



Terms of Reference

2023-2024



Version	Author	Summary of Changes	Approved by	Date Published	Date of Review
V1	CEO	New	Trust Board	Nov 2018	Academic Year 19/20
V2	CEO	Amendments to Link Governors Job Descriptions Amendment to Code of Conduct	Trust Board	March 2020	Academic Year 20/21
V3	CEO	New AGB Meeting Agendas New AGB Schedules 20/21	Trust Board	Sept 2020	Year 21/22
V4	CEO	New AGB Meeting Agendas New AGB Schedules 21/22	Trust Board	Sept 2021	Year 22/23
V5	CEO	Amendments to Link Governors Job Descriptions Updated Agenda Plans	Trust Board	Sept 2022	Year 23/24
V6	CEO	Update regarding Chair & Vice-Chair 1.7 Amendment to T&L Link Governor role description to include Careers Updated Declaration of Interests form Updated Trust Schedule 23-24	Trust Board (Approved subject to working party review during Autumn Term)	Sept 2023	Year 24/25

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This AGB Terms of Reference document sets out clearly the terms and expectations for all Academies within Leger Education Trust. It also includes key documents including:

1. Annual AGB Work Plans and Meeting Agenda frameworks
2. Link Governor Role Descriptions
3. Code of Conduct (to be signed by all Trustees and Governors annually)
4. Declaration of Pecuniary and Personal Interests form (to be signed by all Trustees and Governors annually)

Terms of Reference

This Academy is a charitable company limited by guarantee. It has entered into a Master Funding Agreement and a Supplemental Funding Agreement with Leger Education Trust, who in turn hold an agreement and are accountable to the Secretary of State for Education (together the "Funding Agreements").

The Directors of Leger Education Trust are the charity trustees and responsible for the general control and management of the administration of the Trust in accordance with the provisions set out in the Articles of Association. Legal responsibility for each Academy lies with the Leger Education Trust. It is governed by the Directors, who rely on advice and support from the Academy Governing Bodies, particularly (but not limited to) strategic planning and the specific matters delegated under these Terms of Reference.

Subject to provisions of this Document, the Companies Act 2006, the Articles and to any directions given by special resolution of the Directors or the Education & Skills Funding Agency, the business of the Academy shall be managed by the Leger Education Trust.

1. CHAIR AND VICE-CHAIR OF THE ACADEMY GOVERNING BODY

1.1 For the majority of Academies, the governors of that academy will appoint the Chair and Vice-Chair of the Academy Governing Body on an annual basis. For Academies at Sponsored Level the Chair will be appointed by the Trust Board and the Academy Governing Body shall appoint from within their number a Vice-Chair.

1.2 Subject to paragraph 1.4 of these terms of reference, the Chair or Vice-Chair shall hold office as such until their successor has been elected in accordance with this paragraph 1.1.

1.3 The Chair or Vice-Chair may at any time resign their office by giving notice in writing to the Academy Governing Body. The Chair or Vice-Chair shall cease to hold office if:

- 1.3.1 they cease to serve on the Academy Governing Body;
- 1.3.2 they are employed at the Academy;
- 1.3.3 they are removed from office in accordance with the Scheme of Delegation.

1.4 Where by reason of any of the matters referred to in paragraph 1.3, a vacancy arises in the office of Chair, the governors of the Academy Governing Body or the Trustees of the Trust (dependent on the status of the academy) shall at its next meeting elect one of their number to fill that vacancy.

1.5 Where by reason of any of the matters referred to in paragraph 1.3, a vacancy arises in the office of Vice-Chair, the governors of the Academy Governing Body shall at its next meeting elect one of their number to fill that vacancy.

1.6 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.

1.7 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 governors of the Academy 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 not usually be a person who is employed by the Trust whether or not at the Academy. In

extreme circumstances a Trust representative, usually the CEO, may on a temporary basis act as chair to support the functioning of the AGB.

1.8 Any election of the Chair or Vice-Chair which is contested shall be held by secret ballot.

1.9 The Chair or Vice-Chair may only be removed from office by the Trustees at any time or by the Academy Governing Body in agreement with the Trustees.

2. CONFLICTS OF INTEREST

2.1 Any governor of the Academy 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 duties as a governor of the Academy Governing Body shall disclose that fact to the Academy Governing Body as soon as he becomes aware of it. A person must absent himself from any discussions of the Academy Governing Body in which it is possible that a conflict will arise between his duty to act solely in the interests of the Academy and any duty or personal interest (including but not limited to any personal financial interest).

