



# Governance Structure

## September 2016

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## Brookvale Groby Learning Trust (BGLT) Governance Model

Effective governance in our trust is supported by the following:

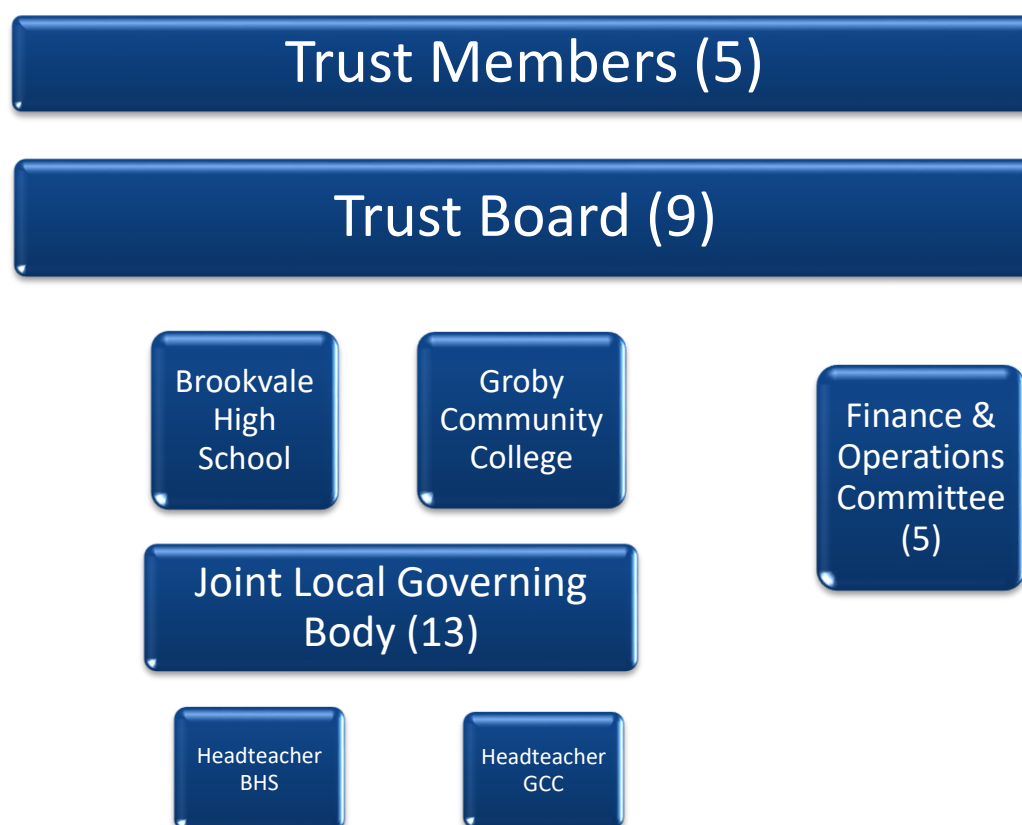
- Trust Members - guardians of the constitution
- Trust Board -the directors/trustees
- Trust Committee
- Local Governing Body
- The Executive Team

As the Trust develops we will ensure the governance arrangements are reviewed and updated regularly, taking into account the best practice in the sector.

The governance structure is underpinned by the Articles of Association and details set out in the Local Governing Body Constitution and scheme of delegation.

Financial governance, must as a foundation, be compliant with the principles and regulations set out in the Academies Financial Handbook and Funding Agreement.

The Trust Board has overall responsibility and ultimate decision-making authority for all the work of the academy trust.



## Vision and values

The shared vision and values of the Trust underpins all that we do, including the governance arrangements for the Trust.

### Our vision

Valuing Everyone, Achieving Excellence

### Our motto

Work hard, be kind

### Our goals

The goals of our trust:

- **Outstanding levels of progress and achievement for all**
- **Outstanding levels of wellbeing for all**
- **Outstanding preparation for adult and working life**
- **Outstanding family and community engagement**
- **Outstanding levels of Professional Learning for all**

Informed by “Schools of Tomorrow”



## Overview of the key elements of the governance structure

## Members

The members are akin to the shareholders of a company. They have ultimate control over the academy trust with the right to amend the trust's articles of association and ensuring the charitable object is fulfilled. The Members appoint some of the Trustees and can exercise reserve powers to appoint and remove Trustees but it is anticipated that this power will be rarely exercised. The Academy Trust will ordinarily have five Members, one of which will also be a Trustee.

