



TERMS OF REFERENCE

ST SIMON AND ST JUDE AND HIGHAM ON THE HILL CE PRIMARY SCHOOLS

CLUSTER GOVERNING COMMITTEE

The Terms of Reference are intended to support the operation of matters delegated to a cluster governing committee (CGC) under general and financial schemes of delegation and in any approved policies and procedures. LGCs and CGCs are committees of the full board of Directors and do not have their own legal entity. The level of delegation to LGCs/CGCs is kept under review by the board and may be varied through schemes of delegation, policies and procedures and amendments to the terms of reference.

Purpose

A framework through which the LGC/CGC provide advice to the Directors and assist the decision making of the trust board by enabling more detailed scrutiny and consideration to be given about matters at a school level. LGCs/CGC uphold and champion the vision values and aims and the core principles of Rise MAT.

Vision Values & Aims

Rise MAT is a family of schools serving both Church and community where diversity is celebrated, and respect and dignity are paramount. Our aspirations are high for the children we serve, and we use our combined strengths in wisdom and fellowship to support them and each other to be successful.

Our strong sense of community & collaboration ensures happiness, fulfilment and well-being are key so that children know they are loved by God and in turn grow to love learning, to love life and to love others. Our ambition is for all our staff, children and schools to flourish, living life in all its fullness.

We expect all our local governors to support our aims and respect these core principles that underpin all Rise MAT policies:

- A professional community of collaborative learners working in trust & fellowship for
- personal growth and wisdom.
- A family of happy, successful schools where well-being is highly valued, and children are
- inspired to live life to its full.
- Ambitious for ALL children to achieve their true potential with an inclusive philosophy and
- a clear commitment to the most disadvantaged communities we serve.
- Committed to ensuring resources are used efficiently and effectively to provide best value
- for children's learning.
- A champion for the Church of England's vision for education, supporting local Diocesan
- vision and aims.

As a committee of the full Board the remit of the LGC/CGC is:

- Providing focused governance to each academy or across several academies at local level.
- Championing and upholding the vision and values of the Trust
- Upholding each school's unique ethos and values including, where applicable,
- discharging the Trust obligations with respect to the distinctive character of worship and
- religious education in their academy as determined by its designation prior to conversion.
- Holding the Headteacher to account as a critical friend and advocate for the pupils.

- Monitoring the academies key performance indicators for finance.
- monitoring the performance of the academy on behalf of the Trust.
- Ensuring robust safeguarding measures are in place in compliance with KCSIE legislation
- and agreed Trust Policies.

Responsibilities

Delegated responsibilities are grouped under eight areas of focus and described in detail within the scheme of delegation. Broadly they are as follows;

1. Academy Improvement.
2. Finance, procurement and risk.
3. Safeguarding, pupil behaviour and welfare.
4. HR, recruitment and appraisal.
5. Health and safety and compliance.
6. Asset management- including estates.
7. Admissions.
8. Community, Parents and Partnerships- includes communication and complaints.

Individual ethos and religious character

The LGC/CGC should protect the individual identity and ethos of our school whilst ensuring they respect our Trust governance structure of being a mixed MAT for both church and community academies. This is included in the signed declaration of eligibility form all governors complete.

For all Church Academies All LGC/CGC members shall be required to sign an undertaking to the Diocesan Board of Education to uphold the specifically designated religious character of the academy.

Membership

It is recognised that where an academy joins the trust or where there is a significant change to the scheme of delegation, there may be a need to vary the membership to allow transition to the above. The board may therefore agree to appropriate transitional arrangements typically not to be longer than a year.

Formerly VC Primary School

25% of governors appointed by the Directors as 'Foundation Governors' with the consent of the Diocesan Corporate Member and all members sign an undertaking to the Diocesan Corporate Member to uphold the designated religious character of the said Academy.

- CGC: (1) foundation, (1) Trust Appointed, (1) parents, (1) staff
*The number in brackets represents the number of governors of each type from each school represented within the cluster e.g. a 4 school cluster = 4 foundation,4 Trust, 4 parent,4 staff.
- The incumbent is an ex-officio member
- Up to two other co-opted governors appointed by the local governing body with or without voting rights on a period of office for up to 4 years to provide additional skills and capacity as needed.
- The CEO/ Director of Education or Trust Directors are free to attend any LGB meetings from time to time
- The LGC/CGC may invite others to join and speak at any part of their meetings in a non-voting capacity. Any such attendees do not count towards a quorum.
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Terms of Office

With the exception of ex-officio and any co-opted governors, terms of office are for four years. Staff governors serve for one year term renewable by consent.

Disqualification from Office

Only governors with two references and DBS and section 128 clearance, reviewed every three years may sit on the LGC/CGC.

LGC/CGC governors may be disqualified from office in accordance with the provision within article 80 of the articles of association and the Scheme of Delegation for the Trust.

Quorum

The quorum for a meeting and any vote shall be three local governors or 50% of the total number of local governors in post at that time or a minimum of 4– whichever is the greater.

Appointment of Chair

On expiry of the term of office of the current chair, the LGC /CGC will nominate a chair to the Board for approval. The chair and vice chair must be local governors who are not employed by the Trust. The post is reviewed annually and typically one person will not continue beyond

2 terms of office years in the post of Chair unless there are specific reasons that the Directors agree, where this should be overridden. (For example, a project or recruitment issue).

