

New College Durham Academies Trust (“the Trust”)

Terms of Reference of the North Durham Academy Local Governing Body

1. To act at all times within the guidelines set down by the Trust board and in particular the Local Governing Body governance practices as set out in these terms of reference (Appendix 1).
2. To act at all times within the Vision, Ethos and Strategic direction set down by the Trust board.
3. To ensure that the budgets delegated to North Durham Academy are managed within the Trust’s scheme of delegation.
4. To support and challenge the Principal and the Directors to maintain and improve academic standards and performance.
5. To monitor student behaviour, punctuality and attendance and review any decision to exclude students from attendance, in accordance with the Exclusion of Students Policy.
6. To note the development and review of all academic policies and procedures as approved by the Trust board and monitor the impact where appropriate.
7. Within the parameters agreed by the Trust board and set out in these terms of reference (Appendix 2), to establish any sub-committees which will further the mission and purpose of the Academy.
8. To enable that the views expressed by key stakeholders are monitored and responded to at the Local Governing Body.
9. To support effective communications between the Academy and its stakeholders by establishing the following advisory groups:
 - a student council;
 - a parents forum;
 - a local business and community liaison panel (to include local elected members where appropriate); and
 - a staff forum.

The composition and functions to be discharged by these advisory groups will be agreed by the Principal and Chair of the Local Governing Body. Advisory groups are not sub-committees of the LGB and do not need to include LGB Members. Other groups may be established as deemed necessary.

Composition

Chair nominated by the Trust board

Principal

Up to 6 members nominated by the Sponsor

1 member nominated by the Co-Sponsor

2 staff members, one elected by the teaching staff, one by support staff

2 parent members elected by parents of students enrolled at the Academy

Chair of Parents' Forum to be co-opted onto the LGB

Quorum	Any 4 members or 1/3 membership if greater
Meetings frequency	Twice each term
Chair 2019/20	Christine Warren (nominated by the Trust board)
Clerk	Company Secretary
Term of office	2 years (LGB Members can be reappointed/re-nominated)

Appointment of Staff Members

There will be one Teaching Staff Member and one Support Staff Member.

Nominations will be sought from teaching staff and support staff for those willing to serve as Staff Members of the Local Governing Body.

The term of office will be two years subject to continuing employment with the Academy. An election will be held if more nominations are received than the number of vacancies.

Appointment of Parent Members

There will be two Parent Members.

Nominations will be sought from parents of students enrolled at the Academy for those willing to serve as Parent Members of the Local Governing Body.

The term of office will be two years subject to the students continuing enrolment at the Academy. An election will be held if more nominations are received than the number of vacancies.

One Parent Member will be appointed as a Parent Director of the Trust board and will be elected by the Parent Members of the Local Governing Body. The elected Parent Director must be a parent of a registered pupil at the Academy at the time when he/she is elected and the term of office will be subject to continuing to be a parent of a registered pupil at the Academy.

Appendix 1

Local Governing Body governance practice

Chairs and LGB Members should ensure the effective management of the LGB agendas by:

- a) Recognising that the work to prepare the LGB reports is considerable. The LGB should ensure that appropriate time is allocated to each report to consider, seek clarity and occasionally challenge. For this reason all the papers should be circulated 7 days prior to the meeting and it is the expectation that these have been read by the LGB Members.
- b) The LGB should invite the author of the report to provide a very brief introduction of the paper and draw the LGB's attention to any key issues. In most cases this Executive Summary of the key points in the paper will be normally no more than 10 minutes, at which point LGB Members will be invited to comment/raise questions on the entire paper. It is important to cut down on the time managers are reiterating the contents of previously circulated papers, and allows for the LGB to focus on asking questions, seeking clarity, challenging and equally importantly allows the LGB time to consider each agenda item.
- c) Verbal reports will be seen as exceptional and only be accepted at the discretion of the Chair of the LGB.
- d) The minutes of the LGB and sub-committees should be drafted and sent for the relevant Chair's approval within 7 working days and will be circulated as chair approved minutes to the Governors within 14 days. Chair approved LGB minutes will be presented at Academies Trust Board meetings and the LGB Chairs will be on hand to answer any questions.
- e) After each LGB/Sub-Committee meeting, LGB Members in attendance will be asked to evaluate the meeting and provide suggestions for refinements and further improvement.
- f) Once a year the Chair of the LGB should meet Members of the LGB to conduct a review of governance effectiveness and identify any training development needs.
- g) The LGB Chair will conduct an annual skills audit of LGB Members to assist with ongoing recruitment and succession planning.

Appendix 2

Agreed parameters for sub-committee governance arrangements

- a) The LGB can implement a sub-structure of sub-committees if required (within the parameters set by the Trust Board)
- b) There should be no more than three sub-committees of the LGB.
- c) Detailed terms of reference for each sub-committee should be agreed by the LGB and reviewed annually and should indicate membership and quorum requirements.
- d) The membership of such sub-committees will comprise LGB Members. SLT and other members of staff will be there by invitation of the Governors.
- e) The meetings will be chaired by a Governor, but not necessarily the Chair or Vice Chair of the LGB. This will be agreed by the LGB and reviewed annually.
- f) All minutes will be taken by an independent note taker. Chair approved sub-committee minutes will be presented at LGB meetings.