

## **Sponne School Local Governing Body**

### **The Role of the Chair of the Local Governing Body**

- ❖ To ensure the business of the Local Governing Body (LGB) is conducted properly, in accordance with Articles of Association and Funding Agreement requirements
- ❖ To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- ❖ To establish and foster an effective relationship with the Head of School based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the LGB acts as a sounding board to the Head of School and provides strategic direction

**Disqualification – the Head of School, Staff Governors, Pupils, Staff Members**

### **The Role of the Clerk to the Local Governing Body**

- ❖ To work effectively with the Chair of Governors, the other Governors and the Head of School to support the LGB
- ❖ To advise the LGB on Constitutional and Procedural Matters, duties and powers
- ❖ To convene meetings of the LGB
- ❖ To attend meetings of the LGB and ensure minutes are taken
- ❖ To maintain a register of members of the LGB and report vacancies to the LGB
- ❖ To give and receive notices in accordance with relevant regulations
- ❖ To perform such other functions as may be determined by the LGB from time to time

**Disqualification – Governors, Associate Members, the Head of School**

### **The Role of the Chair of a Sub-Committee**

- ❖ To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- ❖ To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making

**Disqualification – the Head of School, Staff Governors, Pupils, Staff Members**

### **The Role of the Clerk to Sub-Committees**

- ❖ To advise the Committee on procedural and legal matters
- ❖ To convene meetings of the Committee
- ❖ To attend meetings of the Committee and ensure minutes are taken
- ❖ To perform such other functions with respect to the Committee as may be determined by the LGB from time to time

**Disqualification – the Head of School**

# The Local Governing Body

*The Local Governing Body needs to take a strategic role, act as a critical friend to the School and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities*

## Terms of reference:

- To review and recommend strategic objectives of the Trust and Academies
- To deliver the character, mission and ethos of the Trust and Academies
- To review the progress of the Academy and report to the CEO and Trust Board
  - **To agree constitutional matters\***, including procedures where the LGB has discretion
  - To recruit new members as vacancies arise and **to appoint new governors\*** where appropriate
  - **To hold at least three LGB meetings a year\***
  - **To appoint or remove the Chair and Vice Chair\***
  - **To appoint or remove a Clerk to the LGB \***
  - **To establish the committees of the LGB and their terms of reference\***
  - To appoint the Chair of any committee (*if not delegated to the committee itself*)
  - **To appoint or remove a Clerk to each sub-committee\***
  - **To suspend a governor\***
  - **To decide which functions of the Governing Body will be delegated to committees, groups and individuals\***
  - **To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the LGB is necessary\***
  - To approve the first formal budget plan of the financial year
  - To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate
  - **To review the delegation arrangements annually\***
  - *Any items which individual governing bodies may wish to include*

**\*these matters cannot be delegated to either a sub-committee or an individual**

## Membership – As per the Instrument of Government

<b>These terms of reference agreed by the LGB</b>	03/12/2018
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<b>Name of Governor</b>	<b>End of term of Office</b>
Iain Massey	
Chris Watt	12/06/2020
Patricia Brearley	15/10/2020
Graham Rees	31/12/2019
Jo Chitty	15/10/2021
Peter Williams	28/11/2022
Sue Wagstaff	30/09/2019
Sean Marshall	14/10/2022
Mark Holmes	02/10/2019
Klaus Bond	26/11/2022
Barbara Gundle	26/11/2022
Emma Hay	15/10/2019
Paula Challen	15/10/2019
Karyn Noy	15/10/2019

<b>Chair of the LGB</b>	Chris Watt
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<b>Vice-Chair of the LGB</b>	Emma Hay
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<b>Clerk (s) to the LGB</b>	Katie Fell
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<b>Quorum:</b>	<b>One half of the number of Governors in post</b>
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<b>Date Committee established</b>	01/09/00
<b>Date of next review:</b>	Sept 19