

Scheme of Delegation for Local Governing Bodies

Appendix 5 of Governance Handbook

July 2019

Reviewed annually

INTRODUCTION

This Scheme of Delegation has been agreed by the Trustees of E21C Trust.

Each school within the Trust will have a Local Governing Body (LGB) and this scheme sets out the roles and responsibilities which are delegated to them.

The Scheme draws extensively from the quality standards of E21C and where appropriate, general advice issued by the DfE, including the Academies Financial Handbook, the Funding Agreements and the Governance Handbook.

Matter which are not delegated to LGBs, reserved matters, are shown below.

Reserved Matters

The Reserved Matters are:

Members	
(subject to such other consents / requirements as might be required by law or the Funding Agreement)	
1	To change the name E21C
2	To change the Objects (which would require Charity Commission and Secretary of State consent in any event)
3	To appoint and remove Trustees
4	To amend the Articles of Association
5	To pass a resolution to wind up E21C or close a school
6	To appoint the auditors (save to the extent that the Trustees may make a casual appointment)
Trustees	
(subject to such other consents / requirements as might be required by law or the Funding Agreement)	
1	To change the name of the Schools
2	To determine the educational character, mission or ethos of the Schools
3	To adopt or alter this Scheme of Delegation including terms of reference of any committee of the Board of Trustees (including LGBs)
4	To terminate a supplementary funding agreement for a School
5	To establish a trading company
6	To sell, purchase, mortgage or charge any land in which E21C has an interest with ESFA permissions.
7	To approve the annual estimates of income and expenditure (budgets) and major projects
8	To appoint investment advisors
9	To sign off the annual accounts
10	To appoint or dismiss the CFO, the CEO, the Principals/Headteachers / Heads of School, the Company Secretary or the Clerk to the Trustees
11	To settle the division of executive responsibilities between the Trustees on the one hand and CEO, the Headteachers / Heads of School on the other hand, and to settle the division of executive responsibilities between those individuals
12	To do any other act which the Funding Agreement expressly reserves to the Board of Trustees or to another body (including for the avoidance of doubt, terminating the Funding Agreement or any part of it)
13	To determine all HR matters relating to any E21C employee who is funded (wholly or in part) through the Central Core service payment
14	To do any other act which the Articles expressly reserve to the Board of Trustees or to another body
15	To do any other act which the Board of Trustees determine to be a Reserved Matter from time to time

OVERRIDING PRINCIPLES AND EXPECTATIONS OF THE LGB

Broadly, the role of an LGB is to provide focused governance for a School at a local level. It monitors the School's key performance indicators and acts as a critical friend to the Principal/ Headteacher / Head of School, providing challenge where appropriate.

The LGBs carry out their functions in relation to their School on behalf of the Trustees and in accordance with policies determined by the Trustees. The act of delegation from the Trustees to the LGBs is a delegation of powers and duties, and not a delegation or shedding of responsibilities.

The LGB is accountable to the Board of Trustees, E21C and to its School's stakeholders, specifically the students, staff, parents and the wider education community.

The LGB will act in a corporate, collective, and responsible way and conduct its business properly with the best interests of the School at the core of its activities and decisions.

The LGB's function is monitoring and evaluating the implementation of policy and the achievement of academic standards through effective deployment of all delegated resources. The LGB will represent and champion the School and its local community.

The LGB will act in accordance with both E21C's and the School's ethos, aims, and objectives and work collectively to promote the same. Individual Local Governors will also be expected to conduct themselves in accordance with these principles.

The LGB is committed to promoting equal opportunity in all its affairs in relation to Local Governors, students, staff, and parents. In particular, it will ensure that the principles of equal treatment and access, challenging discrimination, and promoting diversity are adhered to and promoted.

The LGB is committed to freedom of information in accordance with the provisions of the Freedom of Information Act 2000, but subject to any requirements of confidentiality.

The LGB is committed to the development of its expertise and will make full use of any specifically allocated funding to encourage its Local Governors to undertake any appropriate training.