## Trust Board

The corporate management and trustee responsibility for the actions of the company is vested in the "Trustees" of the Academy Trust (together, referred to as "the Trust Board"), who are company directors registered with Companies House. The Trustees are personally responsible for the actions of the Academy Trust and the Academies and are accountable to the Members, to the Secretary of State for Education and to the wider community for the quality of the education received by all pupils of the Academies and for the expenditure of public money. The Trustees are required, as Trustees and pursuant to the Funding Agreements, to have systems in place through which they can assure themselves of the quality, safety and good practice of the affairs of the Academy Trust.

## Trust Board Committee(s)

Trust Board Committees will provide the overview and high-level scrutiny. The principle of 'no duplication of governance' requires a clear differentiation of the nature of the scrutiny and challenge provided by the Trust Board Committees of each Academy's contribution to the overall performance of the Academy Trust. The Trust Board Committees currently are:

- Finance and Operations

But as the Trust develops further committees may develop.

## Executive Team

The "Executive Team" is the executive management of the Trust, focusing on operations and the educational performance of the Academies. They operate under the leadership and direction of the co-directors of the Brookvale Groby Learning Campus which consists of the Executive Head of the trust and Headteacher of Brookvale High School. The Executive Team work directly with the staff in each academy and the LGB to ensure that the required outcomes are achieved in accordance with the direction and vision of the Trust Board.

## Local Governing Body (LGB)

The LGB supports the work of the Board through taking decisions/making recommendations. The LGB is comprised of governors and other representatives drawn from the Academy's community, both as elected and appointed members.

The Local Governors are accountable to the Trust Board. The broad duties of the Local Governing Body are set out in the Terms of Reference.

## Overview: Composition of the Governance Structure

### Trust Members (5)

- The signatories to the Memorandum;
- The Chair of Trust Board /A Trustee.

### Trust Board (9)

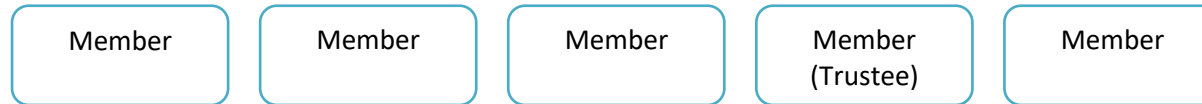
- Up to 5 Trustees appointed by the Members;
- Up to 4 Co-opted Trustees appointed by the Trustees.

### Local Governing Body (13)

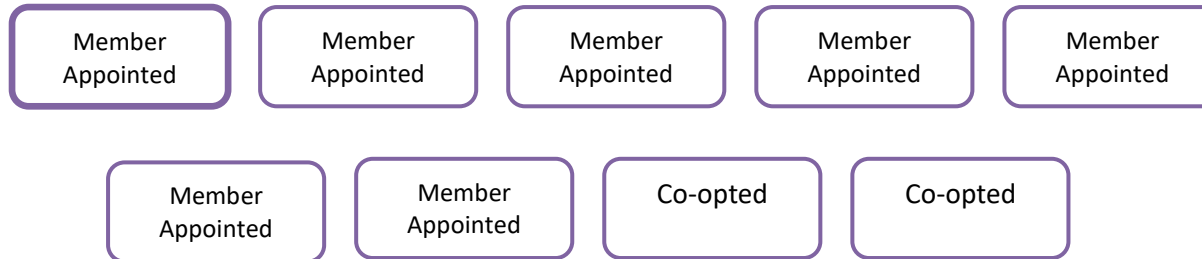
- The Headteacher of BHS Academy;
- The Headteacher of GCC Academy;
- Up to two Staff Governors (one from each academy), ensuring that the total numbers of Local Governors who are employees of the Trust shall not exceed one third of the total number of Local Governors;
- Up to two elected Parents;
- Up to 4 Trust Appointed Governors including an appointed chair;
- Up to three Governors co-opted by the LGB is required to ensure an adequate skills set.