2.2 For the purpose of paragraph 2.1, a person has a personal financial interest if they are in the employment of the Trust or is in receipt of remuneration or the provision of any other benefit directly from the Trust or in some other way is linked to the Trust.

2.3 Any disagreement between the governors of the Academy Governing Body and the academy Headteacher shall be referred to the Trustees for their determination.

3. THE MINUTES

3.1 The minutes of the proceedings of a meeting of the Academy Governing Body shall be drawn up by the person authorised to keep the minutes of the Academy Governing Body; and shall be signed (subject to the approval of the governors of the Academy Governing Body) at the next meeting by the person acting as Chair. The minutes shall include a record of:

- 3.1.1 all appointments of officers made by the Academy Governing Body; and
- 3.1.2 all proceedings at meetings of the Academy Governing Body including the names of all persons present at each such meeting.

3.2 The Chair shall ensure that copies of minutes of all meetings of the Academy Governing Body shall be provided to the Trustees as soon as reasonably practicable after those minutes are approved in line with good practice to highlight the rigorous governance required in a successful Academy.

4. ADVISORY COMMITTEES

4.1 The Academy Governing Body may establish advisory committees as it sees fit but such advisory committees will not have any delegated powers or responsibilities.

5. DELEGATION

5.1 Provided such power or function has been delegated to the Academy Governing Body, the Academy Governing Body may further delegate to the Headteacher or any other holder of an executive office, such of their powers or functions as they consider desirable to be exercised by them in accordance with the Scheme of Delegation. Any such delegation may be made subject to any conditions either the Trustees or the Academy Governing Body may impose and may be revoked or altered.

6. MEETINGS OF THE ACADEMY GOVERNING BODY

6.1 Subject to the Scheme of Delegation, the Academy Governing Body may regulate its own proceedings.

6.2 The Academy Governing Body shall meet at least six times in every school year. Meetings of the Academy Governing Body shall be convened by the Clerk to the Academy Governing Body. In exercising their functions under the Scheme of Delegation the Clerk shall comply with any direction:

- 6.2.1 given by the Trustees or the Academy Governing Body; or

- 6.2.2 given by the Chair of the Academy Governing Body or, in his absence or where there is a vacancy in the office of Chair, the Vice-Chair of the Academy Governing Body, so far as such direction is not inconsistent with any direction given as mentioned in 6.2.1 above.

6.3 Any three governors of the Academy Governing Body may, by individual notice in writing given to the Clerk on similar matters, request a meeting of the Academy Governing Body; and it shall be the duty of the Clerk to convene such a meeting as soon as is reasonably practicable and inform the CEO and Academy Headteacher.

6.4 Each governor of the Academy Governing Body shall be given at least three working days before the date of a meeting:

- 6.4.1 notice in writing thereof, signed by the secretary, and sent to each governor of the Academy Governing Body at the address provided by each governor from time to time; and
- 6.4.2 a copy of the agenda and relevant papers (where necessary this may be on the day of the meeting) for the meeting; provided that where the Chair or, in his 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 directs.

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

6.6 A resolution to rescind or vary a resolution carried at a previous meeting of the Academy Governing Body shall not be proposed at a meeting of the Academy 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.

6.7 A meeting of the Academy Governing Body shall be terminated forthwith if:

- 6.7.1 The majority of governors of the Academy Governing Body so resolve; or
- 6.7.2 the number of governors present ceases to constitute a quorum for a meeting of the Academy Governing Body in accordance with paragraph 6.10, and subject to paragraph 6.12.

6.8 Where in accordance with paragraph 6.7, 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 Clerk as soon as is reasonably practicable.

6.9 The quorum for a meeting of the Academy Governing Body, and any vote on any matter, shall be 50% (rounded up to a whole number) of the total number of persons holding office on the Academy Governing Body at the date of the meeting.

6.10 Every question to be decided at a meeting of the Academy Governing Body shall be determined by a majority of the votes of the persons present. Every governor of the Academy Governing Body shall have one vote with the Chair having the casting vote if required.

6.11 A resolution via email, shall be valid and effective as if it had been passed at a meeting of the Academy Governing Body. Such a resolution may consist of several documents in the same form, and may include an email by or on behalf of the Academy Governing Body indicating his or her agreement to the form of resolution. Resolution via proxy voting is deemed valid when a confidential email from the governor's registered email address is received by the Clerk.

