TERMS OF REFERENCE OF THE HL & GH LOCAL GOVERNING BODY

Approved by the Local Governing Body on: **29 September 2026**

Signed by the Chair of the Local Governing Body: **29 September 2026**

Membership	The committee shall consist of a minimum of 6 and a maximum of 12 Governors.
Chair	The Chair will be appointed by the Board of Trustees at the last meeting of each academic year for the year ahead.
Quorum	The quorum for all business of the Local Governing Body will be 50% plus one governor of the total number of governors holding office on the date of the meeting.
Meetings	The Full LGB will meet at least three times per year. The agenda will be set by the Governance Professional and approved by the Chair, Head of School and CEO prior to being circulated to the Governing Body. The draft minutes will be recorded by the Governance Professional and sent to the Head of School, Chair and CEO. Copies of the approved draft minutes will be saved on the shared area for all members of the Governing Body, Trustees and Members to view as soon as cleared by the Chair. The minutes of each meeting will be considered for approval or amended at the next meeting and once approved by the Governing Body as a true record, will be signed off by the Chair. Those matters, which the Governing Body determines shall remain confidential, will be minuted separately and such matters will not be made publicly available.
Pecuniary and Personal Interest	The Governing Body will update annually the register of business interests of its members. Governors will draw attention as appropriate to any pecuniary or other personal interest, whether that interest has been registered or not. Anyone who is ordinarily entitled to attend a governing board or committee meeting (that is governors, associate members or Executive Headteacher) must withdraw and not vote on the issue if; • There could be a conflict between the interest of that person and the interests of the Governing Body; or • Where a fair hearing must be given and there is reasonable doubt about
Committees	The LGB will establish the committees and their terms of reference, which will be reviewed annually at the first LGB meeting of the academic year. Each committee will approve a Chair of each committee and the Trust Board will decide which functions of the Governing Body will be delegated to committees, groups and individuals. The LGB will receive reports from any individual or committee to whom a decision has been delegated and will consider whether any action by the LGB is necessary. Any governors having issues with the actions of a committee must advise the Governance Professional / Committee Chair 48 hours before the LGB that they will be raising an issue. The LGB will monitor the progress of work being undertaken by committees and individuals

LGB Purpose

The LGB is the key strategic decision-making body for the school. Its core functions include:

- Setting the vision, values, and objectives for the school
- Approving the school development and improvement plan
- Monitoring progress and attainment and evaluating school and student performance
- Monitor and evaluate the school's action plan, SIP, raising improvement plan and SEF
- Supporting and challenging the Head of School and senior leaders
- Ensuring the curriculum is broad, balanced, and effectively delivered
- Ensuring statutory duties are met and policies are in place
- Engaging with stakeholders including pupils, parents, staff, and the community
- Ensure senior leaders and trustees have arranged for the required audits to be carried out and receiving the results of those audit
- Act as a link governor on a specific issue/ with department, making relevant enquiries of the relevant staff, and reporting to the Governing Body through the committee structure on the progress on the relevant school priority
- Ensure the school staff have the resources and support they require to do their jobs well
- Recruit new members of the Local Governing Body as vacancies arise.

The LGB shall be aware of the school's financial performance and ensure that resources are used effectively and efficiently. Governors shall be aware of spending against the budget and ensure that the school's money is well spent.

These functions are often supported by:

- The Standards Committee
- Link governors assigned to specific areas
- Regular training and self-evaluation to improve governance effectiveness

For local governing bodies to carry out their roles effectively, governors must be:

- prepared and equipped to take their responsibilities seriously
- acknowledged as the accountable body by the lead professionals
- supported by the appropriate authorities in that task
- willing and able to monitor and review their own performance.

TOR Review Date: Autumn 2027
By: Trustees and the HL& GH Local Governing Body

Membership of LGB

- COG. Appointed annually by the Trust
- DCoG for HL
- DCoG for GH
- HoS x 2 (when appointed for GH)
- 2 staff governors
- Up to 6 local governors at least 2 of whom to be parents with child/ren currently at HL and HG from September 2026
- DHoS to attend meetings
- HAT Executive HT to attend
- HAT Members/ Trustees to attend as required

HL & GH will hold a termly LGB general meeting and a termly Standards meeting.

Any policies which are HL/ GH specific will be covered in LGB meetings. Trust policies will be adopted from, and managed by, HAT.

LGB meetings will be clerked in-house by: The Governance Professional.

TOR Review Date: September 2027