# Governance Structure

Members (5)

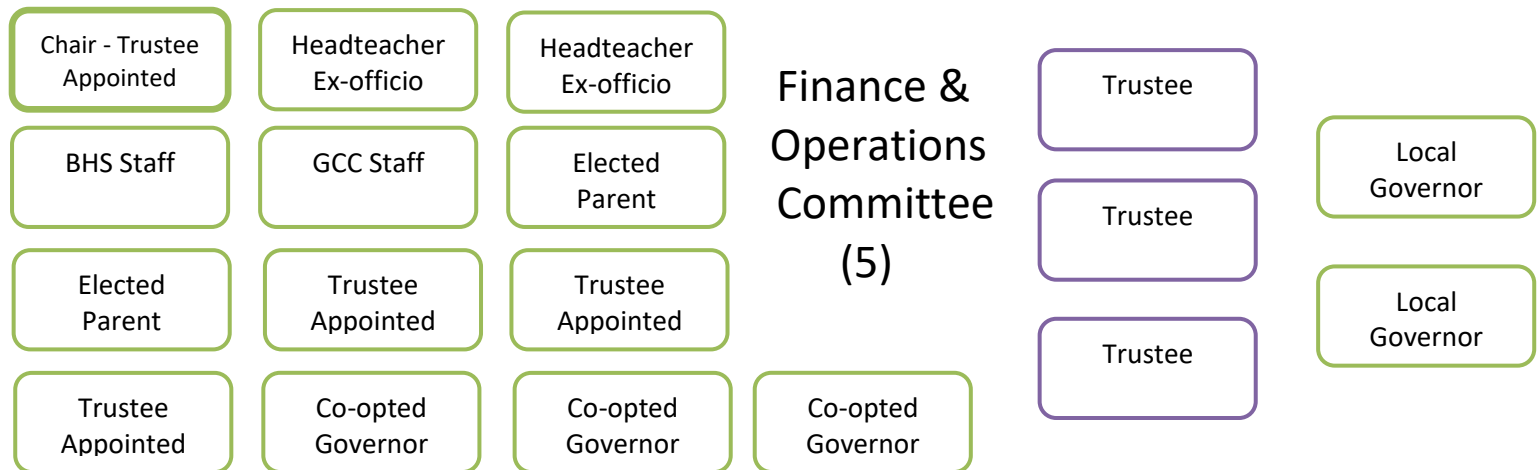


Trustees (9)



\*Trustees elect Chair

Local  
Governors (13)

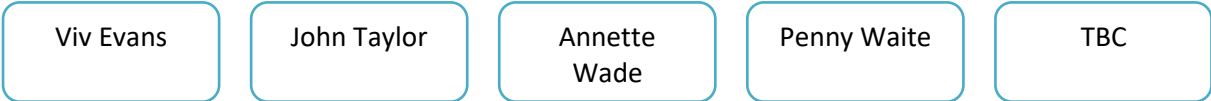


\*Trustees appoint Chair

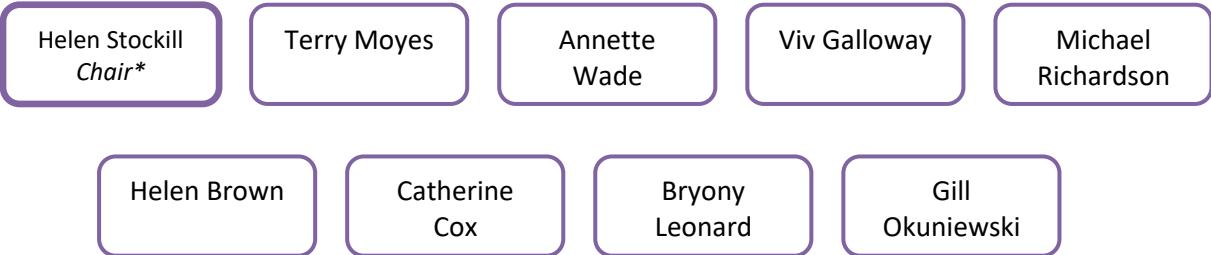
**To be finalised**

# Governance Structure 2016-17

**Members**



**Trustees**



\*Trustees elect Chair

**Local Governors**







## Brookvale Groby Learning Trust Accountability Framework 16 17

### Glossary of Terms

Term	Explanation
Brookvale Groby Learning Trust BGLT	Brookvale High School and Groby Community College and all other academies within the Trust
Brookvale Groby Learning Campus BGLC	Brookvale High School and Groby Community College
LGB	Local Governing Body
Headteacher Review Group	Professional Development and Quality Assurance. Group comprising the Executive Headteacher and all other heads within the MAT.

