improvement are acted upon; report progress to the CEO/Directors and provide all required data.

In line with the Trust's arrangements for performance management, support and challenge the Headteacher, and senior leadership team to continually improve outcomes. Receive and act on an annual report on the performance management process in school.

Advise the Board of Directors of any concerns about the running of the school that cannot be resolved by the LGB.

Adopt and ensure the implementation of Trust-wide policies and procedures within the School. Monitor their implementation and evaluate and report on their impact to the CEO.

Approve school specific policies and procedures, ensure and monitor their implementation, and evaluate their impact.

In line with the Trust's governance arrangements, policies and procedures:

- Establish standing and ad-hoc sub-committees in line with the terms of reference; appoint Local Governors to these sub-committees
- Nominate Local Governors to take specific responsibility for safeguarding, SEND, and any other areas required in line with any statutory requirement. Ensure that these Local Governors undertake training to ensure they are equipped to carry out this role effectively
- Receive reports and recommendations from any sub-committee, group, or individual to whom an action or decision has been delegated to agree the recommendation, ratify the decision, or consider whether any further action by the Local Governing Body is necessary
- Make decisions on any other constitutional matter in which the LGB has discretion
- Maintain and publish, through the Trust's Clerk, a register of Local Governors' and senior members of staff's business and other interests and adhere to procedures for registering and managing conflicts of interest
- Ensure the School complies with its legal and statutory requirements
- Publish agendas, papers, minutes of meetings (except confidential matters), and attendance information of the LGB and its sub-committees in line with the Trust's arrangements

Review and report to the Directors on the effectiveness of the composition, membership, and Terms of Reference of the LGB annually.

Standing Committee – Education and Standards

Purpose

In line with the Trust's arrangements: monitor, evaluate, and report to the LGB on the implementation and impact of the curriculum and the quality of teaching and learning on targets and pupil attainment, achievement, standards, as applicable.

Maintain a consistent focus on checking the effectiveness of the improvement plan.

Recognise and celebrate achievement.

Maintain a consistent focus on checking the adequacy of the safeguarding and child protection measures including the Prevent duty at St Matthias.

Monitor, evaluate, and report to the LGB on:

- the implementation and impact of the School's behaviour and welfare policies and plans on pupil progress, achievement, standards, and attendance
- the appropriateness of the Trust's admissions policy and procedures
- complaints
- the effectiveness of the marketing, communications and partnership working practices within school

Terms of Reference

Education

Recommend to the LGB, for approval by the Directors, targets for educational attainment and standards. Monitor and report to the LGB on the achievement of targets and pupil progress, as applicable.

Review and recommend to the LGB for approval the St Matthias' curriculum policy and improvement plan.

Ensure the sufficiency and adequacy of data and information relating to standards and attainment.

Monitor, evaluate and report progress to the LGB on:

- The effectiveness of the leadership and management, curriculum policy and the quality of teaching and learning and their impact on pupil progress and outcomes, as applicable
- St Matthias' compliance with statutory requirements relating to the curriculum, including RE/collective worship, SEND, sex and relationship education and Early Years Foundation Stage (EYFS), as appropriate, and for looked after children (LAC)
- The effectiveness of policies and provision for pupils with SEND, as applicable and other needs and the impact of targeted funding e.g. pupil premium on pupil progress and attainment
- The resources required to deliver the curriculum and extracurricular activities and secure improvement. Assess the impact of school improvement services and support, and the professional development of staff (CPD) on pupil outcomes, as applicable.

- The quality of the premises and the learning environment and their fitness for purpose: establish and implement, working with the CEO and the Headteacher, a programme of improvement within funding constraints
- Preparedness for Ofsted inspections

Admissions

Monitor the impact of the PAN, and the Trust's admissions policy to the LGB and the Directors.

Marketing and Communications and Partnerships

In line with the Trust's marketing and communication policy and procedures ensure all required information about St Matthias is made available on the School's website.

Once policies, procedures, plans are approved/adopted monitor, evaluate and report to the LGB on:

- The effectiveness of arrangements for marketing and communications and the publication of information
- The views of parents and pupils about the ethos and quality of provision in the school and take action to address issues raised and make proposals for improvements
- The effectiveness of partnership working and sharing of best practice with other schools in the Trust, other local schools/academies, the Local Authority, and other agencies

Key Performance Indicators and Targets

Support and monitor the attainment of key performance indicators and targets within the remit of this sub-committee; report progress to the LGB.

Policies, Procedures, and Plans

Develop and/or regularly review and evaluate the effectiveness of all trust-wide, framework, or school specific policies and procedures within the remit of this sub-committee.

Standing Committee – Resource and Facilities committee

Purpose

In line with the Trust's arrangements monitor, evaluate, and report to the LGB on the implementation and impact of the Trust's human resources policies and plans on the attainment, achievement, and standards of pupils, and on the recruitment, retention, development and well-being of staff.

Terms of Reference

Ensure the Trust's HR, health and safety and facilities management policies and procedures including procedures for managing staff discipline, conduct and grievance and procedures for dealing with allegations of abuse against staff, and a Single Central Record (SCR) of recruitment and vetting checks is in place: monitor and report to the LGB on their suitability and impact.

Establish and annually review the staffing structure and establishment in line with the School's curriculum plan and budget for approval by the LGB.

Regularly review school facilities and strategically plan for maintenance and improvement.

Ensure the Trust's guidelines and best practice are followed in all recruitment procedures particularly those relating to the safeguarding of children.

Ensure all staff appointments are in line with the staffing establishment and the scheme of financial delegation. Monitor compliance.

Review the pay of all staff, except the Headteacher, annually in line with the Trust's pay policy and make recommendations to the LGB: once agreed ensure changes are enacted.

Receive whole school performance management reports from the Headteacher.

Key Performance Indicators and Targets

Support and monitor the attainment of key performance indicators and targets within the remit of the sub-committee.

Policies, Procedures, and Plans

Develop and/or regularly review and evaluate the effectiveness of all trust-wide, framework, or school specific policies and procedures within the remit of this sub-committee.

Standing Committee – Student Citizenship, Welfare and Pastoral care committee

Purpose

In line with the Trust's arrangements: monitor, evaluate, and report to the LGB on the implementation and impact of safeguarding policies, pupil welfare, upholding of Christian ethos as a core value of the school and approach to pastoral care on the overall welfare of the school population and wider community.

Terms of Reference

Welfare

Review and recommend for approval to the LGB the child protection, safeguarding and attendance policies and procedures.

Review and recommend to the LGB for approval the behaviour principles and policy, classroom management, pupil welfare and reward policies and procedures, home/school agreements (where used), and attendance strategies.

Ensure St Matthias implements the Trust's complaints policy and procedures.

Once policies, procedures, plans are approved or adopted by the LGB monitor, evaluate and report to the LGB on:

- The adequacy of safeguarding and child protection procedures
- The impact of the behaviour, classroom management, pupil welfare and reward policies and procedures and home/school agreements (where used) on attendance and behaviour and attainment: check that pupils, feel safe and secure in the school
- How well St Matthias responds to the needs of parents and the community
- The nature of complaints

Student Citizenship, Welfare and Pastoral care	Resource and Facilities	Education and Standards
Claire Bird	Allan Foulds	Jenny Batelen
Phillip Johnson	Janette Sharp	Allen Hudson
Ellie Page	Liz Bessant	Bianca West
Ginnie Beale	Ginnie Beale	Ginnie Beale