6.12 The Academy Governing Body shall ensure that a copy of:

- 6.12.1 the agenda for every meeting of the Academy Governing Body;
- 6.12.2 the draft minutes of every such meeting;
- 6.12.3 the signed minutes of every such meeting; and

- 6.12.4 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. Part A minutes may be published on the Academy website.
- 6.12.5 any Part B minutes shall be made available to the Trust and the CEO, but must not be published on the Academy website.

7. NOTICES

7.1 Any notice regarding a meeting of the Academy Governing Body shall be given to its governors either personally, in writing by sending it by post addressed to the governor at their registered address or by leaving it at that address, or by sending it via email to an address for the time being notified for that purpose to the person giving the notice.

7.2 Verbal confirmation from the Clerk that an envelope containing a notice was properly addressed and posted, or proof that a notice contained in an email was sent to the registered email address, 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 the email was sent.

8. INDEMNITY

8.1 Subject to the provisions of the Companies Act 2006, every governor of the Academy Governing Body acting in relation to the Trust shall be indemnified out of the assets of the Trust against any liability incurred by him in that capacity in defending any proceedings, whether civil or criminal, in which judgment is given in favour; or in which he is acquitted; or in which relief is granted to him by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Trust.

9. UNDERTAKE ANNUAL SELF-ASSESSMENT OF EFFECTIVENESS

9.1 The Governors are not - and nothing within this document is intended to make them - charity trustees.

9.2 Each Governor shall always act in the best interests of the Academy, with the Chair translating these interests into the broader, strategic aims and ambitions of the Leger Education Trust collective.

9.3 The Governors must keep confidential all information of a confidential nature obtained by them relating to the Academy.

10. RESIGNATION AND REMOVAL

10.1. A Governor may at any time resign his/her office by giving notice in writing to the Clerk to the Academy Governing Body.

10.2. A Governor shall cease to hold office if they are removed by the person or persons who appointed them.

10.3 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 Leger Education Trust.

10.4 The Headteacher and any Staff Member shall automatically cease to hold office if he/she ceases to be associated with the Academy in the capacity in which he/she was appointed or elected.

11. PERSONS INELIGIBLE TO BE GOVERNORS

11.1 No person shall be qualified to be a Governor 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 a Governor.

11.2 A Governor shall cease to hold office if he/she becomes incapable by reason of mental disorder, illness or injury of managing or administering his own affairs.

11.3 A Governor shall cease to hold office if he/she is absent without the permission of the Governors from all their meetings held within a period of six months OR if attendance is less than 60% over a 12-month period and the Governors resolve that this office be vacated.

11.4 A Governor shall cease to hold office if he/she is disqualified from acting as a Governor by virtue of section 72 of the Charities Act 1993 (or any statutory re- enactment or modification of that provision).

11.5 A person shall be disqualified from holding or continuing to hold office as a Governor if:-

- His/her estate has been sequestrated and the sequestration has not been discharged, annulled or reduced;
- he/she is the subject of a bankruptcy restrictions order or an interim order;
- 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 was responsible or to which he was privy, or which he by his conduct contributed to or facilitated.
- if he/she has contravened any element of the Trust's Governor Code of Conduct
- at any time when he/she is:-
- 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
- disqualified from working with children under section 35 of the Criminal Justice and Court Services Act 2000.
- if he/she is a person in respect of whom a direction has been made under section 142 of the Education Act 2002.
- 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.
- if he/she has not provided to the Chair of the Directors a Disclosure and Barring 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 Chair 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.
- Where a person becomes disqualified from holding or continuing to hold office as a Governor and he/she is, or is proposed, to become such a Governor, he/she shall upon becoming so disqualified give written notice of that fact to the Secretary.

12. TERM OF OFFICE

12.1 Any Governor shall hold and vacate office in accordance with the terms of his/her appointment but (except in the case of the Headteacher) the length of his/her term of office shall not exceed 4 years (a strategy to ensure renewal of terms do not occur concurrently, COG may stagger terms of office up to a maximum of 5 years).

12.2 Governors retiring at the end of their term of office shall be eligible for re-appointment at the discretion of the Academy Governing Body

12.3 Nominations for elected Parent Governor positions should be requested within 3 months of the term of office of an existing elected Parent Governor expiring. The previous incumbent can submit a nomination if they wish to continue which will be considered along with any others received and an election by secret ballot held if necessary.

13. AMENDMENT TO THESE TERMS OF REFERENCE

13.1 This document shall be subject to review by the Directors prior to or at the start of each academic year and may be subject to amendment by them.