### Key Personnel

Title	Explanation of roles
Executive Head	<ul style="list-style-type: none"><li>• Executive Head of Brookvale Groby Learning Trust</li><li>• Headteacher of Groby Community College</li><li>• Co-Director of Brookvale Groby Learning Campus</li></ul>
Co-Director of BGLC	<ul style="list-style-type: none"><li>• Headteacher of Brookvale High School</li><li>• Co-Director of Brookvale Groby Learning Campus</li></ul>
Headteacher	<ul style="list-style-type: none"><li>• Headteacher of any other Academy within the Trust</li></ul>

### Executive Responsibility

Members and Trustees
<ul style="list-style-type: none"><li>• Accountability for the performance of each school within the Trust is held by the Members and the Trustees, who will be independent of the Local Governing Bodies and Headteachers.</li><li>• The Members and Trustees will quality assure each Local Governing Body in order to assess their capacity to lead and hold their school to account.</li><li>• The delegation of responsibility to Local Governing Body level will operate according to the principles of earned autonomy within the Trust.</li></ul>

## Accountability Processes

Activity	Who is leading the activity	When
<b>Performance Management</b>		
Performance Management of Executive Head	Chair of Trustees Chair of the BGLC LGB Chair of Finance and Operations Committee  External consultant to attend and service all meetings	September
Performance Management of Co-Director of BGLC	Chair of Trustees Chair of the relevant LGB Chair of Finance and Operations Committee  External consultant to attend and service all meetings	September
Performance Management of Brookvale Groby Learning Trust Business Director	Executive Head Co-Director of BGLC Chair of Trustees Chair of Finance and Operations Committee	September
Performance Management of Headteachers	Executive Head Chair of Trustees Chair of relevant LGB  External consultant to attend and service all meetings	October
Performance Management of academy bursars	Business Director Executive Head Chair of Finance and Operations Committee	October
<b>Challenge Partnership Review and Subject Review</b>		
Challenge Partnership Review of both schools together on the Brookvale Groby Learning Campus, led by external consultant. Report to Trustees and relevant LGB.	External consultant (experienced in Challenge Partnership working across schools within the Thomas Estley Teaching School Alliance) leads a team of heads and senior leaders from other schools	Annual
Challenge Partnership Review of every academy within the MAT. Report to Trustees and relevant LGB.	External consultant leads a team of heads and senior leaders from other schools	Annual
Subject reviews conducted by relevant Senior Leadership Team / Curriculum Leader supported by external consultant where required. Reports presented to headteacher, Headteacher Review Group and relevant LGB.	Senior Leaders and Curriculum Leaders	According to need as identified by exam outcomes / QA

<b>Key Performance Indicators (KPIs)</b>		
KPIs for each academy (including exam, key stage results, current progress, quality of T&L summaries, exclusions, behaviour and attendance summaries etc) presented each term to the Executive Headteacher, Trustees and relevant LGB by relevant headteacher.	Relevant Headteacher	Sep/Oct February May/June
Senior Leaders of progress and vulnerable groups review current performance, progress and attainment, to present reports to Executive Headteacher, relevant headteacher and Headteacher Review Group	Senior Leadership Line Managers Curriculum Leaders	Following each assessment point.  QA Calendar
<b>Quality of Teaching and Learning</b>		
Senior Leaders of T&L and professional learning to present reports at the end of each QA cycle to Executive Headteacher, relevant headteacher and Headteacher Review Group	Senior Leaders	End of each QA Cycle  QA Calendar
<b>Personal Development, Behaviour and Welfare</b>		
Senior Leaders of PD, B and W to present reports at the end of each QA cycle to Executive Headteacher, relevant headteacher and Headteacher Review Group to review behaviour data, exclusions and attendance KPIs.	Senior Leaders	Every half term  QA Calendar
<b>Safeguarding</b>		
Brookvale Groby Learning Campus Review current safeguarding practice termly using Governor Audit review tool. Report to Exec Head, Co-Director of BGLC, Trustees and LGB.	Safeguarding Senior Leader Safeguarding Trustee Business Director (Manager of the Single Central Record)	Termly  QA Calendar
Every other academy within the Trust to review current safeguarding practice termly using Governor Audit review tool. Report to Exec Head, relevant headteacher, Trustees and relevant LGB.	Safeguarding Senior Leader Safeguarding Trustee Manager of the Single Central Record	Termly  QA Calendar
<b>Business and Finance</b>		
Business Director collates Trust budget forecast information and presents to Executive Headteacher, Finance and Operations Committee, and to Trustees for final approval.	Business Director	Annual