Local Governors are each asked to act in accordance with the Code of Conduct at Appendix 2 and to annually sign a copy of the Code (to be provided at the first meeting of each School year by the Clerk to the LGB).

For the avoidance of doubt, there is a list of reserved matters which are matters for consideration and determination by the Members and Trustees of E21C only. These responsibilities are not delegated to the LGB.

1. LOCAL GOVERNING BODY

The term 'Local Governing Body' or LGB is used to describe [XXX] School's Local Governing Body which is part of E21C Trust.

It will consist of a minimum of six and a maximum of twelve Local Governors as follows:

Appointed Local Governors

Up to seven individuals to be appointed directly by the Trustees following recommendations from LGBs

Parent Local Governors

Two parents will be elected by the parent/carers of a child at the school at the time of election,

Staff Local Governors

Up to two will be elected by staff employed by E21C at the School at the time of the election (at least one not from the Senior Leadership Team).

The Principal/ Headteacher/Head of School who shall, in addition to exercising their office as a Local Governor, provide such information to the LGB as necessary to allow the LGB to discharge its duties including, but not limited to, the provision of a written report to each meeting.

Employees of E21C should always be less than 50% of the total membership of the LGB.

Executive Team

The members of the Executive Team may not be Governors or Trustees.

No member of the LGB may be paid by the school for which he/ she is a governor to undertake work other than the Principal/ Headteacher/ Head of School or Local Staff Governor.

2 . TERMS OF OFFICE

The term of office for all Local Governors (with the exception of the Principal/ Headteacher / Head of School) is four years and will run from the date of appointment by E21C Trust or from the date of election by parents/carers or staff.

The term of office for a Local Staff Governor will end automatically when he/she ceases working at the school where he/she has been elected.

The term of office for the Principal/ Headteacher/Head of School will be for the time that they hold the post.

Subject to remaining eligible to be a Local Governor, any Local Governor may stand again at the end of their 4 year term for re-appointment / re-election. The NGA recommends that a governor should not serve more than two terms of office in the same school.

Staff and Parent Local Governors

Staff Local Governors shall be elected by the staff at the School.

Parent Local Governors will be elected by parents. A parent must have a child at the School at the point of election, however they may complete their full term, should their child leave the School during this time. If insufficient parents stand for election, the Trustees can appoint Parent Local Governors. "Parent" is defined as including "any individual who has parental responsibility for, or cares for, a child or young person under the age of 18".

The Clerk will request that the School organises an election, whenever a Parent or Staff vacancy or vacancies arise(s). Nominations will be requested with a brief statement from the candidate why they wish to stand and, in the case of parents, the name and address of two seconders, who must also be parents. Once nominations have been received, parents or staff will be asked to vote and the candidate(s) having the most votes will be elected.

Additional Appointed Local Governors

Local Governors will be appointed by the Trustees of E21C and may be recommended by the LGB. An additional Local Governor will ordinarily be a local individual who has stated an interest to be involved in the School's development and whose skills, experience and competencies will benefit the LGB in carrying out its function.

3.REMOVAL OF LOCAL GOVERNORS

A Local Governor's office will terminate if:

- any event or circumstance occurs which would disqualify him or her from the office of Trustee under the Articles were he or she to hold such office.
- he or she resigns from office by notice to the LGB, copied to E21C.
- he or she is a Staff Local Governor and ceases to be employed by E21
- he or she is removed by the Trustees in circumstances where they consider (acting reasonably) that it is in the best interests of E21C to remove the Local Governor and such decision will be notified to the LGB.

4. THE CHAIR AND VICE-CHAIR OF THE LGB

Subject to the reserved right of the Trustees of E21C to remove a Chair and / or Vice-Chair, ordinarily, the Chair and Vice-Chair will be appointed each year by the LGB. The Clerk will ask for self-nominations over the summer holidays and those nominations will be presented at the first meeting of each academic year. If no nominations are received over the summer holidays, nominations will be accepted at the first meeting. The name of the successful nominees will then be forwarded to the Board of Trustees of E21C for approval.

