



Education Trust

Terms of Reference for Local Standards Board

Inspiring the individuals of today, for a better society tomorrow,
“Aspire, Belong, Collaborate”

Reviewed and updated annually

QUORUM

The quorum shall be three governors, including the Chair or their delegate, and the Head or CEO, to maintain governance standards.

MEMBERSHIP OF LSBs

- Members of the LSB shall be known as “governors”.
- The Trustees have the right to appoint such persons to the LSB as they shall determine from time to time.
- The composition of the LSB for the Academies shall be as follows:
 - The Head of School of the Academy (or the Chief Executive Officer (CEO) if no such person is appointed);
 - up to 2 parent governors; and
 - up to 7 co-opted governors.
- All governors of the LSB shall be appointed by the Trustees. He or she must be a person who, in the opinion of the Trustees, has the necessary skills set and is committed to the

government and success of the Academy.

- The Trustees may not appoint an employee of the Trust.

Term of office

- The term of office for any governor shall be **3 years**, except for the CEO and Head of School (as applicable) who shall remain a governor until he or she ceases to work at the Academy.
- Governors may be re-appointed or re-elected to the LSB.

Meetings and Monitoring Visits

- Governors will be required to attend 3 meetings per year, (1 meeting per term).
- Governors will be required to attend 3 monitoring visits per year, (1 per term). The monitoring visits will be during the school day and split between morning visits (9.00am – 12.00pm) and afternoon visits (12.30pm – 3.00pm).
- The dates will be agreed by Trustees in the summer term, for the following academic year. The Governance Professional will circulate the meeting dates at the end of the summer term, ready for the following academic year.
- Meetings will be convened by the Governance Professional, who will send the governors written notice of the meeting and a copy of the agenda at least seven clear days in advance of the meeting. Where there are matters demanding urgent consideration, the Chair or, in their absence, the Vice-Chair, may waive the need for seven days' notice of the meeting and substitute such notice as they think fit.
- Any governor can participate in meetings virtually via a Teams link, provided that they have given reasonable notice to the Governance Professional and that the governors have access to the appropriate equipment.
- Apologies must be sent to the Governance professional prior to the meeting and monitoring visits taking place. Failure to attend 2 Monitoring Visits in any one academic year will trigger a meeting with the Chair to discuss potential support measures.

Resignation and removal

A person serving on the LSB shall cease to hold office if:

- They resign their office by giving notice in writing to the Governance Professional of the LSB;
- the CEO/Head of School ceases to work at the Academy;
- the Trustees terminate the appointment of a governor whose presence or conduct is deemed by the Trustees, at their sole discretion, not to be in the best interests of the Trust or the Academy.

For the avoidance of doubt, a parent governor shall not automatically cease to hold office solely by reason of their child ceasing to be a pupil at the Academy.

Appointment and removal of Chair and Vice Chair

- The Chair and Vice Chair of the LSB shall be voted by the LSB and may be removed from office by the Trustees at any time.
- The term of office of the Chair and Vice Chair shall be 3 years. Subject to remaining eligible to be a governor, any governor may be re-appointed as Chair or Vice Chair of the LSB.
- The Chair and Vice Chair may at any time resign his office by giving notice in writing to the Trustees. The Chair or Vice Chair shall cease to hold office if:
 - a) They cease to serve on the LSB;
 - b) They are employed by the Trust whether or not at the Academy; or
 - c) in the case of the Vice Chair, they are appointed to fill a vacancy in the office of the Chair.
- Where the Chair is absent from any meeting or there is at the time a vacancy in the office of the Chair, the Vice Chair shall act as the chair for the purposes of the meeting. Where the Vice Chair is also absent from the meeting or there is at the time a vacancy in the office of Vice Chair, the governors of the LSB shall elect one of their number to act as chair for the purposes of that meeting.

DELEGATED RESPONSIBILITY OF THE LOCAL STANDARDS BOARD

Monitoring standards within the academy:

- Ensure that the trust's vision, ethos and strategy is adopted and applied by school leaders.
- Monitor school performance and improvement through regular reviews of performance data, including exam results, attendance rates, and pupil progress.
- Ensure that the trust's curriculum is being provided to pupils in an appropriate manner for the school's context.
- Ensure that the required policies and procedures are in place and that the school is operating effectively in line with these policies.
- Establish a strong relationship with the headteacher in order to provide effective support and challenge.

Stakeholder engagement:

- Help stakeholders to understand the trust's values and vision for the future.
- Provide the trust board with insight into the challenges and opportunities faced by the school's local community.

Link Governors:

THE LSB will designate link governors to take leadership responsibility and report to the link Trustee for:

- Safeguarding
- SEND
- Pupil Premium
- Health & Safety, premises & estates
- E Safety/ IT

Link Governors will be required to make termly contact with the relevant teacher and provide a short report at each LSB termly meeting and to the link Trustee.

Safeguarding

- Foster a culture that prioritises the safety and wellbeing of all pupils and staff in the school.
- Ensure that the adopted safeguarding policies and procedures reflect the safeguarding challenges and context of the school.
- Monitor the implementation of safeguarding policies and the effectiveness of procedures.
- Designate a link governor to take leadership responsibility for safeguarding.

SEND

- Ensure that the trust policy for pupils with special educational needs and disabilities (SEND) is implemented and adapted to the specific school context where necessary.
- Seek assurance that staff are trained to implement pupil strategies and support plans.
- Ensure pupils with SEND have the resources they need to succeed.
- Designate a [link governor](#) to take leadership responsibility for SEND.
- Work in partnership with the Special Educational Needs Coordinator (SENCO) and other stakeholders across the MAT community to ensure that pupils with SEND are well-supported and included in all aspects of school life.
- Monitor the overall effectiveness of the school's SEND provision, referring to pupil outcomes and other relevant data, provided by the Standards Committee.

CONFLICTS OF INTEREST

- Any governor who has or may have any direct or indirect duty or personal interest (including but not limited to any Personal Financial Interest) which conflicts or may conflict with the duties of the governor, must disclose the interest as soon as they become aware of it. That governor is able to attend the meeting but must not engage in discussions where that conflict

may arise, between their duty to act solely in the interests of the Academy and any duty or personal interest (including but not limited to any Personal Financial Interest).

- A governor of the LSB has a Personal Financial Interest if he, or any child, stepchild, parent, grandchild, grandparent, brother, sister or spouse of the governor or any person living with the governor as his or her partner, is in the employment of the Trust or is in receipt of remuneration or the provision of any other benefit directly from the Trust or in some other way is linked to the Trust or the Academy.

Amendments

July 2021

- Updated in line with Model Articles adopted and Academies Handbook 2021.

July 2022

- Reviewed without change

July 2023

- Reviewed without change.

July 2024

- Updated Academy Trust Handbook

July 2025

- Reviewed and updated in line with Academy Trust Handbook

July 2026

- Reviewed in line with Academy Trust Handbook.
- Remove the need for specific Link Governor roles: Welbeing, Curriculum and Sports Premium