14. AGB AGENDAS

AGB agendas are intended to outline the core duties of the Academy Governing Body aligned to the planning cycle of the Leger Education Trust and its Academies. However, it is not a final version and should be adapted by the Chair of the AGB and the Headteacher to ensure it adequately reflects the Academy priorities of the academy and meets statutory and Academy requirements.

Appendix 1. Link Governor Role Descriptions



Teaching & Learning Link Governor Role Description

(The addition of 'Careers' shown in green text is being trialled in Secondary schools, starting with Ridgewood with a view to this being rolled out to Campsmount later in the year)

Main purpose of the role

The T&L Link Governor takes a lead for the Academy Governing Body (AGB) on key aspects of curriculum, teaching and learning, undertaking work between AGB meetings and reporting back to other governors.

The Careers Link Governor takes a lead for the Academy Governing Body (AGB) on careers education and guidance, meeting regularly with the designated Careers Leader and reporting back to the AGB to ensure statutory legal requirements are met and the careers provision is contributing to pupil's learning and career decision making.

Link Governors are "paired up" with a member(s) of the school Senior Leadership Team who will help support their work and ensure that they are supported in their thinking and acting in the role.

In addition, link governors also have access to support, advice and guidance from Trust officers such as the School Improvement Team; Clerk; Executive Leadership Team; and the Chief Executive Officer as and when they require it.

Key questions for the Link Governor for Teaching & Learning

The following are intended to be guided points of enquiry for the T&L Link Governor. The list is not exhaustive.

- How is the curriculum designed, implemented and evaluated?
- What is the percentage of SEND pupils in school and what support do they receive?
- How do senior leaders ensure there is consistency in baselining of pupils?
- How are teachers clear about the developmental milestones of pupils at all stages – e.g. EYFS and KS1-KS2, KS3, KS4, KS5
- How is information shared/used effectively at pupils' transition between Key Stages?
- Are there trends of improvement or decline in pupil progress in the various key stages? (Look at groups e.g. boys, girls, Pupil Premium, SEND pupils).
- How are senior leaders confident that assessment of pupil progress and attainment is accurate?
- What action is the school taking to address poor pupil progress quickly, and how can governors support the work of the school in this area?
- How are senior leaders confident that judgments about lesson observations are accurate?
- How do we know pupils are enjoying their learning?
- How are pupils supported to develop social skills in different contexts?
- How are pupils educated about British Values

Key questions for the Link Governor for Careers

The following are intended to be guided points of enquiry for the Careers Link Governor. The list is not exhaustive.

- How do we know the careers support the school offers is effective? What evidence is there for this?
- What evidence is there that all pupils have the opportunity to engage with further and higher education, apprenticeships and other routes to employment? Is the school compliant with Provider Access Legislation
- How is this LMI being communicated to pupils? What evidence is there that they are using this intelligence to inform their decision making?
- Is there a plan in place to collect, analyse and improve destinations data (including

sustained destinations)? How effectively is the data being used to adapt future provision?

- What evidence is there that careers is embedded in the curriculum?
- Is the careers provision sequential, meeting the changing needs of the students as they progress through the school?
- What evidence is there, that every pupil has a meaningful encounter with an employer every year?
- Do all pupils visit a workplace before the age of 16 and then again before 18?
- Does careers guidance advice promote the best interests of the pupils to whom it is given? How do you know?
- How does the school know that our careers education and guidance is accessible to all and has positive outcomes for pupils? What evidence is there of this?



Finance & Operations Link Governor

Role Description

Main purpose of the role

The Finance & Operations Link Governor takes a lead for the Academy Governing Body (AGB) on key aspects of Financial and Operational practices within the school, including providing scrutiny and challenge of budgetary assumptions throughout the school budget setting process (between Jan – March each year) and as part of regular budget monitoring. The Finance & Operations link governor may be required to undertake work between AGB meetings (e.g. when the school is setting its budget) and report back to other governors. The Finance link Governor will receive training to ensure they have an understanding of the financial cycle and the legal requirements of the school in relation to accountability and spend. They will oversee the financial performance of the school, making sure its money is well spent. It is important in all schools that the AGB provides robust governance to ensure the viability and efficiency of the school through effective business and financial planning.

The ultimate responsibility and accountability for data protection compliance sits with governors and trustees. The F&O Link Governor should have specific knowledge of data protection relevant to their role to ensure compliance with legislation and the ability to respond to any changes, working closely with the Data Protection Officer (DPO).

