LOCAL GOVERNING BODY
TERMS OF REFERENCE 2026-2027

Date of approval by Alternative Learning Trust's Governance and Growth Committee	06 MAY 2026

Terms of Reference for the Local Governing Bodies (LGBs) within Alternative Learning Trust

1. Introduction

1.1 As a charity and company limited by guarantee, Alternative Learning Trust (the '**Trust**') is governed by a Trust Board (the '**Trustees**') who have overall responsibility and ultimate decision-making authority for all the work of the Trust, including the establishing and running of the individual schools within the Trust.

1.2 In order to assist with the discharge of their responsibilities, the Trustees may delegate powers or functions to the LGB of each school within the Trust. LGBs shall be committees established pursuant to Articles 100 to 104 of the Articles of Association of the Trust.

1.3 A detailed list of the responsibilities of the LGB is set out in the Trust's Scheme of Delegation as approved by the Trustees.

1.4 These Terms of Reference apply to each LGB established by the Trustees and may only be amended by the Trustees.

1.5 The Trustees may review these Terms of Reference at any time but shall review them at least annually.

1.6 The remit of delegated powers and functions need not be the same for all schools within the MAT – responsibilities may be delegated on a case-by-case basis according to the strengths of the particular academy.

2. Membership

2.1 Each LGB operating in respect of one academy shall, unless the Trustees resolve otherwise, have a minimum of three Governors (of which the majority must not be staff) and a maximum of nine Governors.

2.2 Where there is a full complement of Governors (e.g. nine Governors including the Head as ex officio Governor), the LGB of Saffron Valley Collegiate may comprise, where possible:

The Head Teacher (ex officio)
Staff (elected) e.g. one teaching member of staff elected by teachers and one associate member of staff elected by associate staff
Parents x 2 (elected)

2.3 Potential LGB Governors will satisfy the Trust Board that they have the requisite skills to effectively govern the school within the delegated powers or functions assigned by the Scheme of Delegation (Appendix A).

2.4 Governors will be allocated to link areas (Appendix B).

2.5 LGB Governors will only be appointed with the consent of the Trust Board.

3. Working practice

3.1 LGB Governors will promote and uphold Alternative Learning Trust's mission and values, including assisting the Head Teacher in cementing the vision and values with all members of the school's staff.

3.2 The usual term of office for all Governors of the LGB will be four years, except for the Head Teacher (who is an ex-officio governor). Governors may be re-appointed for a further term, subject to approval by the Trust Board.

3.3 Any Governor who wishes to resign before the end of their term of office must inform the Chair of Trustees in writing and send a copy to the LGB's Chair and the Trust's Strategic Governance and Compliance Lead (resignations may be tendered either by e-mail or letter).

3.4 The Chair and Vice Chair of the LGB will be elected for each academic year by the Governors of the LGB. The appointment of Chair and Vice Chair will be subject to the approval of the Trust Board. No person may act as Chair or Vice Chair if they are an employee of Alternative Learning Trust.

3.5 In the absence of the Chair or the Clerk at a meeting of the LGB, the Governors will agree a replacement for the meeting.

3.6 The Chair of the LGB will meet with representatives of the Trust Board, as required, to discuss the roles and responsibilities of the LGB in relation to that school's development plan and any other issues, as appropriate.

3.7 The LGB will meet as often as is necessary to fulfil its responsibilities, but as a minimum the LGB will meet at least once in each term.

3.8 The quorum for any meeting of the LGB is 50% of those Governors of the LGB currently appointed (rounded up to the nearest whole number). In the event that the LGB comprises the minimum number of Governors (see paragraph 2.1 above), the quorum shall be three. No more than one third of any quorum is to be made up of Staff Governors.

3.9 Governors may join meetings remotely on the proviso that they give 48 hours' notice to the Clerk. This will enable technical equipment to be set up in advance and facilitate smooth running of meetings. Should the remote link fail at any point during the meeting, the Clerk will advise on whether the meeting remains quorate.

