

Learning Pathways Academy Trust

Guidance for Local Governing Bodies

(Rules & Delegated Authority)

In accordance with Articles 100 and 101 of the Memorandum and Articles of Association all Local Governing Bodies are Committees of Learning Pathways Academy Trust (LPAT) and must operate within the framework and delegated authority set out below. The Directors may, at any time, change the rules and delegated authority and the Local Governing Body shall immediately act in accordance with any such revision.

1. Appointment of Local Governors

- 1.1 It is the role of Learning Pathways Academies Trust (LPAT) to appoint the individual members of a local governing body to one of the sponsored academies within the Trust.
- 1.2 The Trust will determine the size of a local governing body.
- 1.3 The Trust will seek to agree the process for recruiting and appointing governors to the local governing body in consultation with the individual academy, but reserves the right to make the appointment(s) in a manner it feels fit.
- 1.4 The Trust Board will initially appoint the Chair of the local governing body for any new academy member joining the Trust. Thereafter the Chair of the local governing body will be chosen by that body from among its members and recommended for appointment as Chair by the Trust Board
- 1.5 The chair of a local governing body shall attend meetings of the LPAT Board as a Director in accordance with Article 51 of the Memorandum and Articles of Understanding or as governed by the circumstances covered by Article 52 of the same. In his or her absence the vice chair may delegate.
- 1.6 The LPAT may dismiss an individual governor or, indeed, the whole panel of a local governing body at any time.
- 1.7 The Chief Executive Officer of the LPAT and the local Headteacher shall automatically be members of the local governing body.
- 1.8 All members of a local governing body must give apologies in advance for missing a meeting and this apology must be accepted by other governors.
- 1.9 Any local governor who repeatedly misses meetings or fails to tender apologies or whose reasons for missing meetings repeatedly are deemed unacceptable may be warned by LPAT and then dismissed if absences continue.
- 1.10 A member of the Board of Trust Directors may attend any meeting of a local governing body.
- 1.11 A local governing body shall carry out an annual skills and training audit and put in hand the training and support it needs to ensure that the governing body is fit for purpose and so effective in its role that it would be judged as at least 'good' at an Ofsted Inspection.

2. Organisation of a Local Governing Body

- 2.1 After the initial appointment of the chair of a new academy joining the Trust (1.4 above), the chair & vice chair will be elected annually by members of the local governing body and will serve for one year.
- 2.2 The local governing body will recruit and retain a suitably qualified and experience clerk to the governing body (who may not already be a member of staff of the relevant academy).
- 2.3 The local governing body shall meet at least termly. Its sub-committees and any task and finishes groups may meet at the interval agreed or as required.

Learning Pathways Academy Trust

- 2.4 The local governing body may invite members of the school's senior leadership team to attend and participate in governing body meetings but they will not have voting rights.
- 2.5 The local governing body may determine the number of sub-committees it may have provided the following responsibilities are covered:
 - Finance (and General Purposes if Premises are covered by one Committee)
 - Personnel (including pay)
 - Curriculum
 - Buildings & Grounds (if not covered in a Finance & General Purposes Committee)
 - Grievance
 - Staff Welfare & Discipline
- 2.6 Each sub-committee shall have a set of Terms of Reference and shall annually elect a chair who will serve for a year.
- 2.7 The local governing body may delegate decision making powers to its sub-committees provided these powers do not fall outside of those delegated by Learning Pathways Academy Trust to the local governing body as a whole.
- 2.8 The local governing body will publish the meeting dates for its full governor and sub-committees in advance each year and formally notify the Trust of those dates.
- 2.9 The LPAT may place a local authority representative on a local governing body if it chooses so to do.
- 2.10 The LPAT may submit agenda items to be considered by a local governing body at its meetings.
- 2.11 Copies of the minutes of each full local governing body and its sub-committees will be submitted promptly to the Board of LPAT.

3. Finance

- 3.1 The local governing body will adopt the Financial Regulations of LPAT and operate within the spending limits stated therein.
- 3.2 The local governing body will agree to pay to LPAT any (variable) budget top slice required to enable the Trust to deliver services to its schools.
- 3.3 The local governing body is required to draw up an annual balanced budget which it will submit to the LPAT for approval.
- 3.4 The local governing body will monitor the school's budget regularly and make adjustments using procedures contained in the Financial Regulations.
- 3.5 LPAT will receive termly monitoring reports on income and expenditure from the local governing body.
- 3.6 The local governing body will ensure that the functions of the responsible officer and any accounting or systems checks contained in the Financial Regulations or put in place by the LPAT will be complied with.
- 3.7 The local governing body will ensure that all annual financial returns required by the Education Funding Agency (and Companies House) will be submitted by the deadline.