The Chair and Vice-Chair will have a term of office of 1 year and the term of office will end at the first LGB meeting in the new academic year. . The Chair and Vice-Chair are each eligible for further terms of office as Chair and Vice-Chair respectively. The NGA recommend no more than three terms.

The Trustees are entitled to remove the Chair and / or Vice-Chair from office at any time, and this would be without prejudice to the individual's position as a Local Governor if appropriate.

The role of the Chair and Vice-Chair

The Chair will ensure that all LGB business is conducted openly and that all Local Governors are given equal opportunities to participate fully in all discussions and decision making and to express their views at meetings.

The Chair and the Clerk will chiefly be responsible for correspondence between meetings and for reporting in full any actions undertaken on behalf of the LGB.

The Chair, if present, shall chair any meeting of the LGB. In the absence of the Chair, the Vice-Chair shall chair the meeting. In the absence of both the Chair and the Vice Chair from any meeting thereafter, those present will elect from amongst their number a person to take the Chair for that meeting only.

The Chair will be responsible for ensuring that agenda items are given due consideration for all issues to be raised but also giving due regard to the time allocation for the meeting.

The Chair may deny the discussion of any matter not relevant to the agenda or for which due notice has not been given.

The Chair is responsible for ensuring that the evaluation and monitoring of the LGB is reported to the Trustees on an annual basis, as per the quality standards. In discharging this obligation, the Chair will prepare a short form report on the work of the LGB for the previous year to be presented to the Trustees at their first meeting in each school year.

The Vice-Chair will be responsible for ensuring that training is available for Local Governors, as appropriate, and is responsible for organising panels (see section 18).

5. MEETINGS OF THE LGB

The LGB will meet six times in each academy year (two times per school term). The first meeting in each year will consider the appointment of the Chair and Vice-Chair and the vision for that year. The final meeting will include a review of the year.

Normally, meetings will be convened by the Clerk in consultation with the Chair of the LGB. However, meetings may also be called at the request of the Chair of the LGB or the Board of Trustees.

LGB meetings will be held at the School and the Chair will endeavour to keep the meeting to the duration of two hours.

6. QUORUM

Decisions cannot be taken at an LGB meeting unless there is a minimum number (quorum) of Local Governors present.

The quorum requirement for LGB meetings is **four** of the total number of Local Governors holding office at the date of the meeting. A meeting shall be terminated if the number of Local Governors present ceases to constitute a quorum. Where a meeting is not held or is terminated before all the matters specified as items of business on the agenda for the meeting have been disposed of, a further meeting shall be convened by the Clerk as soon as is reasonably practicable.

7. PERSONAL INTERESTS OF LOCAL GOVERNORS/ RELATED PARTY TRANSACTIONS

Local Governors shall complete a register of their business interests, which shall be reviewed annually.

Any Local Governor who has any duty or personal interest that conflicts or may conflict with his or her duties as a Local Governor shall:

- disclose that fact to the LGB as soon as he or she becomes aware of it. A Local Governor must absent himself or herself from any discussions of the LGB in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the School and such duty or personal interest
- withdraw from any meeting for that item unless expressly invited to remain in order to provide information
- not be counted in the quorum for that part of any meeting; and
- withdraw during the vote and have no vote on the matter.
- not use their connection to the Trust for personal gain, including payment terms that are preferential to those that would be offered to an individual or organisation with no connection to the Trust.

8. APPOINTMENT OF THE CLERK

The Clerk to the LGB is appointed by the Trustees.

The Clerk to the LGB should ensure that the work of the LGB complies with the E21C Scheme of Delegation for the School. The Clerk will also ensure that the LGB acts fully with the Governors Guide to the law and that all members have a fully copy. S/he will liaise with the Executive Leadership Team (ELT) to ensure appropriate advice about the responsibilities of the LGB is communicated regularly.

