ACET
Striving for **Excellence**
Empowering Achievement
Shaping **Learning**

LGB (Secondary Academies) Terms of Reference

DATE: September 2026
POLICY LEAD: Director of Governance Risk & Compliance
APPROVED BY: Trustees
CLERK: Attingham Education

DOCUMENT CONTROL

Policy Level	Trust
Approved By	Trustees
Approval Date	October 2026

This policy remains valid until it is reviewed and replaced; it does not expire by date alone. Policies are reviewed annually, or sooner if required by statutory or legislative changes, in line with best practice

Policy Lead / Author	Director of Governance Risk and Compliance

Version Number	***Date Issued***	***Updated Information***
Please complete this section with a brief summary of the changes you have made or if this is a full re-write / new policy. The contents of this version control box will be shared with trustees / the LGB as part of the approval process – Thank you		
V2	September 2026	Updated to align with ATH and ATGG 2026 and the updated ACET Scheme of Delegation

PURPOSE & RESPONSIBILITIES	The Local Governing Body exercises only those powers delegated through the Scheme of Delegation. Accountability remains with the Trust Board. Strategic core functions for The Local Governing Body (LGB) includes: 1. Ensuring clarity of vision, ethos and strategic direction 2. Providing local scrutiny and challenge regarding educational performance, standards, safeguarding and stakeholder engagement and providing assurance to the Trust Board regarding academy performance. 3. Determining academy level policies and ensuring they are being correctly applied and implemented Governors will follow the responsibilities and accountabilities for LGBs outlined in the trust's Scheme of Delegation and Financial Scheme of Delegation. Governors will also: • Contribute to the strategic discussions at Governing Board meetings which determine: o the vision and ethos of the academy; o clear and ambitious strategic priorities and targets for the academy; o that all children, including those with Special Educational Needs, have access to a broad and balanced curriculum; o that policies promote the safety, well-being and positive development of the pupils and staff of the academy. • Hold senior leaders to account by monitoring the academy's performance, which includes: o receiving reports from the Principal, ACET Improvement Team (AIT) and Ofsted and ensuring they are used to inform the priorities in the Academy Improvement Plan (AIP); o considering all relevant data and feedback provided by the Principal and AIT which will include performance data from the DfE and other external sources; o asking challenging questions of Principal and other leaders from the academy and ACET; o ensuring that the academy is operating effectively in accordance with ACET approved policies; o acting as Named Governor for a specific area, making relevant enquiries of the relevant staff, and reporting to the LGB on progress, o ensure that staff have the resources and support they require to do their jobs well, including Continuing Professional Development & Learning (CPDL) and a suitable working environment. o Receiving termly financial reports covering budget vs actual, forecast outturn, and key financial risks and mitigating actions. o Monitor outcomes, attendance, inclusion and provision for pupils with SEND and provide challenge where outcomes are not improving. o Receive and scrutinise academy safeguarding reports and provide assurance to the Trust regarding safeguarding culture, compliance and effectiveness at academy level. o Monitor trends relating to attendance, persistent absence, exclusions, behaviour, vulnerable groups and pupil wellbeing. o Monitor the academy's contribution towards Trust Equality Objectives and challenge barriers to access, participation and achievement. Governors will ensure: • that all funding is spent prudently, including the Pupil Premium allocation for which they have responsibility to report on the academy website

	• scrutiny and challenge of the academy's budget and 3-year forecast prior to submission • recommendation of the academy budget through the Trust governance process • monitoring of in-year financial performance including variances, risks and forecast outturn • holding the Principal to account for financial management and delivery within approved budgets • ensuring financial decisions align to the Academy Improvement Plan and Trust strategy • good financial health and probity of the Voluntary Funds In line with the Trust's governance structure: • the Trust Board retains accountability for financial oversight • the Principal is responsible for budget management and delivery • the LGB provides scrutiny, challenge and recommendation The LGB will ensure that financial oversight is exercised in line with the Trust Financial Regulations and Financial Scheme of Delegation, including compliance with procurement thresholds, approval limits and reporting requirements. Governors may be asked to sit on panels relating to the following: (interviews, complaints, disciplinaries, suspensions and exclusions) Governors are asked to: • follow the principles of Standards in Public Life (Nolan Principles) and the trust's Governors Code of Conduct • prepare for and make an active contribution at meetings of the LGB; ○ this includes submitting questions at least 48 hours in advance of the meeting in order to ensure appropriate responses can be gathered • champion the academy in the local community • familiarise themselves with the academy's and trust's policies; • visit the academy during school hours (with prior arrangement with the Principal) and for evening events to get to know the academy and to be visible to the academy community • attend training sessions for Governors, where possible and as a minimum complete all the compulsory training requirements. • Take on a Named Governor role and follow the guidelines and expectations of this role • Access and utilise the ACET governance platform; GovernorHub
POLICIES AND COMPLIANCE	Approving academy-level policies and documents delegated to Local Governing Bodies through the Scheme of Delegation.
MEMBERSHIP	The LGB will comprise (**THIRTEEN** Governors): • **EIGHT** Trust Appointed Governors. Trust Appointed Governors should be representatives of the local community as far as possible. • The Principal • **TWO** Parent Elected Governors of pupils currently in the school, or as approved within the Articles of Association. (Parent Elected Governors to remain in office if their child leaves the academy at statutory school age). • **TWO** Staff Elected Governors The LGB may also comprise of: • Link Trustee (a representative from the Board of Trustees) The Chair will be elected by the committee, recommended to and appointed by the Board of Trustees. The Vice Chair will be elected by the LGB and the Board of Trustees will be informed of the appointment.

	A Governor may resign from office at any time by giving written notice to the Chair and/or the Governance Leader. Trustees have the power to remove any Trust Appointed Governors who have not attended three consecutive meetings without apologies for absence. Governors who have not attended two consecutive meetings without submitting apologies will be issues with the trust absence concern letter in the first instance. The term of office for any Governor will be four years.
QUORUM	Meetings of the LGB shall be quorate if **three** Governors in office at the time of the meeting are present. This includes any governors who join remotely. If the number of LGB members present at the meeting does not constitute a quorum, or if the meeting becomes inquorate during the course of the meeting, the meeting may continue, but no decisions may be made.
MEETINGS	The LGB will meet at least **three** times in each academic year. The Chair may call an additional meeting. All meetings will all have a remote option. The Chief Executive Officer (CEO) and other members of the Trust's staff may be invited to attend but will have no voting rights. The meeting agenda will be agreed in advance by the Principal / Chair (based on, but not limited to, a pre-agreed annual schedule of activity) and papers will be circulated to members and attendees at least 5 working days in advance of the meeting. Minutes of meetings will be taken and submitted to the next scheduled meeting of the LGB once approved in draft by the Chair. The ACET Governance Leader will oversee the contracted clerking service, Attingham Education, who will: • support the efficient and effective operation of the LGB • ensure meetings are efficient and properly recorded: providing high quality minutes, communicating decisions and ensuring actions are implemented by those required to undertake them, reporting back as necessary • maintain accurate records via the GovernorHub platform including: Governor training, Register of Business/Pecuniary Interests, meeting attendance and Governor visits. The ACET Governance Leader will: • support with the recruitment of Governors • ensure governance records on GovernorHub, the academy website and GIAS are kept up to date • handle correspondence, deal with sensitive and confidential issues and co-ordinate appeal panels and hearings when required