Link Governors are “paired up” with a member(s) of the school Senior Leadership Team, in particular the School Business Manager who will help support their work and ensure that they are supported in their thinking and acting in the role.

In addition, link governors also have access to support, advice and guidance from Trust officers such as the School Improvement Team; Clerk; Executive Leadership Team; and the Chief Executive Officer as and when they require it.

Key questions for the Link Governor for Finance & Operations

The following are intended to be guided points of enquiry for the Link Governor. The list is not exhaustive.

- Are other (similar) schools buying things cheaper or getting better results with less spending per pupil?
- If the cost of energy seems high compared to similar schools, are there opportunities for investment in energy-saving devices to reduce the cost?
- If spend on learning resources seems high compared to similar schools, are there opportunities for collaborating with other local schools to bring costs down?
- If your spending on staffing is higher than other similar schools, are these schools achieving more in terms of pupil progress? If so what might be learnt from them about how they deploy their workforce?
- If the spend on teaching assistants is higher than other schools, is the board sure that they are being used effectively and efficiently to support pupil outcomes?
- Are resources allocated in line with the school’s strategic priorities?
- Does the school have a clear budget forecast, ideally for the next three years, which identifies spending opportunities and risks and sets how these will be mitigated?
- How will teacher performance affect pay increments going forward?
- Whether any teachers or school leaders are likely to resign (and the impact on recruitment spending)
- Is the school making best use of its budget, including in relation to planning and delivery of the curriculum?
- Are the school’s assets and financial resources being used efficiently?
- How can better value for money be achieved from the budget?

- Is the school ensuring it gets the best deal available when buying goods and services in order to reinvest savings into teaching and learning priorities?
- Is the school taking advantage of opportunities to collaborate with other schools to generate efficiencies through pooling funding where permitted, purchasing services jointly and sharing staff, functions, facilities and technology across sites?
- Has a Data Protection audit been completed within the last two years, and are all actions completed?
- How many Subject Access Requests have been received, and was the policy followed correctly?
- Is the school following the Records Management Policy and are documents been disposed of correctly?



Safeguarding Link Governor

Role Description

Main purpose of the role

The Safeguarding Link Governor takes a lead for the Academy Governing Body (AGB) on key aspects of safeguarding practice within the school, undertaking work between AGB meetings and reporting back to other governors.

Health and Safety is part of the role of the Safeguarding Link Governor. The link governor should take the strategic lead on the governing board's health and safety responsibilities, holding school leaders to account.

Link Governors are "paired up" with a member(s) of the school Senior Leadership Team who will help support their work and ensure that they are supported in their thinking and acting in the role.

In addition, link governors also have access to support, advice and guidance from Trust officers such as the School Improvement Team; Clerk; Executive Leadership Team; and the Chief Executive Officer as and when they require it.

Key questions for the Link Governor for Safeguarding

The following are intended to be guided points of enquiry for the Link Governor. The list is not exhaustive.

- Has the school displayed around school the DSL?
- Has the school got an up to date policy and has this been ratified with the AGB?
- Is there an up to date Prevent policy in place and has this been ratified with the AGB?
- How many concerns about or allegations against other staff members, including the Headteacher, have been made?
- Did the school inform the designated officer of all allegations of abuse made against staff?
- Have there been any allegations made by children against other children?
- Are the CPOMS records up-to-date?
- Are there any safeguarding concerns around School or grounds that need addressing?
- Is the Single Central Record up to date and compliant? (Termly checks of the SCR should be made).
- Has a Health and Safety audit been completed within the last two years, and are all actions completed?
- How many serious accidents or near misses have occurred in the last two years and what action has been taken?



Wellbeing & Behaviour Link Governor

Role Description

Main purpose of the role

The Wellbeing Link Governor takes a lead for the Academy Governing Body (AGB) on key aspects of pupil and staff (including volunteers) wellbeing - including a focus on vulnerable pupils and LAC as well as behaviour and attendance - undertaking work between AGB meetings and reporting back to other governors.

Link Governors are "paired up" with a member(s) of the school Senior Leadership Team who will help support their work and ensure that they are supported in their thinking and acting in the role.

In addition, link governors also have access to support, advice and guidance from Trust officers such as the School Improvement Team; Clerk; Executive Leadership Team; and the Chief Executive Officer as and when they require it.

Key questions for the Link Governor for Wellbeing and Behaviour

The following are intended to be guided points of enquiry for the Link Governor. The list is not exhaustive.

- Has the school attended all LAC reviews?
- Has a Looked After Child's e-PEP been updated this term?
- How routinely does the school consult with parents and carers?
- How inclusive is this consultation?
- What trends are there in relation to pupil absence?
- What action is the school taking to address poor attendance, and how can governors support the work of the school in this area?
- What trends are there in regards to behavioural incidents?
- What action is being taken to address this i.e. change in curriculum planning; new interventions; change in staffing' staff training etc.?
- What additional steps does the school take to engage parents/carers of the most vulnerable learners?
- What is the relationship between the most vulnerable learners and those eligible for pupil premium?

Staff

- Does the academy have a plan for the mental health and welfare of staff?
- What is the data for staff absence and how does this relate to previous years and national picture?
- What is the academy doing to address staff workload?
- What is the date on staff recruitment and retention?

Appendix 2. Code of Conduct



Code of Conduct 2022 - 2023

This document sets out the expectations of and commitment required from Trustees of Leger Education Trust and individual Academy Governing Bodies. These will provide the basis to:

- Enable the MAT/AGB to carry out its work within the Academy and the community
- Support our vision of 'Truly great students in truly great schools'.

Strategic Functions:

Leger Education Trust has established a commitment to truly great students in truly great schools. The Directors of the Trust have ultimate responsibility for the Academies, largely exercised by strategic planning, budget setting and monitoring of performance.

The Academy Governing Body have delegated responsibilities for:
Strengthening the School's strategic direction, by:

- Pursuing the vision, values, and objectives of the Academy
- Agreeing an appropriate School Improvement Plan with priorities and targets
- Meeting statutory duties

Ensuring accountability, by:

- Monitoring progress towards targets
- Contributing to the performance management of the Headteacher
- Engaging with stakeholders
- Contributing to school self-evaluation

Ensuring financial probity, by:

- Adopting an annual financial budget
- Monitoring spending against the budget
- Ensuring value for money is obtained
- Ensuring risks to the organisation are managed

Individuals on Academy Governing Body/Trust Board agree to the following:

Role & Responsibilities

We understand the purpose of the AGB/MAT board and the roles of the CEO, Executive Headteachers and Headteachers.

- We accept that we have no legal authority to act individually, except when the Academy Governing Body/Trust board has given us delegated authority to do so, and therefore we will only speak on behalf of the Trust/Academy Governing Body when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the boards or its delegated agents. This means that we will not speak against majority decisions outside meetings. This includes following and adhering to a social media policy.
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
- We will encourage open government and will act appropriately.
- We will consider carefully how our decisions may affect the community and other schools.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the Academy and the local community will reflect this.
- In making or responding to criticism or complaints affecting the Academy we will follow the procedures established by the Trust/Academy Governing Body
- We will actively support and challenge the CEO, Executive Leadership Group and Academy Leaders.

Commitment

- We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the Trust Board / Academy Governing Body, and accept our fair share of responsibilities, including service on committees or working groups.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will get to know the Academies well and respond to opportunities to involve ourselves in Academy activities.
- We will visit the Academies, with all visits arranged in advance with the staff and undertaken within the framework established by the Trust/Academy Governing Body and agreed with the CEO, Executive Leadership Group/Headteachers.
- We will consider seriously our individual and collective needs for training and development, and will undertake relevant training.

Relationships

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in all our communications with other governors.
- We will support the Chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from other governors in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will seek to develop effective working relationships with the CEO, Executive Leadership Group, Headteachers, staff and parents, the local authority (when appropriate) and other relevant agencies and the community.

Confidentiality

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside the Academy.
- We will exercise the greatest prudence at all times when discussions regarding the Academy's business arise outside of meetings.
- We will not reveal the details of any vote of the Boards.

Conflicts of interest

- We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the business of the boards in a Declaration of Personal of Business Interests, and if any such conflicted matter arises in a meeting, we will offer to leave the meeting for the appropriate length of time.
- We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
- We will act in the best interests of the Trust as a whole and not as a representative of any group, even if elected to the governing body.

Breach of this code of conduct

- If we believe this code has been breached, we will raise this issue with the Chair and the Chair will investigate; the Trust/Academy Governing Body will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.

- Should it be the Chair of the Academy Governing Body that we believe has breached this code, the matter will be referred to the Trustees.

The Seven Principles of Public Life

(The Seven Principles of Public Life are a useful summary of expectations. These were originally recommended by the Nolan Committee: The Committee on Standards in Public Life, established in 1994).

Selflessness - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership - Holders of public office should promote and support these principles by leadership and example.

All members of both Leger Education Trust and Academy Governing Bodies MUST sign this Code of Conduct

Adopted by Leger Education Trust: December 2018

Date reviewed: June 2023

I have read and agree to this Code of Conduct:

Signed: _____

Print Name: _____

Date: _____

Appendix 3. Declaration of Interests Form



Declaration of Pecuniary and Personal Interest Form

Name:	
Home Address:	
Personal E-mail Address:	
Contact Number:	
School/Trust:	
Position:	

I declare that as a Governor/Trustee of Leger Education Trust that I hold the following personal and/or pecuniary interest(s):

Pecuniary interests Please provide details of the interest, if you do not have any please state 'NONE'	
Directorships, partnership and employment with businesses:	
Please state business name, nature of interest and provide the date this interest began in the end column:	Date From
Link to other educational institutions and charities (including trusteeships and governorships):	
Please state establishment name, nature of link and provide the date this interest began in the end column (for each link):	Date From
Your personal relationships with Trustees or members of staff (including but not limited to, a child, parent, spouse or civil partner):	
Please state name of Trustee or staff member, nature of relationship, nature of interest and provide the date interest began in the end column:	

Relevant interests of close relatives:

Please state: Name of relative, nature of relationship, nature of interest and provide the date the interest began in the end column:	Date From
Please provide details of any gifts or hospitality offered to you by external bodies while acting in your position as a governor/trustee and whether this was declined or accepted in the last 12 months:	
Please provide details of any contracts offered by you for the supply of goods and/or services to the trust/school:	
Please provide details of any other conflict and confirm the date when this conflict started:	Date From



To the best of my knowledge the information supplied above is correct and complete. I understand that it is my responsibility to declare any conflict of interest/loyalty, business or personal that relates directly or indirectly, to myself or any relation in any contract or matter comes under consideration. I understand that I must withdraw from any meeting during the discussion of such contract or matter and must not vote in respect of it.

I agree to review and update this declaration annually and give consent for the information provided to be used in accordance with the Leger Education Trust's Conflicts of Interest Policy.

Signed: _____

Date: _____

Appendix 4. Trust Schedule

 <h2 style="text-align: center;">Leger Education Trust Schedule 2023-2024</h2> 																
TRUST MEETINGS							AGBs	TRUST QUALITY ASSURANCE		EXECUTIVE / ACADEMY					TRAINING	
Term	Board of Trustees General Meeting	Finance and Operations	Standards and Outcomes	Audit	Management Accounts Meeting	Chairs Forum	AGB Meetings	Educational Quality Assurance	Operational Quality Assurance	Executive Leadership Group (Tuesdays)	Trust Operations	Champions Meetings	Trust Headteacher Board	Trust Training & Driver Group Meetings	Performance Management	Trustee/ Governor Training
	5pm	5pm	5pm	5pm	4pm	5pm	4pm Primary 5pm Secondary			10am	9.30am	Various	8am	Various		4pm
1	Thursday 28th Sept	Thursday 19th Oct	Thursday 12th Oct	Thursday 21st Sept	Thursday 28th Sept & Thursday 19th Oct		W/C 18th Sept	Trust Scorecard W/C 18th Sept 23 Student Surveys W/C 2nd Oct 23 Parent Surveys W/C 16th Oct 23	Financial Audit Oct 23	9th Sept 19th Sept 3rd Oct 17th Oct	Wednesday 20th Sept	Sustainability 2nd Oct Wellbeing 3rd Oct	Wednesday 4th Oct	SEND - Fri 15th Sept Attendance- Wed 13th Sept Leadership Dev Prog - Mon 25th Sept	Complete Performance Reviews by Thursday 19th Oct for both Teaching and Support Staff	Thurs 7th Sept New Governors Induction * Thurs 5th Oct Complaints
2	AGM Thursday 7th Dec 5.00pm (Members to attend 5.00pm-6.00pm)	Thursday 23rd Nov 5pm incl Auditors Report & Pay Committee			Thursday 23rd Nov & Thursday 28th Dec (EMAIL)	Tuesday 14th Nov	Pay Committees W/C 6th Nov & AGB W/C 20th Nov (RW 6th Dec)	Campmount Review 1st Nov 23 SEND Audit Nov/Dec 23 Vega College Review 7th Nov 23 Spa Review 14th Nov 23 Trust Scorecard W/C 27th Nov 23 Barnburgh Review 29th Nov 23	Website Audit Dec 23	31st Oct 14th Nov 28th Nov 12th Dec	Wednesday 15th Nov	Sustainability 4th Dec Wellbeing 5th Dec	Wednesday 13th Dec		AGB Pay Committees W/C 6th Nov & Trust Pay Committee Thurs 23rd November	Thurs 9th Nov Behaviour & Inclusion
3	Thursday 1st Feb	Thursday 25th Jan	Thursday 8th Feb	Thursday 18th Jan	Thursday 25th Jan		W/C 15th Jan (RW 7th Feb)	Staff Survey 8th Jan 24 Moss Road Review 10th Jan 24 Castle Hills Review 24th Jan 24 Parent Surveys W/C 9th Feb 24	Health & Safety Audit Jan 24 Payroll Internal Audit Jan 24	9th Jan 23rd Jan 6th Feb	Wednesday 17th Jan		Wednesday 31st Jan	SEND - Mon 8th Jan Attendance - Wed 10th Jan Leadership Dev Prog Sat 13th Jan 9am-4pm Transition - Wed 7th Feb	Complete Mid Year Reviews by Friday 9th Feb for both Teaching and Support Staff	Thurs 11th Jan Effective Use of SIPs & SEPs
4	Wednesday 20th Mar	Thursday 28th Mar		Thursday 7th Mar	Thursday 22nd Feb & Thursday 28th Mar	Tuesday 20th Feb	W/C 11th Mar (RW 27th Mar)	Safeguarding Audit March 24 Trust Scorecard W/C 4th Mar 24	Data Protection Audit March 24 Purchasing Internal Audit March 24	20th Feb 5th Mar 19th Mar	Wednesday 13th Mar	Sustainability 11th Mar Wellbeing 14th Mar	Wednesday 27th Mar	Leadership Dev Prog Wed 21st Feb 1pm		Thurs 29th Feb Budget & Timeline
5	Thursday 16th May	Thursday 23rd May	Thursday 9th May		Thursday 25th April & Thursday 23rd May		W/C 20th May	Littlemoor Review 15th May 24		16th April 30th April 14th May	Wednesday 15th May		Wednesday 1st May			Thurs 2nd May Trust Priority Plans
6	Trust Board Thursday 4th July Annual Conference Friday 12th July	Thursday 20th June		Thursday 13th June	Thursday 20th June & By Email on Thursday 25th July & Thursday 22nd August	Tuesday 4th June	W/C 8th July	Ridgewood Review 12th June Pupl Premium & Sports Premium Audit June 24 Trust Scorecard W/C 24th June 24 SEND Audit June/July 24 Parent Surveys W/C 1st July 24		4th June 18th June 2nd July 16th July	Wednesday 26th June	Wellbeing 11th June Sustainability 13th June	Wednesday 10th July	SEND Mon 3rd June Attendance Wed 5th June 11am Leadership Dev Prog Wed 12th June 1pm	Complete Support Staff End of Year Reviews by Friday 28th June	Thurs 6th June 50 KPIs
Attendees/Notes	CEO, EDO, EDF, Trustees, Members (1 per year min)	CEO, EDO, EDF, Finance Committee	CEO, Standards & Outcomes Committee	EDO, Audit Committee	CEO, EDO, EDF, Finance Committee	Chairs & Vice Chairs	Castle Hills Mon Camps Tues Infants & Ridgewood Wed Spa & Barnburgh Thurs Vega Half-termly Weds 10am AGB, Exec Head/HT/Principal, SBM	Specific dates for each audit will be communicated to each Academy well in advance and will be within the month shown above		CEO EDO EDF DoE DoSI	CEO, EDO, EDF, IT, Catering, Estates, Sport, SBMs	EDO, Champions	CEO, Exec Heads, Principal, Head of School, DoSI, DoE	SEND/Co/ Attendance Leads/ Leaders/ DoSI/Send & Inclusion Manager/ DoE		Trustees & Governors, staff where applicable
Type	F2F	Virtual	Virtual	Virtual	Virtual	Virtual	V/F2F			F2F	F2F	V/F2F	F2F	F2F		Virtual
No.	6	6	3	4	Monthly	3	6			Fortnightly	6	4 of each	6			6

*additional in-person Safeguarding Session to be held for governors in September - date to be confirmed