

Local Governance Structure and Terms of Reference

Endeavour Multi Academy Trust is determined to rigorously follow the Nolan Principles of Public Office. We have also made a decision to become a pathfinder with the National Governance Association's launch of their Leadership in Education Initiative Programme. We have ensured that our scheme of delegation and terms of references reflect this practice when making decisions in managing our organisation. All our policies and contracts will also reflect this ethical practice.

Endeavour places great importance on local governance and delegates educational decisions to Local Governing Committees at school or cluster of schools level. Currently there are two clusters of schools – Cherry Trees/Wightwick Hall and Two Rivers Primary/Two Rivers High.

The Local Committees are;

The Logistics Committee and the Curriculum and Learning Committee.

Their responsibilities include:

- Building an understanding of how the school is led and managed
- Monitoring whether the school is: working within agreed policies; meeting the agreed targets; managing its finances well
- Engaging with stakeholders
- Reporting to the Board (via the EDO), particularly risks that need to be recognised at MAT level.

As committees of the Endeavour MAT Board of Trustees, the delegation of authority to these committees can be removed at any time.

The composition of the Local Committees for each school/cluster will be drawn from:

Headteachers of relevant cluster schools

2 Staff colleagues – from different schools where a committee oversees more than one school

2 Parents – from different schools where a committee oversees more than one school

6 Co-opted representatives ('local governors')

Staff members are elected by all paid employees from each school. The normal term of office is 4 years.

Parent/Carers are invited to seek nominations from other parent/carers. The normal term of office is 4 years or the end of their child's enrolment at the school (whichever comes sooner).

Co-opted committee members (also known as 'local governors') are approved by the main Trust Board. Those seeking to join the LGC present written information to support their interest, demonstrating their knowledge of education, legal matters, business/finance or charitable work. Parent/carers can be co-opted representatives.

The two local committees should meet together at the beginning of the school year to elect an 'LGC chair' and 'LGC vice chair'

The two committees will elect their own Chair and Vice Chair at the first meeting of the academic year.

Curriculum and Learning Committee

Membership

- a) The committee will consist of **five** members. Headteachers are members of the committee by virtue of their post.
- b) Non-voting participants may be invited to meetings by the committee as and when required.
- c) The committee will appoint a Chair.
- d) The membership of the committee will be reviewed annually by the overall LGC Chair and the EDO and approved by the MAT board.
- e) The LGC must nominate posts to monitor statutory requirements. These will be called Nominated/Link Governors.
- f) The committee will follow the Nolan Principles of Public Office.

Quorum

The quorum will be a minimum of **five** committee members, including the Headteacher.

Meetings

These will take place once per term and additionally as required.

The Clerk to the Committee will have responsibility for:

- convening meetings of the committee.
- taking minutes of meetings.
- ensuring that the minutes are presented at the next Local Governing Committee Curriculum and Learning meeting.
- The Clerk **MUST** ensure that any risks are identified and are communicated to the CEO.

Focus

The focus of the meetings must be ensuring that the School Development Plan is being implemented effectively.

Curriculum and Learning Committee Responsibilities

- a) To provide support and challenge to the Headteacher.
- b) To ensure that the School Development Plan reflects accurately the SEF outcomes.
- c) To ensure that the curriculum in school meets statutory requirements.
- d) To monitor and evaluate pupil progress in relation to the targets set and all other data available, with particular reference to individual groups.

- e) To monitor the impact of curriculum planning and policies on pupil progress, with particular reference to individual groups.
- f) To receive reports that support their ability to hold the Headteacher to account and enable them to report to the MAT Board on relevant statutory requirements.
- g) To set and publish targets as required by statute.
- h) To review curriculum policy documents.
- i) To monitor attendance of all groups of students including part time timetables.
- j) To monitor exclusions.
- k) To monitor Safeguarding and Child Protection.
- l) To prepare any required curriculum policy documents not already in place.
- m) To monitor the effectiveness of assessment and monitoring arrangements in school.
- n) To monitor the actions of School Development/Improvement Plan and ensure risks are communicated to the MAT Board.
- o) To take account of the requirements of the Disability Discrimination Act.
- p) To review these terms of reference annually and take to the Trust for approval.
- q) To undertake appropriate and mandatory training as appropriate.

Logistics Committee

Membership

- a) The committee will consist of **five** members. Headteachers are members of the committee by virtue of their post.
- b) Non-voting participants may be invited to meetings by the committee as and when required.
- c) The committee will appoint a Chair.
- d) The membership of the committee will be reviewed annually by the overall LGC Chair and the EDO and approved by the MAT Board.
- e) The LGC must nominate posts to monitor statutory requirements. These will be called Nominated/Link Governors.
- f) The committee **MUST** follow the Nolan Principles of Public Office.

Quorum

The quorum will be a minimum of **five** committee members, including the Headteacher.

Meetings

These will take place once per term and additionally as required.

The Clerk to the Committee will have responsibility for:

- convening meetings of the committee.
- taking minutes of meetings.
- ensuring that the minutes are presented at the next Local Governing Board Logistics meeting.
- The Clerk MUST ensure that any risks are identified and are communicated to the CEO.

Focus

The focus of the meetings must be to ensure that the School Development Plan is being implemented effectively.

Committee Responsibilities – Health and Safety

- a) To provide support, challenge and guidance to the Headteacher on all matters relating to health and safety and the school premises.
- b) To ensure that health and safety arrangements in school meet statutory requirements and that all those in school or visiting the school are aware of those arrangements.
- c) To consider safety inspection reports and make recommendations to the MAT Board via the CEO if appropriate.
- d) To ensure that a risk audit is undertaken both on an annual basis and following any changes to the premises.
- e) To review the impact of the school Health and Safety Policy.
- f) To monitor the School Development/Improvement Plan with regard to the above.

Committee Responsibilities - Personnel / Staffing

- a) To ensure that all procedures relating to the recruitment, selection and appointment of all staff in school meet statutory and safeguarding requirements.
- b) To ensure that arrangements are in place for the performance management of all school staff.
- c) To monitor the arrangements for ECTs.
- d) To receive reports on staff absence.
- e) To monitor the staff development programme and its impact.
- f) To ensure that the Staff Handbook is kept under review and is accessible by all school staff.
- g) To review the staffing structure annually.

Committee Responsibilities - Finance & Buildings

- a) To provide challenge, support and guidance to the Headteacher and on all matters relating to the devolved budget.
- b) To monitor the use of all public funds.
- c) To monitor ICT resourcing and upgrading.
- d) To ensure value for money.
- e) To recommend virements between budget headings.
- f) To consider budget plans presented by the Headteacher.
- g) To recommend the devolved budget for Trust approval.
- h) To monitor the School Development/Improvement Plan with particular regard to long-term resource requirements.
- i) To monitor and review the annual audit of school funds.
- j) To form a response to any consultations regarding the Scheme of Delegation or the funding of schools.
- k) To take responsibility on behalf of the Trust for the condition of school premises including any repairs, alterations and major work necessary.
- l) In the case of major projects, to act on behalf of the Trust in monitoring the progress of all plans and works.
- m) To monitor the maintenance of the school site.
- n) To monitor the security of the premises.

Committee Responsibilities – Training

- a) To undertake appropriate and mandatory training as appropriate.