



The Dunstan Catholic Educational Trust

A charitable company limited by guarantee. Registered in England and Wales under company no. 13306248. Registered office: Alexander House, 160 Pennywell Road, Bristol BS5 0TX

Terms of Reference – Local Governing Committee (LGC)

To ensure the Trust Board maintains effective oversight of educational performance and the interests of children, it has delegated responsibility to Local Governing Committees (LGCs) for driving educational improvement via the **monitoring and evaluation** of educational performance against the School Improvement Plan (SIP), provision of challenge as well as support to **hold school leaders to account** for the quality of education and Catholic life; pupil outcomes and spiritual wellbeing; stakeholder engagement and regulatory compliance i.e. safeguarding, H&S, SEND.

Membership

Up to 10 governors recruited for their skills, knowledge and experience in the following categories:

Membership	Number	Term	Election Process
Foundation	6	4 years	Appointed by the Bishop
Headteacher	1	Ex-officio	In a shared LGC, the heads share a governor post and vote
Staff	1	4 years	Elected by all staff in a secret ballot
Parent	2	4 years	Elected by parents or appointed by the LGC

At the first meeting each year, the LGC shall appoint their own Committee Chair and Vice-Chair from amongst Foundation Governors. Directors are entitled to attend and vote in any LGC meeting and be counted in the quorum. The directors appoint the Clerk or Governance Professional.

Reporting

- The Headteacher/Head of School is to attend LGC meetings and report as the responsible officer for education.
- The Clerk to share draft minutes with Head, Chair, CEO and Trust Governance Lead within two weeks for review.
- Governors are to be invited to school improvement meetings led by the CEO, headteacher &/or external adviser.
- The Chair is to promote a two-way flow of communication between the Trust Board and other committees

Quorum and Meeting Frequency

LGCs shall meet formally at least once per term i.e. six times per year and a quorum is any three governors or, where greater, any one third (rounded up to a whole number) of the total number or persons holding office at the date of the meeting. Decisions of the committee shall be taken by a vote of governors, with the Chair having a casting vote.

Main Duties – order follows Scheme of Delegated Authority – see Appendix 3 for fuller details

1. Champion the Trust's vision and ethos in the Academy and ensure its future viability as a Catholic school.
2. Self-evaluate LGC performance and impact to support annual reporting
3. Succession plan for governor and senior leaders in conjunction with the Trust
4. Ensure academy compliance with statutory duties including Company and Charity Law and report any failings
5. Adopt and comply with all policies, protocols and procedures of the Trust, the Bishop as communicated.
6. Adapt or approve local academy policies and internal procedures in line with Trust's policy and procedures
7. Contribute to S48 and Ofsted inspection meetings to identify academy areas of strength and improvement
8. Monitor and evaluate impact of the academy's communication plan; ensuring it is aligned to the Trust's key messages and promotes the voice of parents, staff, and pupils
9. Monitor and evaluate the intent, implementation and impact of the curriculum, including how deeply the Catholic ethos is embedded to ensure the spiritual wellbeing of pupils
10. Monitor/evaluate the academy's educational performance and allocation of budget against the SIP targets
11. Champion the Trust and its academies to parents/communities; promoting strong links with the parish and the community such that the church is fully engaged in the Catholic life of the school.
12. Appoint a designated governor for: RE, SEND & Inclusion, Statutory Grants (e.g. PP), Safeguarding, H&S
13. Triangulate internal reports about data, collective worship, RE teaching via pre-arranged and accompanied visits with an employed/contracted education professional and use of external data and national averages
14. Contribute to the appointment of Academy Leaders/teachers, and performance management of the Headteacher
15. Establish/convene any panels required e.g. pay, exclusions, disciplinary, capability, complaints, admissions
16. Support Directors in their monitoring and evaluation of central support services.