Each academy bursar presents annual budget to Business Director, relevant headteacher and relevant LGB.	Academy bursars	Annually
Business Director presents termly budget monitoring information for the Trust and BGLC to the Finance and Operations Committee.	Business Director	Termly
Academy bursars present monthly budget monitoring reports to Business Director and relevant headteacher. Termly presentation to LGB.	Academy bursars	Monthly QA Calendar

See also the Quality Assurance Schedule that will be tailored to the needs of each individual academy.

Updated 11 July 2016



### **BGLC Local Governing Body (LGB) Terms of Reference 2016/2017**

The terms of reference of the BGLC Local Governing Body (LGB) must be approved by the Board of Trustees of the Brookvale Groby Learning Trust. All decisions reserved for the LGB shall be determined by the Board and will be reviewed at least annually.

The composition of the LGB will be agreed by the Trustees and may be amended from time to time. The LGB shall not exceed 13 members and will be composed of:

- The Headteacher of BHS Academy;
- The Headteacher of GCC Academy;
- Up to two Staff Governors (one from each academy), ensuring that the total numbers of Local Governors who are employees of the Trust shall not exceed one third of the total number of Local Governors;
- Up to two elected Parents;
- Up to 4 Trust Appointed Governors including an appointed chair;
- Up to three Governors co-opted by the LGB is required to ensure an adequate skills set.

The Board of Trustees (Directors) supports the LGB in its ambition for Brookvale High School and Groby Community College to be outstanding by July 2017. It believes that outstanding schools take responsibility for their own decisions and wishes to enable and support the BGLC LGB in acting as far as possible as if it were a single academy trust.

The LGB will operate as a single unit and work without committees. Project Groups may be set up for specific tasks as determined by the LGB Chair of Governors and the Headteacher/s.

Monitoring is a central role of the LGB. Effective governance is driven by informed decision making which comes from focussed monitoring. All local governors will be assigned a 'link' role which will focus on a key statutory area or priority for the campus. Additional, non-routine tasks may be assigned to nominated governors as determined by the LGB.

### **Operational Responsibilities of the LGB**

1. To accept annually the BGLC Terms of Reference and Standing Orders.
2. To appoint (or remove) a Vice Chair annually.
3. To hold at least five LGB meetings per year.
4. To recruit new stakeholder governors as vacancies arise (parent, staff and co-opted governors).
5. To propose to the Trust Board recruits to appointed governor vacancies.
6. To arrange induction and mentoring for newly appointed or elected governors.
7. To organise and participate in appropriate training.
8. To recommend to the BLT Board of Directors the suspension of a governor.
9. To ensure that a register of Governors' Business Interests is maintained.
10. To assign monitoring responsibility for each of the agreed areas.
11. To receive monitoring reports from governors.

12. To consider whether any action by the LGB is necessary in response to a governor report.
13. To receive reports from the Headteacher as agreed (generally at each meeting).
14. To receive KPI data reports.
15. To reviews Academy policies in line with Policy Review Schedule and maintain a knowledge of Trust policies.

### **General Responsibilities of the LGB**

1. To regularly review the school's vision and values and recommend changes to the Board
2. To ensure that the vision and values are shared with all stakeholders.
3. To take an active role in School Self Evaluation, Challenge Partnership Review and Subject Reviews (quality assurance), recognising success while identifying and monitoring areas requiring improvement.
4. To review the Campus Improvement Plan (CIP) and ensure that it is updated regularly and focussed on key priorities. Reviewing progress of the CIP through the year, and reviewing the impact document at the end of the year.
5. To review and challenge KPI data termly ensuring any priorities areas are fed into the CIP.
6. To be aware of how the school is regarded by students and parents.
7. To be aware of school policies and regularly review policies delegated to the LGB, consulting with representative stakeholders as appropriate.
8. Operation and review of the of the Complaints Procedure.
9. To ensure that the LGB complies with all duties delegated to it by the Trust Board.