3.10 The Clerk to the LGB will circulate an agenda and papers at least one week before a meeting of the LGB.

3.11 It is assumed that each Governor on the LGB has read any papers as long as they have been circulated in accordance with point 3.10.

3.12 All recommendations and decisions made at a meeting of the LGB will be recorded accurately in writing.

3.13 The minutes will be forwarded by the LGB's Clerk to the Trust Board's Governance Professional within 14 days of the date of the meeting, highlighting any issues raised for Trustees which, in turn, will be passed on to the relevant Trust Committee or the Trust Board.

3.14 The Trust Board may request the Chair of the LGB to attend any Trust Board meeting and present a summary of the issues discussed and recommendations made at any previous LGB meeting.

3.15 Any Trustee of Alternative Learning Trust may attend a meeting of the LGB.

3.16 Any Governor of the LGB may request the Chair to invite persons who are not Governors of the LGB to attend its meetings.

3.17 Each Governor of the LGB shall have one equal vote. Where there is an equal division of votes, the Chair of the LGB will have the casting vote.

3.18 All decisions reserved for the LGB shall be determined by the Trust Board and will be reviewed at least annually.

4. Declarations of business/pecuniary interests

4.1 It is vital that LGB Governors and staff act, and are seen to act, impartially. All Governors of the LGBs are required to complete an annual declaration of their business/pecuniary interests.

4.2 Where an LGB Governor has any interest, either pecuniary or non-pecuniary, in a matter to be discussed at the LGB meeting, they must declare their interest and withdraw from that part of the meeting.

4.3 It is the responsibility of LGB Governors to ensure that their declarations of business interests are kept up to date at all times, and to amend or update them as necessary. At the start of each meeting, Governors will be asked to declare any interests in matters included on the agenda.

5. Payments

5.1 It is illegal for LGB Governors to receive any remuneration for their work, other than payments of reasonable out-of-pocket expenses as described in Alternative Learning Trust's Governors' Expenses Policy.

5.2 No LGB Governor may hold any interest in property belonging to the Trust, nor may they receive remuneration in respect of any contract to which the Trust is a party.

6. Disqualification and removal of LGB Governors

6.1 A person shall be ineligible for appointment to the LGB and, if already appointed, shall immediately cease to be an LGB Governor if the relevant individual:

6.1.1 Is, or becomes, disqualified from holding office under the Articles of Association.

6.1.2 Is, or becomes, disqualified from holding office as a Governor of a school or academy.

6.1.3 Is included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people.

6.1.4 Is barred from any regulated activity relating to children.

6.1.5 Refuses an application being made to the Disclosure and Barring Services (DBS) for a criminal records check.

6.1.6 Commits a serious breach of the Code of Conduct implemented by the Trustees.

6.1.7 Is absent without the permission of the LGB Governors from all their meetings held within a period of two school terms and the LGB Governors resolve that his/her office be vacated.

6.1.8 Resigns his/her office by notice in writing to the Chair and Clerk.

6.1.9 In the case of the Head Teacher, they cease to be the Head Teacher.

6.1.10 Is not reappointed after their term of office expires.

6.2 The Trustees shall have the right at their sole discretion to remove or suspend (on such terms as they see fit) any LGB Governor by written notice to the Chair.

7. Confidentiality

All Governors are required to respect the confidentiality of the information they are exposed to as a result of their membership of the LGB. All Governors, when dealing with difficult and confidential issues, are required to act with discretion and care in the performance of their role.

Governors should only speak to the media with the express permission of the Executive Principal of Alternative Learning Trust and the Chair of Trustees. In situations concerning potential whistleblowing matters, Governors are encouraged to adhere to the Trust's Whistleblowing Policy.

Any allegations of breaches of confidentiality will be investigated and could result in the removal of any Governor involved in such breach.

APPENDIX A – Scheme of Delegation (extract relating to LGBs).