The Clerk will be responsible for:

- convening meetings in accordance with the directions of the LGB or as directed by the Chair;
- organising agendas in consultation with the Principal/ Headteacher/Head of School and the Chair with reference to the E21C Business Plan;
- taking minutes at LGB meetings;
- maintaining a register of business interests of LGB members;
- writing correspondence on behalf of the LGB;
- maintaining LGB records, including Local Governors' attendance records, contact details and signed Code of Conduct;
- publishing attendance records of Local Governors and any other information required to be published in accordance with the Academies Financial Handbook (as amended from time to time);
- maintaining training records for all Local Governors;
- reporting to the LGB as required on the discharge of the Clerk's functions; and
- performing such other functions as shall be determined by the LGB from time to time.

9. AGENDA

The Agenda will be prepared by the Clerk in consultation with the /Principal/ Headteacher/Head of School, Chair and Vice-Chair with regard to the School's/ E21C Business Plan. The Chair will finalise the Agenda with the Clerk.

The agenda of each meeting should include:

- Apologies for absence
- non-confidential and confidential minutes of the last meeting
- matters arising from the minutes
- reports for the relevant meeting according to the Business Plan
- Policy Review in accordance with the Business Plan and to note changes to central policies, contributing to review and consultation as requested
- standing items:
 - a. Health and Safety
 - b. Safeguarding
- standards and school improvement
- date and time of the next meeting
- any other business (with the permission of the Chair)
- any confidential items.

The Clerk will send out a reminder to LGB regarding items for the agenda two weeks before each meeting.

The Agenda will be circulated at least seven clear days before the meeting, with accompanying papers. The Chair only can, occasionally, allow papers to be circulated at short notice if s/he deems it to be essential to the effectiveness of the LGB.

Papers will only be tabled at meetings when their consideration is urgent for the effective, safe or compliant running of the School.

Any Local Governor wishing to raise an urgent item at the meeting must give notice at the start of the meeting. The LGB will decide whether any such item will be discussed or dealt with at a subsequent meeting. 'AOB' will not be a recurrent agenda item.

10. ATTENDANCE

Apologies should be sent to the Clerk in advance.

The time of arrival and/or departure of any Local Governor will be recorded in the minutes.

ELT and Trustees may attend any meeting of the LGB as observers/ advisers whether of their own volition or invited by the LGB.

11. MINUTES

Attendance at each LGB meeting, issues discussed and recommendations for decisions shall be recorded and the minutes signed by the Chair at the next meeting of the LGB.

Within five working days of the meeting, the draft minutes will be sent by the Clerk to the Chair, Vice-Chair for checking. A copy of the full set of draft minutes shall be sent by the Clerk to the Trustees once approved by the Chair.

Those minutes, which the LGB determines as confidential, will be minuted on a separate sheet and copies will not be publicly available (Part Two minutes) but may be available in some cases if requested under the Freedom of Information Act or as a subject access request.

Recommendations received from Committees or Working Groups will be recorded in the minutes.

A copy of the Part One minutes and associated paperwork/reports will be held by the school. One copy of confidential minutes will be kept by the clerk.

Copies of all minutes should be circulated to the Executive Leadership Team and Trustees by the clerk.

12. CORRESPONDENCE

All incoming correspondence to the LGB is for the attention of the whole LGB whether addressed to the Chair, Clerk or Local Governors and must be sent to the Clerk. No Local Governor will enter into any correspondence without the knowledge of the Clerk and without the authority of the Chair or, in his / her absence, the Vice-Chair. The Clerk will receive and log all correspondence to the LGB.

The Clerk will forward all correspondence to the Chair.

The Chair will present all significant items to the next meeting of the LGB.

13. DECISION MAKING

All decisions must be made by the LGB except those delegated to the / Principal/ Headteacher/Head of School, another individual or a Committee of the LGB. The LGB cannot instruct E21C nor can the LGB take any decisions that conflict with E21C's Articles.