### **Specific Responsibilities of the LGB (this list is not exhaustive)**

#### **Admissions**

1. To ensure compliance with the Admissions Policy set by the Trust.

#### **Behaviour for Learning and Exclusions**

(Monitoring delegated to SEND and Teaching, Learning and Outcomes Governors)

1. To review regularly the Behaviour Policy.
2. To monitor the application of the Behaviour Policy.
3. To review the use of detentions and exclusions.
4. To review and decide whether or not to uphold permanent exclusions.
5. To review and decide whether or not to uphold fixed term exclusions where a student is either excluded for +15 days in a term or would lose the opportunity to sit a public exam.
6. Monitor attendance, punctuality and disciplinary matters for students including all exclusion related matters.

#### **Budget & Finance**

(Monitoring and reporting to the LGB delegated to Finance Governor)

1. To receive reports from the Finance governor/s who sit on the Trust Finance & Operations Committee.
2. To respond with comments from LGB level to the Trust Board via the Finance Governor.
3. To understand the financial situation of the school.

#### **Curriculum**

(Monitoring delegated to Teaching, Learning and Outcomes Governor)

1. To review and agree the curriculum model.
2. To monitor delivery of agreed curriculum.

## **Health & Safety**

(Monitoring delegated to Health & Safety Governor)

1. To ensure that Health & Safety regulations are followed and appropriately prioritised.
2. To ensure that the school is compliant with the Trust Health & Safety Policy.
3. To meet with the Site Manager and attend the termly H&S meeting.
4. To report three times a year to the Trust Finance & Operations Committee and to the LGB.

## **Safeguarding and Child Protection**

(Monitoring delegated to Safeguarding Governor)

1. To ensure that the safety and protection of all students is prioritised.
2. To ensure the safeguarding policies, procedures and training are effective and comply with the law (Keeping Children Safe in Education 2016).
3. To undertake regular visits to meet with the Designated Safeguarding Lead and other key staff.
4. To report three times a year to the Trust Finance & Operations Committee and to the LGB following completion of the termly audit.

## **School Organisation**

(Responsibility lies with LGB)

1. To recommend to the Board the time of the school sessions and the dates of school terms and holidays.
2. To review home/school agreements.
3. To be familiar with the content of the school and sixth form prospectus.
4. To ensure that the requisite information is published on the school website .

## **SEND, Pupil Premium and Gifted & Talented Students**

(Monitoring is delegated to SEND Governor and Pupil Premium and Children Looked After Governor)

1. To discharge responsibilities for all SEND students per latest directives & recommendations.
2. To monitor the relative achievement of disadvantaged students towards closing all gaps including reviewing the pupil premium strategy and impact of Pupil Premium funding.
3. To ensure that each student is encouraged to achieve to his/her maximum potential.
4. To check that all required information is published on the school website.

## **Performance Management**

(Monitoring delegated to a named Governor)

1. To be familiar with the Trust Policy for Appraising Staff Performance.
2. To monitor compliance with the policy.
3. Chair of LGB to contribute to performance management of Academy Headteacher and Executive Head.

## **Staffing**

(Responsibility lies with LGB)

1. To be familiar with the staffing structure and its rationale.
2. To maintain a knowledge of the roles and responsibilities of current members of staff.
3. Create panels to consider staff disciplinary matters (unless referred to the trustees).
4. To recommend two local governors representatives to participate in the Academy Headteacher appointment process.
5. To participate in the appointment of academy staff where appropriate.

### **Target Setting and Achievement**

(Monitoring delegated to Teaching, Learning and Outcomes Governor)

1. To understand the annual targets for student achievement.
2. To monitor student achievement against published targets.
3. To hold the Principal and SLT to account for achievement of targets .

### **Teaching & Learning**

(Monitoring delegated to Teaching, Learning and Outcomes Governor)

1. