

TCAT



Terms of Reference For the Local Governing Bodies of The Challenge Academy Trust

Local Governing Bodies Terms of Reference

The Challenge Academy Trust TCAT (the Trust)

Local Governing Body Terms of Reference

Introduction

As a charity and company limited by guarantee, the Trust is governed by a board of trustees (the **Board**) who have overall responsibility and ultimate decision-making authority for all the work of the Trust, including the establishing and running of the academies maintained by the Trust (the **Academies** and each an **Academy**).

In order to support the effective operation of the Trust and the Academies, all academies have established a Local Governing Body in line with the Scheme of Delegation.

These exemplar terms of reference (**Terms of Reference**) set out the constitution, membership and proceedings of the committees for Local Governing Bodies to adopt. They should be read in conjunction with the Scheme of Delegation

Local Governing Bodies will agree their Terms of References and then review both their Terms of Reference together with the membership of the Committees at least once every twelve months.

These Terms of Reference may only be amended by the Local Governing Body Board

Date last approved by the Local Governing Body:

Date for next review:

1. APPOINTMENT OF MEMBERS OF THE GOVERNING BODY

- 1.1** The Local Governing Body may appoint persons to serve on the Local Governing Body (as outlined in 2.1), having regard to any recommendations and views of the Trustees in relation to ensuring that the people serving on the Local Governing Body between them have an appropriate range of skills and experience and due attention is given to succession planning.
- 1.2** The Local Governing Body may appoint persons who are employed at the Academy to serve on the Local Governing Body through such process as they may determine, provided that the total number of such persons (including the Principal) does not exceed one third of the total number of persons on the Local Governing Body. The positions held by those employed at the Academy (e.g. teaching and non-teaching) may be taken into account when considering appointments.
- 1.3** Unless the Trustees agree otherwise, in appointing persons to serve on the Local Governing Body who are employed at the Academy the Local Governing Body shall invite nominations from all staff employed under a contract of employment or a contract for services or otherwise engaged to provide services to the Academy (excluding the Principal) and, where there are any contested posts, shall hold an election by a secret ballot. All arrangements for the calling and the conduct of the election and resolution of questions as to whether any person is an eligible candidate shall be determined by the Local Governing Body.
- 1.4** The Principal shall be treated for all purposes as being an ex officio member of the Local Governing Body.
- 1.5** Subject to clause 1.9, the parent members of the Local Governing Body shall be elected by parents of registered pupils at the Academy and he/she or she must be a parent of a pupil at the Academy at the time when he/she or she is elected.
- 1.6** The Local Governing Body shall make all necessary arrangements for, and determine all other matters relating to, an election of the parent members of the Local Governing Body, including any question of whether a person is a parent of a registered pupil at the Academy. Any election of persons who are to be the parent members of the Local Governing Body which is contested shall be held by secret ballot.
- 1.7** The arrangements made for the election of the parent members of the Local Governing Body shall provide for every person who is entitled to vote in the election to have an opportunity to do so by post or, if he/she prefers, by having his/her ballot paper returned to the Academy by a registered pupil at the Academy.
- 1.8** Where a vacancy for a parent member of the Local Governing Body is required to be filled by election, the Local Governing Body shall take such steps as are reasonably practical to secure that every person who is known to them to be a parent of a registered pupil at the Academy is informed of the vacancy and that it is required to be filled by election, informed that he/she is entitled to stand as a candidate, and vote at the election, and given an opportunity to do so.
- 1.9** The number of parent members of the Local Governing Body required shall be made up by persons appointed by the Local Governing Body if the number of parents standing for election is less than the number of vacancies.
- 1.10** In appointing a person to be a parent member of the Local Governing Body pursuant to clause 1.9, the Local Governing Body shall appoint a person who is the parent of a registered pupil at the Academy; or where it is not reasonably practical to do so, a person who is the parent of a child of compulsory school age.

- 1.11** The Local Governing Body (after consulting the Trustees) may appoint persons to be a Community Governor provided that the person who is appointed as a Community Governor is:
- (a) a person who lives or works in the community served by the Academy; or
 - (b) a person who, in the opinion of the Local Governing Body, is committed to the government and success of the respective Academy.

2. CONSTITUTION OF THE LOCAL GOVERNING BODY

2.1 Guidance for the constitution of each Local Governing Body

2.1.1 The optimum number of people who shall sit on the Local Governing Body shall be not less than five and not more than 15.

2.1.2 Where possible, the Local Governing Body shall have the following members:

- up to 6 members, appointed under clause 1.1
- no less than one staff member, appointed under clause 1.2
- no less than two parent members elected or appointed under clause 1.5
- no less than one community member elected or appointed under clause 1.11
- the Principal

2.1.3 Appointments to the Local Governing Body shall be made in accordance with section 1 of this document.

2.1.4 The Trustees shall also be entitled to serve on the Local Governing Body and attend any meetings of the Local Governing Body. Any Trustee attending a meeting of the Local Governing Body shall count towards the quorum for the purposes of the meeting and shall be entitled to vote on any resolution being considered by the Local Governing Body

2.2 Term of office

2.2.1 The term of office for any person serving on the Local Governing Body shall be 4 years, save that this time limit shall not apply to the Principal. Subject to remaining eligible to be a particular type of member on the Local Governing Body, any person may be re-appointed or re-elected to the Local Governing Body. All members of the Local Governing Body will normally be limited to two 4-year terms of office.

2.3 Resignation, removal and disqualification

2.3.1 A person serving on the Local Governing Body shall cease to hold office if he/she resigns his/her office by notice to the Local Governing Body (but only if at least three persons will remain in office when the notice of resignation is to take effect). Where a person who serves on the Local Governing Body resigns his/her office or is removed from office, that person or, where he/she is removed from office, those removing him/her, shall give written notice thereof to the Local Governing Body who shall inform the Trustees.

2.3.2 A person serving on the Local Governing Body shall cease to hold office if he/she is disqualified in accordance with clause 2.4 or is removed by the person or persons who appointed him. Whilst at the same time as acknowledging that no reasons need to be given for the removal of a person who serves on the Local Governing Body by a person or persons who appointed him, any failure to uphold the values of the Company and/or the Academy or to act in a way which is appropriate in light of this Scheme of Delegation will be taken into account. A person may also be removed by the Trustees but only after the Trustees have given due regard to any representations by the Local Governing Body. This clause does not apply in respect of a person who is serving as a parent member on the Local Governing Body.

2.3.3 If any person who serves on the Local Governing Body in his/her capacity as an employee at the Academy ceases to work at the Academy then he/she shall be deemed to have resigned and shall cease to serve on the Local Governing Body automatically on termination of his/her work at the Academy.

2.4 Disqualification of members of the Local Governing Body

2.4.1 No person shall be qualified to serve on the Local Governing Body unless he/she is aged 18 or over at the date of his/her election or appointment. No current pupil of the Academy shall be entitled to serve on the Local Governing Body.

2.4.2 A person serving on the Local Governing Body shall cease to hold office if he/she becomes incapable by reason of mental disorder, illness or injury of managing or administering his/her own affairs.

2.4.3 A person serving on the Local Governing Body shall cease to hold office if he/she is absent without the permission of the Chair of the Local Governing Body from all the meetings of the Local Governing Body held within a period of six months and the Local Governing Body resolves that his/her office be vacated.

2.4.4 A person shall be disqualified from serving on the Local Governing Body if:

2.4.4.1 his/her estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or

2.4.4.2 he/she is the subject of a bankruptcy restrictions order or an interim order.

2.4.4.3 A person shall be disqualified from serving on the Local Governing Body at any time when he/she is subject to a disqualification order or a disqualification undertaking under the Company Trustees Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).

2.4.4.4 A person serving on the Local Governing Body shall cease to hold office if he/she would cease to be a Trustee by virtue of any provision in the Companies Act 2006 or is disqualified from acting as a trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision).

2.4.4.5 A person shall be disqualified from serving on the Local Governing Body if he/she has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he/she was responsible or to which he/she was privy, or which he/she by his/her conduct contributed to or facilitated.

2.4.4.6 A person shall be disqualified from serving on the Local Governing Body at any time when he/she is:

2.4.4.7 included in the list kept by the Secretary of State under section 1 of the Protection of Children Act 1999; or

2.4.4.8 disqualified from working with children in accordance with Section 35 of the Criminal Justice and Court Services Act 2000; or

2.4.4.9 barred from regulated activity relating to children (within the meaning of section 3(2) of the Safeguarding Vulnerable Groups Act 2006).

2.4.5 A person shall be disqualified from serving on the Local Governing Body if he/she is a person in respect of whom a direction has been made under section 142 of the Education Act 2002 or is subject to any prohibition or restriction which takes effect as if contained in such a direction.

2.4.6 A person shall be disqualified from serving on the Local Governing Body where he/she has, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any

offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 72 of the Charities Act 1993.

- 2.4.7** After the Academy has opened, a person shall be disqualified from serving on the Local Governing Body if he/she has not provided to the chair of the Local Governing Body [a criminal records certificate] at an enhanced disclosure level under section 113B of the Police Act 1997. In the event that the certificate discloses any information which would in the opinion of either the chair or the Principal confirm their unsuitability to work with children that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the Secretary of State to determine the matter. The determination of the Secretary of State shall be final.
- 2.4.8** Where, by virtue of this Scheme of Delegation, a person becomes disqualified from serving on the Local Governing Body; and he/she was, or was proposed, to so serve, he/she shall upon becoming so disqualified give written notice of that fact to the Local Governing Body who shall inform the Trustees.
- 2.4.9** Clause 2.4 shall also apply to any member of any committee of the Local Governing Body who is not a member of the Local Governing Body.

3. DELEGATED POWERS

- 3.1** The Scheme of Delegation lays out the responsibilities and outlines the distribution of powers, responsibilities, and decision-making authority among different groups and individuals within the Trust. It specifies who has the ultimate responsibility for the Trust's performance, financial management, and governance, as well as who is responsible for implementing policies and making decisions in specific areas. The scheme of delegation includes descriptions of roles such as Trustees, Members, the CEO, Directors, and other staff members, and it establishes reporting lines, decision-making processes, and accountability structures. The purpose of this scheme of delegation is to ensure clarity and consistency in decision-making, to promote effective governance, and to enable the Trust to achieve its objectives.

4. FUNCTIONING OF THE LOCAL GOVERNING BODY

4.1 CHAIR AND VICE-CHAIR OF THE LOCAL GOVERNING BODY

- 4.1.1** At least every 2 years, the members of the Local Governing Body shall each, at their first meeting in that year, elect a chair and a vice-chair from amongst their number to serve until a successor is appointed or a vacancy occurs as envisaged in paragraph
- 4.1.2** Subject to paragraph 4.1.4, the chair or vice-chair shall hold office as such until his/her successor has been elected in accordance with this clause 4.1.
- 4.1.3** The chair or vice-chair may at any time resign his/her office by giving notice in writing to the Local Governing Body. The chair or vice-chair shall cease to hold office if:
- 4.1.3.1** he/she ceases to serve on the Local Governing Body;
 - 4.1.3.2** he/she is employed by the Company whether or not at the Academy;
 - 4.1.3.3** he/she is removed from office in accordance with this Scheme of Delegation; or
 - 4.1.3.4** in the case of the vice-chair, he/she is elected in accordance with this Scheme of Delegation to fill a vacancy in the office of chair.
- 4.1.4** Where by reason of any of the matters referred to in paragraph 1.3, a vacancy arises in the office of chair or vice-chair, the members of the Local Governing Body shall at its next meeting elect one of their number to fill that vacancy.
- 4.1.5** 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.

- 4.1.6** Where in the circumstances referred to in paragraph 1.5 the vice-chair is also absent from the meeting or there is at the time a vacancy in the office of vice-chair, the members of the Local Governing Body shall elect one of their number to act as a chair for the purposes of that meeting, provided that the person elected shall neither be a person who is employed by the Company whether or not at the Academy nor a Trustee.
- 4.1.7** A clerk shall act as chair during that part of any meeting at which the chair is elected.
- 4.1.8** Any election of the chair or vice-chair which is contested shall be held by secret ballot.
- 4.1.9** A resolution to remove the chair or vice-chair from office which is passed at a meeting of the Local Governing Body shall not have effect unless:
- 4.1.9.1** it is confirmed by a resolution passed at a second meeting of the Local Governing Body held not less than fourteen days after the first meeting; and
 - 4.1.9.2** the matter of the chair's or vice-chair's removal from office is specified as an item of business on the agenda for each of those meetings.
 - 4.1.9.3** Before a resolution is passed by the Local Governing Body at the relevant meeting as to whether to confirm the previous resolution to remove the chair or vice-chair from office, the person or persons proposing his/her removal shall at that meeting state their reasons for doing so and the chair or vice-chair shall be given an opportunity to make a statement in response.

5. CONFLICTS OF INTEREST

- 5.1** Any member of the Local Governing Body who has or can have any direct or indirect duty or personal interest (including but not limited to any Personal Financial Interest) which conflicts or may conflict with his/her duties as a member of the Local Governing Body shall disclose that fact to the Local Governing Body as soon as he/she becomes aware of it. A person must absent himself/herself from any discussions of the Local Governing Body in which it is possible that a conflict will arise between his/her duty to act solely in the interests of the Academy and the Company and any duty or personal interest (including but not limited to any Personal Financial Interest).
- 5.2** For the purpose of paragraph 2.1, a person has a Personal Financial Interest if he/she is in the employment of the Company or is in receipt of remuneration or the provision of any other benefit directly from the Company or in some other way is linked to the Company or the Academy.
- 5.3** In any conflict between any provision of this policy, the Scheme of Delegation and the Articles, the Articles shall prevail.
- 5.4** Any disagreement between the members of the Local Governing Body and the Principal or any subcommittee of the Local Governing Body shall be referred to the Trustees for their determination.

6. THE MINUTES

- 6.1** The minutes of the proceedings of a meeting of the Local Governing Body shall be drawn up and entered into a book kept for the purpose by the person authorised to keep the minutes of the Local Governing Body; and shall be signed (subject to the approval of the members of the Local Governing Body) at the same or next subsequent meeting by the person acting as chair thereof. The minutes shall include a record of:

- 6.1.1 all appointments of officers made by the Local Governing Body; and
 - 6.1.2 all proceedings at meetings of the Local Governing Body and of committees of the Local Governing Body including the names of all persons present at each such meeting.
- 6.2 The chair shall ensure that copies of minutes of all meeting of the Local Governing Body (and such of the subcommittees as the Trustees shall from time to time notify) shall be provided to the Trustees as soon as reasonably practicable after those minutes are approved.

7. COMMITTEES

- 7.1 Subject to this Scheme of Delegation, the Local Governing Body may establish any subcommittee. The constitution, membership and proceedings of any subcommittee shall be determined by the Local Governing Body but having regard to any views of the Trustees. The establishment, terms of reference, constitution and membership of any subcommittee shall be reviewed at least once in every twelve months. The membership of any subcommittee may include persons who do not also serve on the Local Governing Body, provided that a majority of the members of any such subcommittee shall be members of the Local Governing Body or Trustees. The Local Governing Body may determine that some or all of the members of a subcommittee who are not Trustees or who do not serve on the Local Governing Body shall be entitled to vote in any proceedings of the subcommittee. No vote on any matter shall be taken at a meeting of a subcommittee unless the majority of members of the subcommittee present either are Trustees or who serve on the Local Governing Body.

8. DELEGATION

- 8.1 Provided such power or function has been delegated to the Local Governing Body, the Local Governing Body may further delegate to any person serving on the Local Governing Body, committee, the Principal or any other holder of an executive office, such of their powers or functions as they consider desirable to be exercised by them. Any such delegation may be made subject to any conditions either the Trustees or the Local Governing Body may impose and may be revoked or altered.
- 8.2 Where any power or function of the Trustees or the Local Governing Body is exercised by any subcommittee, any Trustee or member of the Local Governing Body, the Principal or any other holder of an executive office, that person or subcommittee shall report to the Local Governing Body in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the Local Governing Body immediately following the taking of the action or the making of the decision.

9. MEETINGS OF THE LOCAL GOVERNING BODY

- 9.1 Subject to this Scheme of Delegation, the Local Governing Body may regulate its proceedings as the members of the Local Governing Body think fit.
- 9.2 The Local Governing Body shall meet at least three times in every school year. Meetings of the Local Governing Body shall be convened by the secretary to the Local Governing Body. In exercising his/her functions under this Scheme of Delegation the secretary shall comply with any direction:
- 9.2.1 given by the Trustees or the Local Governing Body; or
 - 9.2.2 given by the chair of the Local Governing Body or, in his/her absence or where there is a vacancy in the office of chair, the vice-chair of the Local Governing Body, so far as such direction is not inconsistent with any direction given as mentioned in 6.2.1 above.
- 9.3 Any three members of the Local Governing Body may, by notice in writing given to the secretary, requisition a meeting of the Local Governing Body; and it shall be the duty of the secretary to convene such a meeting as soon as is reasonably practicable.

9.4 The Clerk (as defined below) shall provide to each member of the Local Governing Body at least seven clear days before the date of a meeting:

9.4.1 notice in writing thereof, signed by the secretary, and sent to each member of the Local Governing Body at the address provided by each member from time to time;

9.4.2 all reports or other papers to be considered at the meeting; and

9.4.3 a copy of the agenda for the meeting;

provided that where the chair or, in his/her absence or where there is a vacancy in the office of chair, the vice-chair, so determines on the ground that there are matters demanding urgent consideration, it shall be sufficient if the written notice of a meeting, and the copy of the agenda thereof are given within such shorter period as he/she directs.

9.5 The convening of a meeting and the proceedings conducted thereat shall not be invalidated by reason of any individual not having received written notice of the meeting or a copy of the agenda thereof.

9.6 A resolution to rescind or vary a resolution carried at a previous meeting of the Local Governing Body shall not be proposed at a meeting of the Local Governing Body unless the consideration of the rescission or variation of the previous resolution is a specific item of business on the agenda for that meeting.

9.7 A meeting of the Local Governing Body shall be terminated forthwith if:

9.7.1 the members of the Local Governing Body so resolve; or

9.7.2 the number of members present ceases to constitute a quorum for a meeting of the Local Governing Body in accordance with paragraph 9.10, subject to paragraph 9.12.

9.8 Where in accordance with paragraph 9.7 a meeting is not held or is terminated before all the matters specified as items of business on the agenda for the meeting have been disposed of, a further meeting shall be convened by the secretary as soon as is reasonably practicable, but in any event within seven days of the date on which the meeting was originally to be held or was so terminated.

9.9 Where the Local Governing Body resolves in accordance with paragraph 9.7 to adjourn a meeting before all the items of business on the agenda have been disposed of, the Local Governing Body shall before doing so determine the time and date at which a further meeting is to be held for the purposes of completing the consideration of those items, and they shall direct the secretary to convene a meeting accordingly.

9.10 Subject to paragraph 9.12, the quorum for a meeting of the Local Governing Body, and any vote on any matter thereat, shall be any three of the members of the Local Governing Body, or, where greater, any one third (rounded up to a whole number) of the total number of persons holding office on the Local Governing Body at the date of the meeting.

9.11 The Local Governing Body may act notwithstanding any vacancies on its board, but, if the numbers of persons serving is less than the number fixed as the quorum, the continuing persons may act only for the purpose of filling vacancies or of calling a general meeting.

9.12 the quorum for the purposes of:

9.12.1 appointing a parent member;

9.12.2 any vote on the removal of a person in accordance with this Scheme of Delegation;

9.12.3 any vote on the removal of the chair of the Local Governing Body;

shall be any two-thirds (rounded up to a whole number) of the persons who are at the time persons entitled to vote on those respective matters.

9.13 Subject to this policy, every question to be decided at a meeting of the Local Governing Body shall be determined by a majority of the votes of the persons present and entitled to vote on the question. Every member of the Local Governing Body shall have one vote.

9.14 Subject to paragraphs 9.10 – 9.12, where there is an equal division of votes, the chair of the meeting shall have a casting vote in addition to any other vote he/she may have.

9.15 The proceedings of the Local Governing Body shall not be invalidated by

9.15.1 any vacancy on the board; or

9.15.2 any defect in the election, appointment or nomination of any person serving on the Local Governing Body.

9.16 A resolution in writing, signed by all the persons entitled to receive notice of a meeting of the Local Governing Body or of a subcommittee of the Local Governing Body, shall be valid and effective as if it had been passed at a meeting of the Local Governing Body or (as the case may be) a subcommittee of the Local Governing Body duly convened and held. Such a resolution may consist of several documents in the same form, each signed by one or more of the members of the Local Governing Body and may include an electronic communication by or on behalf of the Local Governing Body indicating his or her agreement to the form of resolution providing that the member has previously notified the Local Governing Body in writing of the email address or addresses which the member will use.

9.17 Subject to paragraph 9.18, the Local Governing Body shall ensure that a copy of:

9.17.1 the agenda for every meeting of the Local Governing Body;

9.17.2 the draft minutes of every such meeting, if they have been approved by the person acting as chair of that meeting;

9.17.3 the signed minutes of every such meeting; and

9.17.4 any report, document or other paper considered at any such meeting,

are, as soon as is reasonably practicable, made available at the Academy to persons wishing to inspect them.

9.18 There may be excluded from any item required to be made available in pursuance of paragraph 9.17, any material relating to:

9.18.1 a named teacher or other person employed, or proposed to be employed, at the Academy;

9.18.2 a named pupil at, or candidate for admission to, the Academy; and

9.18.3 any matter which, by reason of its nature, the Local Governing Body is satisfied should remain confidential.

9.19 Any member of the Local Governing Body shall be able to participate in meetings of the Local Governing Body by telephone or video conference provided that:

9.19.1 he/she has given notice of his/her intention to do so detailing the telephone number on which he/she can be reached and/or appropriate details of the video conference suite from which he/she shall be taking part at the time of the meeting at least 48 hours before the meeting; and

9.19.2 the Local Governing Body has access to the appropriate equipment if after all reasonable efforts it does not prove possible for the person to participate by telephone or video conference the meeting may still proceed with its business provided it is otherwise quorate.

10. CLERK

10.1 The Local Governing Body must appoint a clerk (the "Clerk") (who must not be the Principal) and may remove the Clerk from office at any time.

10.2 In the absence of the Clerk from a Local Governing Body meeting, the Local Governing Body may appoint any one of the Governors to act as Clerk for the purposes of that meeting.

10.3 The Clerk must:

10.3.1 convene meetings of the Local Governing Body;

10.3.2 attend meetings of the Local Governing Body and ensure that minutes of the proceedings are drawn up; and

10.3.3 perform any other functions determined by the Local Governing Body

11. NOTICES

11.1 Any notice to be given to or by any person pursuant to this Scheme of Delegation (other than a notice calling a meeting of the Local Governing Body) shall be in writing or shall be given using electronic communications to an address for the time being notified for that purpose to the person giving the notice. In these Articles, "Address" in relation to electronic communications, includes a number or address used for the purposes of such communications.

11.2 A notice may be given by the Local Governing Body to its members either personally or by sending it by post in a prepaid envelope addressed to the member at his/her registered address or by leaving it at that address or by giving it using electronic communications to an address for the time being notified to the Local Governing Body by the member. A member whose registered address is not within the United Kingdom and who gives to the Local Governing Body an address within the United Kingdom at which notices may be given to him/her, or an address to which notices may be sent using electronic communications, shall be entitled to have notices given to him/her at that address, but otherwise no such member shall be entitled to receive any notice from the Local Governing Body.

11.3 A member of the Local Governing Body present, either in person or by proxy, at any meeting of the Local Governing Body shall be deemed to have received notice of the meeting and, where necessary, of the purposes for which it was called.

11.4 Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given. Proof that a notice contained in an electronic communication was sent in accordance with guidance issued by the Institute of Chartered Secretaries and Administrators shall be conclusive evidence that the notice was given. A notice shall be deemed to be given at the expiration of 48 hours after the envelope containing it was posted or, in the case of a notice contained in an electronic communication, at the expiration of 48 hours after the time it was sent.

12. INDEMNITY

Subject to the provisions of the Companies Act 2006 every member of the Local Governing Body or other officer or auditor of the Company acting in relation to the Academy shall be indemnified out of the assets of the Company against any liability incurred by him/her in that capacity in defending any proceedings, whether civil or criminal, in which judgment is given in favour or in which he/she is acquitted or in connection with any application in which relief is granted to him/her

by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Company. This policy lays down the regulations for the functioning of the Local Governing Body including the appointment of the Chair and Vice Chair, appointment of committees and delegation of powers to the Principal/ Headteacher, and the management of meetings including clerking.

13. LINK GOVERNORS

The Local Governing Body will appoint Link Governors in the following areas:

- Quality of education
- Vulnerable groups
- Safeguarding, behaviour & welfare
- Personal development
- Health & safety/premises
- Leadership (including finance & personnel)
- Church/Diocesan representation (if appropriate)

14. LOCAL GOVERNING BODY MEETINGS

14.1 The recommended structure for Local Governing Bodies in the Trust is for one full meeting to be held every half-term with an alternating focus on

- Education Provision
- Business, finance and personnel

14.2 Additional committees may be established as required for areas such as exclusions and complaints

14.3 Additional standing sub-committees may be established as required

14.4 The recommended standard agenda items are listed in Appendix 2

15. TRUST COMMUNICATIONS

The Trust is committed in ensuring that all stakeholders across The Challenge Academy Trust are in receipt of strong, cohesive and engaging communication. This supports in the understanding of its vision and structure as well as keeping all stakeholders up to date with strategic objectives and organisational messages. Appendix 3 sets out the Trust strategy.



Appendix 1

The Register of Local Governing Body Members and Committees

Local Governing Body
Chair:
Governors:
Observers:

Schedules for committees to be added as required.

Appendix 2

Standard Items for Local Governing Body Meetings

<p>Autumn Education focus</p> <ul style="list-style-type: none"> • Scheme of delegation, structure, terms of reference • Elect chair/vice-chair & link roles • Agree/sign code of conduct • Agree LGB objectives for year • Review & confirm academy's vision & values statement, pupil premium/sports premium/Y7 catch up action plans • Results analysis • Approve Scorecard & PAP (Education) • Issue skills audit • Issue safeguarding training & KCSIE • Link governor feedback on quality of education, vulnerable groups, personal development • Primary: confirmation of statutory assessment arrangements 	<p>Autumn BFP focus</p> <ul style="list-style-type: none"> • Issue Academies' financial handbook • End of year accounts • Monthly management accounts • H&S (& link gov feedback) • Buildings & premises • Safeguarding & welfare (& link gov feedback) • Staffing & HR • Behaviour & attendance (& link gov feedback) • Approve Scorecard & PAP (business) • Consult on admissions • Appraisal recommendations & pay • Term time arrangements
<p>Spring Education focus</p> <ul style="list-style-type: none"> • Agree curriculum model and staffing structure for next academic year • Quality of Education review • Review progress of vulnerable groups • Link governor feedback on quality of education, vulnerable groups, personal development • Scorecard & PAP (Education) review • Feedback from skills audit • Review progress against LGB objectives 	<p>Spring BFP focus</p> <ul style="list-style-type: none"> • End of year accounts • Monthly management accounts • Budget • H&S (& link gov feedback) • Buildings & premises • Safeguarding & welfare (& link gov feedback) • Staffing & HR • CEIAG • Behaviour & attendance (& link gov feedback) • Review progress against Scorecard & PAP (business)
<p>Summer Education focus</p> <ul style="list-style-type: none"> • Quality of Education review • Review progress of vulnerable groups • Link governor feedback on quality of education, vulnerable groups, personal development • Scorecard & PAP (Education) review • Feedback from skills audit • Review progress against LGB objectives 	<p>Summer BFP focus</p> <ul style="list-style-type: none"> • Approve budget for next academic year • End of year accounts • Monthly management accounts • H&S (& link gov feedback) • Buildings & premises • Safeguarding & welfare (& link gov feedback) • Staffing & HR • Behaviour & attendance (& link gov feedback) • Review progress against Scorecard & PAP (business)

Appendix 3

Trust Communications with Local Governing Bodies

The Trust is committed to ensuring that all stakeholders across The Challenge Academy Trust are in receipt of strong, cohesive and engaging communication. This supports in the understanding of its vision and structure as well as keeping all stakeholders up to date with strategic objectives and organisational messages.

Governors are also offered professional development across the year along with regular information sharing and opportunities to meet with The Executive Team.

The table below details our main areas of activity with governors for the academic year 2020 to 21:

Term	Events
Autumn 1	<ul style="list-style-type: none"> • ½ termly newsletter • TCAT Voice • Monthly accounts
Autumn 2	<ul style="list-style-type: none"> • ½ termly newsletter • CEO report • TCAT Times • Monthly accounts • Headteacher Appraisal Meetings • Termly governor training
Spring 1	<ul style="list-style-type: none"> • ½ termly newsletter • TCAT Voice • Monthly accounts
Spring 2	<ul style="list-style-type: none"> • ½ termly newsletter • CEO report • TCAT Times • Monthly accounts • Headteacher appraisal mid-year reviews • Termly governor training
Summer 1	<ul style="list-style-type: none"> • ½ termly newsletter • TCAT Voice • Monthly accounts
Summer 2	<ul style="list-style-type: none"> • ½ termly newsletter • CEO report • TCAT Times • Monthly accounts • Termly governor training

Across the academic year:

- School improvement reports, Business support peer reviews and Safeguarding reviews will also be sent directly to all Chairs of Governors across the year as part of the annual peer to peer review cycle.
- Business support meetings will be held twice yearly and all governors are welcome to attend. These meetings are an opportunity to meet with all members of the operation team to look at the academy across the heading of education, finance, HR and staffing and estates and operations in the short, medium and long term.
- Members of the operational team will also attend LGB meetings as required.

In addition, the Trust has a service level agreement with Entrust Governor Services and as a result, has been able to source discounts for academies wishing to purchase the clerking service. Within this facility there are further training opportunities as well as regular updates and news to support governance. The Governor Hub Health check is also a useful resource to guide governing boards with self-review, using the Ofsted framework.