Every question to be decided upon at a meeting of the LGB shall be determined by a majority of the votes of Local Governors present and voting on the question. Votes tendered by proxy shall not be counted.

Where there is an equal division of votes, the Chair has a casting vote.

The Local Governors may act notwithstanding any vacancies, but, if the number of Local Governors is less than the number fixed as the quorum, the continuing Local Governors may act only for the purpose of filling vacancies or requesting that the Trustees fill vacancies (as appropriate).

Decisions of the LGB are binding on all its members.

The LGB decides if delegated matters are dealt with by a committee or by a named Local Governor.

14. PUBLIC STATEMENTS

With the exception of the Chair, Vice-Chair and / Principal/ Headteacher/Head of School, no Local Governor will make any public statement about any matter concerning the School without the authority of the LGB. All public statements about sensitive/contentious issues must be authorised by the CEO of E21C or his / her representative.

15. DELEGATION OF FUNCTIONS

No action may be taken by an individual Local Governor unless authority to do so has been delegated formally by resolution of the LGB and recorded in the minutes.

16. COMMITTEES

The Trustees of E21C allow the LGB to establish Committees to carry out certain functions of the LGB. Any Committee so established will act strictly in accordance with the terms of the delegation. The LGB may only delegate functions which have been delegated to it by the E21C Board under this Scheme of Delegation.

When establishing Committees, the LGB will:

- determine the membership (unless otherwise determined by the Trustees)
- allow that membership to select the Committee Chair (who must be a Local Governor)
- determine procedures for reporting back to the LGB.

The LGB may allow non-Local Governors to attend Committees when needed but they may not form a majority, and they do not have a vote.

The LGB may decide not to form any or some Committees and in this scenario, the LGB will discharge all of the functions which would otherwise have been delegated to one or more committees.

For the academic year 2019-20 schools have opted to have only a Pay and Performance Committee.

17. WORKING GROUPS

The Trustees of E21C allow the LGB to establish Working Groups to focus on certain issues in an advisory capacity and the Trustees themselves may establish Working Groups across one or more Schools.

When establishing Working Groups, the LGB will:

- determine the membership (or agree membership with the Trustees if the Working Group will be established across several Schools)
- establish the terms of reference
- determine procedures for reporting back to the LGB.

18. PANELS

Statutory panels to consider pupil discipline, exclusions, complaints, staff dismissals and grievances, and appeals will be established by the LGB each with delegated authority to make decisions on behalf of the LGB.

Each panel will consist of three Local Governors, which will not include the Principal/Headteacher/ Head of School or staff Governors. For certain panels, for example Complaints, an independent non-Local Governor may be asked to attend as the third panel member. This is following best practice and supports the element of impartiality. Where necessary, Trustees and Local Governors from other LGBs within E21C may be asked to attend at another school.

The forming of these panels will normally be at the request of the school through the Chair. Due to the ad hoc nature of the meetings of these panels, it is expected that the Local Governors would vary on each occasion, however they would be expected to have completed the relevant training for that panel.

The Principal/Headteacher/ Head of School will not have right of attendance at panel meetings such as Staff Dismissal Panel, Pupil Discipline Panel or the Staff Dismissal Appeals Panel, except when presenting a case, information or evidence.

Panel meetings will follow a set agenda and be minuted by the Clerk to the LGB or an alternative clerk appointed by the panel. The overall process and actions required will generally be documented in the relevant policy. Panels must be clerked by a suitably qualified clerk from the designated clerking service.

19. INTERVENTION IN TIMES OF CONCERN

The Trustees of E21C remain ultimately responsible for E21C and the conduct of the Schools. The operation of the various elements of governance are crucial to its success. However, there will be circumstances (more the exception than the norm) where the Trustees might need to intervene and, for example, withdraw delegated authority for a particular element of governance including a LGB.