Leicester Diocesan Board of Education recommend that clergy do not serve as a Chair of Governors.

Election of Vice-Chair

Vice chairs may be nominated from within the membership of the LGC/CGC and elected by it or an annual basis. The post is reviewed annually and typically one person will not continue beyond 4 years in the post.

The vice-chair must not be a member of staff of the primary school or employed by the Trust.

Governor Advocates

The LGC/CGC may appoint the following governors to take responsibility for oversight and reporting back to the LGC/CGC on the following key aspects of the work of the school. The LGC/GCG have determined to appoint the following:

- Safeguarding and online safety
- Special Educational Needs
- Health and Safety
- Early Years
- School advocates (CGC only)

Additional advocates may be appointed as determined by the LGC/CGC.

Power for the Chair of the LGC/CGC to act in exceptional circumstance

In addition to the powers outlined in the articles of association, policies and procedures of the MAT, the chair has delegated authority to act in circumstances where not to do so would be detrimental to the Academy or the MAT.

Wherever practicable the power for the chair or vice chair to act in exceptional circumstances should be exercised in consultation with the vice chair and approved first with the CEO or Chair of Trust Board.

Exercise of this function shall be communicated as soon as is reasonably practicable to all local governors and recorded with the minutes of the next meeting of the LGC/CGC or relevant committee.

Clerking

The Clerk to the LGC/CGC should be independent of the management of staff within the academy and will be appointed by the LGC/CGC either as an employee of the trust in accordance with the pay and conditions of the trust or via a contract for externally provided services. The Clerk will be line managed or the external contract overseen by the Chair of Governors and/or other appointed governors. Where the Clerk fails to attend a meeting of theirs, the LGC/CGC must appoint a temporary clerk. For reasons of probity, the Head teacher, Executive head teacher, members of the LGC/CGC or the school finance officer is not permitted to act as clerk.

The Clerk must adopt an approved RISE email address and upload minutes to the Governor folders. The Trust approves the Clerk and may determine to change the clerk at any point if concerns arise. Whichever Clerk is used they have a duty to inform the Board of Directors about any concerns with governance and pay due regard to this ToR, the SoD and our whistle blowing policy.

Confidentiality & Conflict of Interests

The LGC/CGC may need to meet in confidential mode where the subject for consideration is the performance review of any person employed to work at the academy. In such cases any relevant person employed to work at the academy other than the Headteacher in law should withdraw unless specifically invited to stay by the LGC/CGC to contribute to the consideration of the matter. All sensitive and confidential minutes such as pay discussions are not filed on the hub but still filed in a confidential section of the minutes folder locally and emailed in a password protected document to the CEO.

Pecuniary, Business or Conflicts of Interest

Local governors recognise the need to declare any interests in accordance with the Articles of Association, relevant regulations and the Governors Code of Conduct.

Decisions

The LGC/CGC will aim to make decisions by consensus. Where voting is necessary, a majority of votes cast will determine the outcome of any vote. In the event of a tied vote, the chair of the meeting has a deciding second vote or the right of veto.

Electronic Attendance

Any person will be able to participate in meetings of the LGB by telephone or video conference if agreed by the chair provided that governor participation is for the whole agenda item discussion and not just the vote; and if after all reasonable efforts it does not prove possible for the person to participate by telephone or video conference the meeting will still proceed with its business provided it is quorate.

Delegation of Powers

The LGC/CGC functions as one committee of the full board of Directors in line with the scheme of delegation. Subject to any restrictions within the articles of association, schemes delegation and policies and procedures the LGC/CGC may request specific permission to delegate functions to an individual governor advocate, a committee or working group for a specific period of time. Any such request for delegation to a working group shall be recorded in minutes or otherwise made in writing to the CEO and may be revoked or altered (for example as part of a panel for disciplinary or grievances).

Where any power or function of the LGC/CGC has been delegated to a person, committee or group, that person, committee or group shall report to the LGC/CGC and CEO or CFO in respect of any action taken, or decision made with respect to the exercise of that power or function at the meeting of the LGC/CGC immediately following the taking of the action or the making of the decision.


Frequency of Meeting

The Committee will meet at least five times a year as outlined in the governance workplan. No meetings will be arranged without the HTs attendance and consent (unless the HT has requested leave for a specific reason).

Name	Role	DBS date	Term of office start	Term of office ends	Type of Governor	Parent Y/N
Karen Allen	Chair		10/01/2022	09/01/2026		N
Eric Fowler	Vic-Chair		10/01/2022	09/01/2026		N
Wendy Parker			10/01/2022	09/01/2026		Y
Douglas Pegler			10/01/2022	09/01/2026		N
Matt Coote			10/01/2022	09/01/2026		Y
Karl Ramsbottom			10/01/2022	09/01/2026		Y
	Staff			1 year		
	Staff			1 year		

Chair of Governors Declaration

As Chair of Governors, I understand my responsibilities in ensuring the function of the LGC/CGC align to these terms of reference. I will ensure all governors support school monitoring; undertake the training they need and do not act outside of their remit as detailed in this document and trust policies. I will ensure they are mindful of the agreed code of conduct and will alert Rise MAT of any concerns or support needed to ensure all governors uphold these principles.

Signed:  Date: 22/2/22

This Term of Reference will be reviewed annually (and reminded whenever needed) at the first meeting of each year. A copy will be filed with the minutes locally, with the trust and also digitally online.