RESPONSIBILITIES DELEGATED TO LOCAL GOVERNING BODIES (LGBs) **Each LGB will review and report on their individual school's performance and hold the Headteacher/Head of School to account for their school's performance.**		
Business	**Outcomes for learners, and teaching and learning**	**Personal development, behaviour and attitudes and wellbeing**
Review of LGB skills requirements and recruitment of new Governors, with recommendations to the Trust Board. Review and reporting of Governor induction and training. Making appropriate arrangements for the election of parents and staff to the LGB. Making appropriate arrangement for designated Governors, especially for HR, Finance, Safeguarding, CLA/LAC and SEN. Detailed scrutiny of performance against school development plans, post-inspection action plans, and/or school improvement plans in support of Trust strategy, decision making with regard to action required and advice to the Trust Board. Oversight and scrutiny of school budget and expenditure including new staffing posts. Oversight and reporting on benchmarking and best value. Annual approval of Pupil Premium/Primary PE and Sports Premium statements and publication on school's website by 31 December deadline each year. Review of health and safety reports and decision on action required. Review and approval of delegated school-level policies (statutory and non-statutory) within agreed review cycles. Approval of term and INSET dates. Ensuring that performance management summary reports are presented, with relevant recommendations on staff pay progression, to the first meeting of each autumn term. Pay progression recommendations to be put forward by LGBs to the Trust Board for approval before the 31 October deadline. Staff Governors will be required to withdraw from meetings where performance management/pay progression is discussed and voted on. Oversight and scrutiny of procedures and processes relating to people management, including staff training.	Promoting high standards of educational achievement in line with the overall strategic direction of the Trust. Monitoring the school development plan and Ofsted priorities. Ensuring that the curriculum for the schools is appropriate, balanced, broadly based and operates within the context of the school's statement of values and ethos as agreed by the Trust. Detailed scrutiny of educational management information in support of pupil and school performance and providing advice and information to the Trust Board.	Ensuring that both local and Trust safeguarding procedures are adhered to, including the review and approval of the annual safeguarding audit. Oversight of multi-agency, family and therapeutic work. Scrutiny of data to enable early identification in relation to: - Special Educational Needs (SEN) - Pupil Premium Grant (PPG) - Attendance - Exclusions - Physical intervention and review of interventions to ensure effective targeting and improvements in outcomes. Statutory monitoring of bullying, racist and homophobic incidents and child-on-child abuse: sexual harassment, sexual violence, harmful sexual behaviour. Monitoring of statutory training in safeguarding, restraint and Prevent. Oversight of complaints about the school in line with the Complaints Policy.

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Making appropriate arrangement for implementing disciplinary and grievance procedures in line with school policies (see HR levels of authority Appendix 4). Escalating to the Trust Board via meetings or email any issues or concerns which might reasonably be expected to expose the trust to significant reputational, business, financial, legal or other risk. Detailed scrutiny of school sale, purchase or disposal of capital and/or fixed assets and advice to Trust Board. Reporting on school admissions.		

LOCAL GOVERNING BODIES

The purpose of governance for Local Governing Bodies (LGBs) within Alternative Learning Trust is to:

Provide strategic leadership by

- Ensuring clarity of vision, values and objectives for the school.
- Agreeing the school improvement strategy with priorities and targets.
- Meeting statutory duties.

Ensure accountability and assurance by

- Monitoring the educational performance of the school and progress towards agreed targets.
- Strategic engagement with stakeholders.
- Contribution to school self-evaluation.

Oversee financial performance by

- Monitoring and scrutiny of the school's budget.
- Ensuring money is well spent and value for money is obtained.
- Ensuring risks to the organisation are identified and reported to the Trust Board.

APPENDIX B

Link Governor Areas in LGBs

Designated Link Governor areas could include the following; however, for compliance each LGB must have a **Link Governor for Safeguarding, a Link Governor for Careers and Link Governor for SEND**.

Statutory Link Areas
Safeguarding
Careers
SEND
Suggested Link Areas
Behaviour
CLA/LAC
Equality and Diversity
Health and Safety
Primary
Resources
Staffing and Staff Wellbeing
Students, Student Voice and Community Cohesion
Teaching and Learning