

Terms of Reference for Penk Valley Academy Trust Local Governing Committees

The board of trustees (the **Trust Board**) of Penk Valley Academy Trust (the **Academy Trust**) has established a Local Governing Committee (LGC) in each of the Academies. These are their terms of reference.

Membership

Each Committee will comprise no fewer than five and no more than nine members, at least one of whom will be a Trustee. A maximum of one third of members may be employees of the school.

- School Headteacher
- One Trustee
- Two Parents (elected)
- One Staff (elected)
- Two Foundation (Church Schools only)
- Up to four Co-optees

The Trust Board reserve the right to appoint one of the members of the Committee as its chair (**the Chair**).

Each Committee will be supported by a Trust Clerk.

Attendance

The Committee may ask the Chief Executive Officer and any other senior executive to attend meetings of the group by invitation, in order to provide information.

Voting

The quorum for each meeting shall be one half of the numbers of the Committee rounded up. Decisions of the Committee shall be taken by a simple majority of those present and voting. The Chair will have a casting vote on an equality of votes.

Meetings

Each Committee shall meet termly on such dates as shall be determined by the Committee.

Unless otherwise agreed, notice of each meeting confirming the venue, date and time together with an agenda shall be sent to each member of the Committee and any other person invited or required to attend no fewer than five working days prior to the date of the meeting.

Minutes

The Trust Clerk will minute the proceedings and resolutions of each LGC and ascertain, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly.

Minutes of each meeting will be sent to all members of the Committee and the Trust Board within ten working days of the meeting.

Authority

Each Committee is authorised by the Trust Board to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to cooperate with any request made by the Committee.

Duties

The duties of each Local Governing Committee shall be:

Monitoring

- The School Improvement Plan
- Curriculum provision
- Pupil attendance and punctuality
- Pupil premium
- SEND provision
- RE and collective worship
- SMSC, RSE and PSHE
- Careers and information, advice and guidance (IAG) (Year 8-13)
- Pupil behaviour
- E-safety
- Pupil exclusions and appeals
- Sports premium
- Enrichment activities (clubs, visits)

Relationships and Marketing

- Parent communication
- Parental complaints
- Community relationships

Policies

- Establish and review school specific policies and procedures

Panels

The Committee is responsible for the following investigations /hearings:

- Formal Complaints
- Exclusions (15 or more days in a year or permanent exclusions)

Recommendations

At each meeting the Local Governing Committee will identify any recommendations to be considered by the Trust Board.