

South Essex Alliance Multi Academy Trust –

Wyburns Primary Local School Board

Terms of Reference

These Terms of Reference should be read in conjunction with the SEAMAT Scheme of Delegation, Quality Charter, and Manual & Local School Board Decision Guide.

LOCAL SCHOOL BOARD OF WYBURNS PRIMARY SCHOOL

Purpose: The Local School Board is responsible for promoting high standards of achievement in accordance with the Scheme of Delegation and Quality Procedures.

They are responsible for ensuring that the strategic framework established by the board is implemented and that the internal organisation, management and control of the academy works within the parameters set by the Board of Trustees to whom they are fully accountable.

They also enable the school to respond to and meet the needs of their pupils through the Learner First framework.

The Local School Board will ensure that the requisite levels of challenge, rigorous scrutiny and monitoring are implemented in a timely manner in accordance with the audit timetable listed within the Quality Manual.

It has particular functions and responsibilities accorded to it by the Trustees of the SEAMAT alliance. These may be broken into two strands, Finance Resources & Audit and Education & Standards Meetings to echo the current Trustees' Committees, or may be combined into one meeting at the discretion of the Chair of the LSB.

LOCAL SCHOOL BOARD OF WYBURNS PRIMARY SCHOOL

Membership: Up to 8 Governors;

Comprising 2 Parent Governors, 2 Staff Governors, 4 Co-opted Governors

The Headteacher will automatically be an ex officio member of the Local School Board and any committees formed. The Headteacher will be invited to attend the Trustee Education and Standards Committee.

The Link Trustee appointed to support the Local School Board by the Board of Trustees is not a member of the LSB and should not engage in LSB debates nor give decisions on LSB issues but may observe meetings and comment by invitation. In addition, the Trustee may ask for items to be included in the Trustee Board agendas on behalf of the LSBs

Associate Governors may be appointed in the short term where their expertise is deemed valued for specific projects.

Any amendment to the constitution of the Local School Board must be approved by the SEAMAT Board of Trustees.

Term of Office:

A Chair and Vice Chair of the Local School Board will be elected by its members for a 1 year term of office at the first Business Meeting of the academic year.

No person may act as Chair if they are employed by the Trust

Co-opted Governors 4 Years

Staff Governors 1 Year

Parent Governors 3 Years

Quorum: Minimum 4 Governors

The quorum for all business of the Local School Board is one half (rounded up to a whole number) of the total number of governors in place; not including any governor vacancies.

LOCAL SCHOOL BOARD OF WYBURNS PRIMARY SCHOOL

Meetings: The Local School Board will meet as often as necessary to fulfill its responsibilities but at least every half term across the year. Agendas and Minutes of the committees' meetings will be shared with the Board of Trustees and made available to the public as appropriate through the school website.

The Chair or Vice Chair will lead the meetings.

The Headteacher will be required to attend meetings to ensure the Local School Board is able to effectively challenge any strategic decisions that have been made.

The CEO and Chair of Trustees may at their discretion attend any meetings.

Agendas will be circulated by the Clerk, seven clear days in advance of the meeting.

Meetings may be held in person or virtually via videoconference, to be defined by the Clerk, seven clear days in advance of the meeting.

Governor Declaration/ Code of Conduct/ Business Interests: All governors will be required to sign the Code of Conduct /Governor Declaration / Business Interests Forms at the start of each academic year or at first appointment.

The LSB Clerk will provide the relevant documentation in line with the Board of Trustees documentation.

A register of Local School Board interests will be created and maintained by the Clerk.

Summary of Areas of Delegation: The main areas within which delegation to the Local School Board occurs are: The school budget; curriculum planning and delivery; teaching and learning; staffing and human resources; safeguarding and health and safety.

School Policies and Procedures:

The Wyburns LSB has key responsibilities in relation to the delivery, implementation and compliance with SEAMAT policies and procedures. The LSB is also responsible for ratifying those policies that need to be school specific. The attached document at appendix 2 provides a complete list of all SEAMAT policies and procedures that clarifies where the responsibilities lie. It will be updated as part of the annual policy/procedure review process.

Monitoring:

The Wyburns LSB will be responsible for:

- At least annual monitoring visits to the school, for each specific area of focus and completed by the aligned Governor. Governors are responsible for completing and sharing a record of the visit, as well as following up any actions recorded during that visit.
- Headteacher reports shared at half termly meetings across the year, at LSB meetings.
- The Headteacher report should include, as a minimum:
 - Assessment / Standards
 - Safeguarding
 - Attendance
 - Racist / Protected Characteristic Incidents
 - Accident Reports
 - Complaints
 - Behaviour / Bullying
 - SEND Report
- Management accounts must be shared with the Chair of the Local School Board every month and with other governors 6 times a year, even if they do not meet in each of those months. The Board must consider these when it does meet, and minute it.

Confidentiality:

- The Governors are not, and nothing within this document is intended to make them, charity trustees.
- Each Governor shall act in the best interests of the Academy at all times.
- The Governors must keep confidential all information of a confidential nature obtained by them relating to the Academy.

Approved by the Board of Trustees [date]	9 th November 2020
Adopted by the Wyburns Primary Local School Board: [date]	Next review date:

APPENDIX 1

1. INTERPRETATION

1.1 In this document:-

“Academy”	means Wyburns Primary.
“Articles”	means the Articles of Association of the Company;
“Local School Board ”	means the Local Governing Board for the school
“Governor”	means a member of the Local School Board ;
“Parent Member”	means a member elected to the Local Governing Board by the parents of pupils at the school or in default of election appointed by the Local School Board ;
“Personal Financial Interest”	Means any interest in the employment or remuneration of, or the provision of any other benefit to, a Governor as further detailed within clauses 97 and 98 of the Articles;
“Secretary”	means the company secretary of the Company or any other person appointed to perform the duties of company secretary to the Company;
“Staff Member”	means a member elected to the Local Governing Board by members of staff of the school or in default of election appointed by the Local School Board ;
“this document”	means these Terms of Reference;
“the Company”	means South Essex Alliance Multi- Academy Trust
“the Directors”	means those persons appointed as directors and trustees of the Company;

2. RESPONSIBILITIES OF LOCAL SCHOOL BOARD

- 2.1** The Company, SEAMAT, is a charitable company limited by guarantee. It has entered into a Master Funding Agreement and a Supplemental Funding Agreement in relation to the Academy both entered into with the Secretary of State (together the “Funding Agreements”).
- 2.2** The Directors of SEAMAT are the charity Trustee Board and responsible for the general control and management of the administration of the Company in accordance with the provisions set out in the Articles of the Company.
- 2.3** Legal responsibility for the Academy lies with the Company. It is governed by the Directors, who rely on advice and support from the Academy’s Local School Board, particularly (but not limited to) strategic planning and the specific matters delegated under these Terms of Reference.
- 2.4** The Local School Board shall be a Committee of the Directors established pursuant to articles 100 - 104 of the Articles of the Company. Therefore, the Directors are able to change the constitution of the Local School Board and remove Governors.
- 2.5** Subject to provisions of these Terms of Reference, the Companies Act 2006, the Articles and to any directions given by resolution of the Directors, the business of the Rayleigh School shall be managed by the Local School Board who may exercise all the powers delegated to them by the Board of Trustees and specified in the LSB Scheme of Delegation

3. RESIGNATION & REMOVAL

- 3.1 A Governor may at any time resign his/her office by giving notice in writing to the clerk to the Local School Board.
- 3.2 A Governor shall cease to hold office if she/he is removed by the person or persons who appointed him. This provision does not apply in the case of a Parent Member or Staff Member.
- 3.3 The Directors may terminate the appointment of any Governor whose presence or conduct is deemed by the Directors not to be in the best interests of the Company or the Academy.
- 3.4 The Headteacher and any Staff Member shall automatically cease to hold office if she/he ceases to be associated with the school in the capacity in which she/he was appointed or elected.

4. PERSONS INELIGIBLE TO BE GOVERNORS

- 4.1 No person shall be qualified to be a Governor unless she/he is aged 18 or over at the date of his election or appointment. No current pupil of the school shall be a Governor.
- 4.2 A Governor shall cease to hold office if she/he becomes incapable by reason of mental disorder, illness or injury of managing or administering his own affairs.
- 4.3 A Governor shall cease to hold office if she/he is absent without the permission of the Governors from all their meetings held within a period of six months and the Governors resolve that this office be vacated.
- 4.4 A Governor shall cease to hold office if she/he 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).
- 4.5 A person shall be disqualified from holding or continuing to hold office as a Governor:-
- 4.5.1 If:-
- (a) her/his estate has been sequestrated and the sequestration has not been discharged, annulled or reduced;
 - (b) she/he is the subject of a bankruptcy restrictions order or an interim order.
- 4.5.2 if she/he 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 she/he was responsible or to which she/he was privy, or which she/he by her/his conduct contributed to or facilitated.
- 4.5.3 at any time when she/he is:-
- (a) included in the list of teachers and workers with children or young persons whose employment is prohibited or restricted under section 1 of the Protection of Children Act 1999; or
 - (b) disqualified from working with children under section 35 of the Criminal Justice and Court Services Act 2000.
- 4.5.4 if she/he is a person in respect of whom a direction has been made under section 142 of the Education Act 2002.
- 4.5.5 where she/he 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.
- 4.5.6 if she/he has not provided to the chairman of the Directors a criminal record 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 the Chairman 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.

- 4.6** Where a person becomes disqualified from holding, or continuing to hold office as a Governor and she/he is, or is proposed, to become such a Governor, she/he shall upon becoming so disqualified give written notice of that fact to the Secretary.

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Appendix 2

SEAMAT Policies.

Quality Manual- Quality Policies.

The quality manual lists the policies we have and where they are to be ratified as follows.

SEAMAT Juniper Generated Administration policies	Code of Conduct Cover and PPA Data Protection School Visits & Offsite Activities Probation Periods Performance Management Sickness and Absence Redundancy	Capability Teaching Staff Capability Support Staff Grievance Leave of Absence Disciplinary and Dismissal Recruitment Equal Opportunities in Employment Pay Policy	Ratified by Trustees. Adopted by all schools
SEAMAT Policies	Health and Safety Child Protection Check E-safety - To be created. Use of Force - To be created. Attendance Admissions Behaviour (Managing Extreme Behaviour)	Complaints Charging and Remissions SEAMAT Quality Charter/Manual Lettings International UNICEF Learner First	
SEAMAT Governance Documents (Policies?)	Finance, Resources and Audit Committee Terms of reference Education and Standards Committee Terms of Reference	Local School Board Terms of Reference Financial Regulations Curriculum Regulations LSB Monitoring	
Individual School Policies	Asbestos Lettings Policies Visitors Home School Agreement	Road and Travel Admissions Staff Development Lunchtime Supervision	<i>NB Lettings, Admissions and Staff Development have a MAT procedure to guide LSBs. These may become SEAMAT Policies next year. Policies currently Ratified by LSBs</i>
Individual School Curriculum Policies	Curriculum Thinking Skills Creative Core Skills Research PSHCE SEN ICT	Drug Education Sex Education Gifted and Talented RE EYFS	Policies Ratified by LSBs

Procedures.

The list of procedures the MAT holds are as follows.

These are constantly updated and changed depending on the work of the CEO, CFO and schools.

Where forms are agreed, schools are expected to use them either for reference or to compete to align their practice to the procedure.

This work has been significantly impacted by COVID and a full review is now underway. It is hoped that all procedures will be aligned across the schools during the academic year 2020-2021.

Procedure Reference	Procedure.	Form.	
QP001	Management Reviews	CEO Report to Trustees	Adopted by all schools
QP002	Internal Quality Audits	Audit Schedule. Audit Report Form.	
QP003	Corrective and Preventative Action		
QP004	Document & Data Controls	Register of Controlled Documents.	
QP005	Quality Records		
QP006	Admissions	LA Admissions Policy.	
QP007	Child Protection	Child Protection Record Form Online System	
QP008	Pupil Behaviour		
QP009	Staff Recruitment	Application Form.	
QP010	Staff Continuous Professional Development	Self Review Form. NQT Assessment 1. NQT Assessment 2 +3. Prof. Dev. Portfolio	
QP011	Performance Management	Self Review Form. NQT Assessment 1. NQT Assessment 2 +3. Prof. Dev. Portfolio	
QP012	Health & Safety	Fire Drill Positions. Risk Assessment. Sex Education Notice.	
QP013	Complaints	Complaints Action Form.	
QP014	Letting	Lettings Form. Key Register.	
QP015	Visitors	Visitors Record Book. Safeguarding Leaflet	
QP016	Purchasing	Stock Request.	
QP017	Pupil data and medical records	School data collection form. Pupil Data Form Reminder.	
QP018	First Aid Action for Sick children	Incident Report. Permission to Administer Medicine.	
QP019	Supply teaching		
QP020	Pupil Registration & and absences	Absence – Lateness Form. Holiday Form.	
QP021	Off site activities	Out of School Permission.	

		Payment Card. School Journey Permission. School Visit Permission. Costed Trip Form. Pricing of School Trip. Medical Form.	
QP022	Cash handling	Petty Cash Reconciliation. Record of Income Collected. Daily Collection Record.	
QP023	Children's Property		
QP024	Transfer of Pupil Records		
QP025	Curriculum Planning	Module/Theme Plan (Inc Subjects) LSA Plan Lesson Plan. Blooms Plan Thinking Styles Plan Delivery Styles Plan Activity Matrix Plan	
QP026	Keeping Records		
QP027	Moderation (Marking & Protocols)		
QP028	Special Needs (ESA/IEP)	HQT Register Approaching AIS Register AIS Register One Plan EHCP Documentation	
QP029	Pupil Reports	Foundation Stage Report. Pupil Reports	
QP030	Pupil Assessments		
QP031	Curriculum Evaluations	Subject Evaluation Form. Subject Leader Evaluation Form. Evaluation Feedback.	
QP032	Teaching Observations.	Teaching Observation.	
QP033	Monitoring and Evaluation	Forms from other procedures	
QP034	Target Setting	Class Record – Class Profile. Target Tracker Report on Progress. Module Action Sheet. Parent Meeting Record.	
QP035	Homework		
QP036	Equal Opportunities		
037	Development Planning	Development Plan. Operational Plan. Plan on a Page	
038	Agreed Procedures		

039	Pupil Attendance		
040	Data Protection		
041	Erasmus+		
042	Communication		
043	Critical Incident	Critical Incident Plan Emergency Plan	

Reporting Schedule.

This is a work in progress as new policies and procedures will be added as we progress throughout the year.

As can be seen LSBs have a role in checking their schools are in keeping with the agreed procedures. These are the mandatory reports that LSBs are expected to complete by the DFE. The intention was to spread the work across more than one individual and thus assure LSBs, Heateachers and Trustees that schools were operating well.

CEO Executive Summary Focus	Agenda Autumn Term		Agenda Spring Term		Agenda Summer Term	
	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
	INSET Days Business Continuity (Strategic Risk Dashboard)	Outcomes for: Pupils Performance Management	Admissions. Attendance. Prospectus-Website.	Effectiveness of leadership and management.	Child Protection. Discipline-Bullying. Safeguarding.	Target Setting.
Policies Approved.	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Juniper Policies	<ul style="list-style-type: none"> Child Protection (Safeguarding) GDPR Pay Performance Management 	<ul style="list-style-type: none"> Code of Conduct Complaints Managing serial and unreasonable complaints 	<ul style="list-style-type: none"> Equal opportunities Equality & Diversity Equality Objectives 	<ul style="list-style-type: none"> Capability Grievance Redundancy Staff discipline & Dismissal 	<ul style="list-style-type: none"> Probation Procedure Recruitment Sickness absence management 	<ul style="list-style-type: none"> Flexible working Leave of Absence Sabbatical Whistleblowing
SEAMAT Administration Policies	<ul style="list-style-type: none"> Admissions Attendance Authorising Pupil Absence 	<ul style="list-style-type: none"> Critical Incident Charging and Remissions 	<ul style="list-style-type: none"> Individual and Small Group Smoking at Work. 	<ul style="list-style-type: none"> Communication Health and Safety 	<ul style="list-style-type: none"> Part-time Classteachers Staff Development 	<ul style="list-style-type: none"> Chain of Command
SEAMAT Curriculum Policies.	Curriculum Rationale	International UNICEF Learner First	Creative PSHE Research	Gifted and Talented SEND	Computing RE	Homework Thinking.
SEAMAT PSHE Policies		<ul style="list-style-type: none"> Bereavement 			<ul style="list-style-type: none"> Drug Education Sex Ed 	<ul style="list-style-type: none"> Behaviour Managing Extreme Behaviour
Audit Schedule - Evidence The Procedure is Working						
	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Report from Individual School Headteacher	Curriculum Planning, Curriculum Monitoring & Evaluation	Marking Pupil Assessments	Curriculum Core Skills Evaluations Agreed Procedures	Curriculum Risk Assessments	Development Planning	Homework Target Setting
Report from Individual School LSB	Child Protection	Complaints	Off Site Activities First Aid	Recruitment. Single Central Record.	Pupil Behaviour Pupil Attendance	Pupil reports
Report from Central Admin	GDPR Pupil Registration And Absences	Pupil Admissions Keeping Records	Child Protection/Safeguarding Pupil data and medical records	SEND Purchasing	Training and Development	Transfer Pupil Records
Report from	Teacher	Equal Opportunities	Performance	Communication	Development	Quality System

CEO	Observations		Management	Critical Incident	Planning Erasmus+	Management Reviews Internal Quality Audits

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