In such circumstances, the Trustees and / or their representatives would work closely with any School or Schools concerned and those involved in their governance who would be expected to promptly implement any advice or recommendations made by the Trustees and the senior leadership team.

The Board of Trustees reserves the right to review or remove any power or responsibility which it has delegated and / or put in place an IRB, in particular, in circumstances where serious concerns in the running of a School or Schools are identified (either internally within E21C or by a third party), including where:

- there are concerns about financial matters

- insufficient progress is being made against educational targets (including where intervention by the Secretary of State is being considered or carried out)

there has been a breakdown in the).

- way the School is managed or governed
- the safety of pupils or staff is threatened, including a breakdown of discipline; or
- the Trustees consider such removal of power or responsibility appropriate in all of the circumstances.

20. Interim Representative Body (IRB)

An IRB is a temporary measure, implemented by the Trustees when the Trustees have necessarily invoked their intervention rights (see section 19

An IRB may be composed of some, none or all of the members of the LGB previously in place and a Trustee of E21C as well as senior employees of E21C may be a member of an IRB. Membership of an IRB is at the discretion of E21C.

The implementation of an IRB will be notified in writing to the members of the LGB concerned although verbal notification may have been given beforehand. The notification will provide the reason/s invoked by the trust for the implementation, the intended composition of the IRB and the intended duration of the IRB. The intended duration may be given as a set period of time or a period until a specific event occurs or a set of circumstances prevails. An IRB should only be in place for a short period and only while the concerns identified justify such a measure.

Within [15] days of date of notification of implementation of an IRB, the LGB previously in place may make representations to the Trustees objecting to the implementation of the IRB. Such representations should be made initially in writing addressed to the Chair of Trustees and will be considered as soon as reasonably practicable by a panel of three trustees whose decision shall be final.

An IRB will have the same delegated powers as an LGB under the E21C Scheme of Delegation.

The aim of the IRB will be to re-introduce a normally constituted LGB as soon as possible consistent with ensuring proper governance of the school.

Claire and Mark to add a paragraph here re IRB

21. ALTERATIONS

This Scheme of Delegation may be altered by a majority resolution of the Trustees of E21C. Reserved matters related to Members may be altered by a majority resolution of the Members of E21C.

Delegation to Committees and Individuals

The LGB may appoint any or all of the following committees:

- Students, Curriculum and standards
- Finance, Buildings and Premises
- Pay Committee (Pay and Performance/ Remuneration)
- Staffing and Development

The LGB shall name Local Governors for monitoring specific aspects of the School's provision and reporting annually to the relevant Committee and LGB as follows:

- Special Educational Needs and Disabilities (SEND) – to ensure that provision is in accordance with the LGB's policy on SEND;
- Sex and Relationships Education (SRE) – to ensure that provision is in accordance with the LGB's policy on SRE;
- Safeguarding – to ensure that provision is in accordance with the LGB's policy on Safeguarding and Child Protection;
- PPG- Pupil Premium Grant
- Health and Safety – to ensure that provision is in accordance with the LGB's policy on Health and Safety

Terms of Reference for all permitted committees are available from the CEO. For 2019-20 schools will have only Pay and Performance Committees. TRS has a Standards Committee.

Terms of Reference/Delegation – Pay Committee (Pay and Performance/ Remuneration)

To support E21C and the Principal/ Headteacher/Head of School in ensuring that E21C Pay Policy is fairly applied in a way that is consistent with agreed policy.

Delegated

- to approve the decisions of the Principal/ Headteacher/Head of School about performance related pay and progression for all staff ((except for the Principal/Head Teacher/ Head of School), at the conclusion of the annual performance review round(s)
- make a recommendation on the pay of the Principal/ Headteacher/ Head of School to Trustees
- to satisfy itself that the School Appraisal and E21C Pay Policies have been applied to all staff

Membership

Chair of Local Governors, two other Local Governors and the Principal/ Headteacher/Head of School.