4. Staffing & Personnel

- 4.1 The local governing body will adopt all Personnel and HR related policies adopted by the Academy Trust.
- 4.2 The Local Governing Body shall determine the school group size and Headteacher's individual salary range (ISR) and submit this to the LPAT for approval.
- 4.3 The local governing body will annually determine its staffing ratio and use these to set its budget which will, in turn, be submitted for approval to the LPAT (3.3).

Learning Pathways Academy Trust

4.4 The local governing body will ensure that all staff pay, grievance, capability or discipline procedures are dealt with in accordance with the policies adopted the Academy Trust.

5. Performance Management

5.1 The local governing body will adopt the Academy Trust Performance Management Policy and ensure that all performance management reviews are carried out in accordance with the adopted policy.

5.2 The local governing body will ensure that the performance management for the local Headteacher is carried out in accordance with the Performance Management Policy and before 31st December each year.

5.3 The local governing body should use an external consultant to assist them in setting the performance management objectives of the local Headteacher.

5.4 The local governing body may approve any performance related pay increases to any other member of staff.

5.5 The local governing body will ensure that any complaints about the performance management of a member of staff are dealt with in accordance with the procedures set out in the adopted Performance Management Policy.

6. Curriculum

6.1 Working in conjunction with the LPAT Chief Executive Officer and the local Headteacher the local governing body will determine the curriculum for its school.

6.2 The local governing body will establish charging and remissions policies for activities.

6.3 Working in conjunction with the LPAT Chief Executive Officer and the local Headteacher the local governing body will annually set progression and attainment targets for its school and submit these to LPAT for approval.

6.4 The local governing body will monitor the progress towards meeting its targets and take the necessary actions to intervene to ensure that targets are met. Such progress and interventions will be reported termly to LPAT via the Chief Executive Officer.

6.5 All LPAT and statutory requirements for SEND or AEN pupils will be fully complied with by the local governing body.

7. Admissions

7.1 The local governing body will operate the admissions policy it has agreed with LPAT and shall make that policy available to all parents and to the Local Authority.

8. Safeguarding

8.1 The local governing body will adopt all safeguarding and safer recruiting policies adopted by the Academy Trust.

8.2 The local governing body will take all necessary steps to safeguard the children in its care and will act on all advice given by LPAT or any other recognised and authoritative body in this respect.

8.3 The local governing body will adopt the Trips and Activities Policies adopted by the Academy Trust and ensure that they are complied with.

Learning Pathways Academy Trust

9. Health & Safety

- 9.1 The local governing body will adopt the Health & Safety Policy adopted by the Academy Trust and comply with all of its requirements.
- 9.2 The local governing body will ensure that all routine health & safety and hygiene regulations and recommendations are complied with.
- 9.3 The local governing body will receive a Health & Safety Report at all of its full Governing Body Meetings.

10. Equal Opportunities

- 10.1 The local governing body will adopt the all equality and discrimination policies adopted by the Academy Trust and comply with all of their requirements.

11. Behaviour & Discipline

- 11.1 The local governing body shall have reference to the rewards, behaviour and discipline policy of the Academy Trust when establishing its own Rewards, Behaviour & Discipline Policy.
- 11.2 The local governing body shall decide:
 - i) Whether or not to confirm all permanent exclusions and fixed term exclusions where a pupil is either excluded for more than 15 days in total in a term, or would lose the opportunity to sit a public exam.
 - ii) Whether to direct the reinstatement of excluded pupils.

12. Self-Evaluation and Action Planning

- 12.1 A local governing body shall annually carry out a self-evaluation of the strengths and weaknesses of the school and record these submitting a copy to the Board of the LPAT who may feedback its comments on that evaluation.
- 12.2 A local governing body shall annually prepare a school improvement plan with clear success criteria and time lines. This improvement plan shall be submitted to the Board of the LPAT who will undertake to evaluate its effectiveness and who will inform the Chair of the local governing body of its views. The LPAT reserves the right to direct a local governing body to change its priorities or planned actions or to require further work on identifying meaningful success criteria.