Advisers

A member of the ELT

Quorum

Three Local Governors

Meetings

The Committee shall meet at least once annually, usually in the Autumn Term for teacher pay reviews and in the Spring Term for Associate Staff pay awards.

Appraisal and Pay Appeals

- To hear appeals against the decision of the Principal/ Headteacher/Head of School or the decision of the Pay Committee (Leadership Range) in relation to individual members of staff

Members

Three Local Governors. (Appeals made by the Principal/ Headteacher/ Head of School will be heard by Trustees.

Note

Throughout these processes it is the duty of Local Governors and Trustees, as far as possible, to protect information about individual's salaries. Decisions relate to pay progression NOT to pay levels, which are fixed at time of appointment.

Terms of Reference/Delegation– Students, Curriculum and standards Committee

To consider and advise the LGB on matters related to curriculum, students and standards.

- To consider the advice of the Headteacher/Head of School and E21C and other relevant sources and then advise the LGB about the curriculum policy of the School; and related curriculum policies;
- To monitor student progress and report to the LGB;
- To review test and examination results and consider and advise the LGB about strategies to raise attainment;
- To consider curriculum and standards issues which have implications for Finance and Staff and report this to the LGB (alerting the other Committees through the minutes of this Committee);
- To monitor procedures and approaches underpinning the curriculum (e.g. setting, marking, assessment and reporting, SEN and exceptionally able support) and advise the LGB;
- To ensure provision of RE and Collective Worship is consistent with current DfE guidelines;
- To receive reports about reviews of subjects and other curriculum areas, teaching and learning, and standards and make recommendations to the LGB;
- To consider the policies listed below, on a cyclical (or on some occasions, urgent) basis and make recommendations to the LGB.
- To ensure the School's website meets all best practice requirements, especially statutory ones.

Delegated

- To direct reinstatement of excluded students as agreed by the Discipline Committee following a hearing and review;
- To review external directions to admit certain students;
- To monitor the provision of free school meals; and quality and value for money of school meal provision and report actions to the LGB;

Membership

Four Local Governors appointed by the LGB and both the Headteacher/Head of School and Chair of Local Governors as ex-officio (if Chair not 'appointed').

Clerk

The Clerk is appointed by the LGB.

Attendance

The Committee may ask the CEO or any other Trustee or their representative and any other senior executive to attend meetings of the Committee either regularly or by invitation, in order to provide information.

Voting

The quorum for each meeting shall be 2 appointed Local Governors and the Headteacher / Head of School. 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

The Committee shall meet twice on such dates as shall be determined by the Committee from time to time and at such other time as the Clerk shall specify at the request of any member of 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 seven clear days prior to the date of the meeting.

Minutes

The Clerk will minute the proceedings and resolutions of the Committee and ascertain, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly. Minutes of each Committee meeting will be sent to all members of the Committee and the E21C Board within ten working days of the meeting.

POLICIES

As assigned from the Business Plan (School to ensure all policy reviews are covered by an annual plan)

Code of Conduct for School Governing Boards (Board of Trustees and LGBs)

This code sets out the expectations on and commitment required from school Governors, Trustees and Committee Members in order for the Trust's Governing Boards to properly carry out their work within the school/s and the community. It can be amended to include specific reference to the ethos of the particular school. Unless otherwise stated, 'school' includes academies, and it applies to all levels of school governance.

This code can also be tailored to reflect your specific Governing Body and school structure, whether that is as a maintained school or academy, either as a single school or group of schools. Where multiple options are given, i.e. Executive Leader/Head and Governor/Trustee/Committee Member, please amend to leave the option relevant to your Governing Body.

Once approved by the Governing Body, the Code will apply to all Governors/Trustees/Committee Members.

This Code should be read in conjunction with the relevant law and for academies, their articles of association and agreed scheme of delegation. It should be adapted as appropriate depending on the governance setting and level of delegation.

The Trust Board/ Governing Body has the following strategic functions:

Establishing the strategic direction, by:

- Setting and ensuring clarity of vision, values, and objectives for the school(s)/trust
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties

Ensuring accountability, by:

- Appointing the Lead Executive/Head (where delegated)
- Monitoring the educational performance of the school/s and progress towards agreed targets
- Performance managing the Lead Executive/Head (where delegated)
- Engaging with stakeholders
- Contributing to school self-evaluation

Overseeing financial performance, by:

- Setting the budget
- Monitoring spending against the budget
- Ensuring money is well spent and value for money is obtained
- Ensuring risks to the organisation are managed

As individuals on the Board/ LGB we agree to the following:

Role & Responsibilities

- We understand the purpose of the board and the role of the executive leaders.
- We accept that we have no legal authority to act individually, except when the board has given us delegated authority to do so, and therefore we will only speak on behalf of the governing board when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the board or its delegated agents. This means that we will not speak against majority decisions outside the governing board meeting.
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
- We will encourage open governance and will act appropriately.
- We will consider carefully how our decisions may affect the community and other schools.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school/group of schools. Our actions within the school and the local community will reflect this.
- In making or responding to criticism or complaints we will follow the procedures established by the governing board.
- We will actively support and challenge the executive leaders
- We will accept and respect the difference in roles between the board and staff, ensuring that we work collectively for the benefit of the organisation;
- We will respect the role of the executive leaders and their responsibility for the day to day management of the organisation and avoid any actions that might undermine such arrangements;
- We agree to adhere to the school's rules and policies and the procedures of the governing board as set out by the relevant governing documents and law
- When formally speaking or writing in our governing role we will ensure our comments reflect current organisational policy even if they might be different to our personal views;
- when communicating in our private capacity (including on social media) we will be mindful of and strive to uphold the reputation of the organisation

Commitment

- We acknowledge that accepting office as a governor/trustee/academy committee member involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the governing board, and accept our fair share of responsibilities, including service on committees or working groups.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.

- We will get to know the school/s well and respond to opportunities to involve ourselves in school activities.
- We will visit the school/s, with all visits arranged in advance with the Executive Leader/Head and undertaken within the framework established by the governing board.
- When visiting the school in a personal capacity (i.e. as a parent or carer), we will maintain our underlying responsibility as a governor/trustee/academy committee member.
- We will consider seriously our individual and collective needs for induction, training and development, and will undertake relevant training.
- We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing board, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the school's website.
- In the interests of transparency we accept that information relating to Governors/Trustees/Committee Members will be collected and logged on the DfE's national database of governors (Get information about schools).

Relationships

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in all our communications with other Governors/Trustees/Committee Members, the clerk to the governing board and school staff both in and outside of meetings.
- We will support the chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from other board members in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will seek to develop effective working relationships with the executive leaders, staff and parents, the trust, the local authority and other relevant agencies and the community.

Confidentiality

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school.
- We will exercise the greatest prudence at all times when discussions regarding school/trust business arise outside a governing board meeting.
- We will not reveal the details of any governing board vote.
- We will ensure all confidential papers are held and disposed of appropriately.

Conflicts of interest

- We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the business in the Register of Business

Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time.

- We accept that the Register of Business Interests will be published on the school/trust's website.
- We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
- We will act in the best interests of the school as a whole and not as a representative of any group, even if elected to the governing board.

Ceasing to be a Governor/Trustee/Committee Member

- We understand that the requirements relating to confidentiality will continue to apply after a governor/trustee/academy committee member leaves office

Breach of this code of conduct

- If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the governing board will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- Should it be the chair that we believe has breached this code, another governing board member, such as the vice chair will investigate.
- As a Local Governor of E21C ensure that you uphold the seven principles of public life: selflessness; integrity; objectivity; accountability; openness; honesty and leadership (Lord Nolan).

Local Governors are expected to honour the content and spirit of this code. Failure to do so can be a reason for suspension as a Local Governor of E21C

Code of Practice Understanding and Agreement

Name of School

Name:

Signed:

Date: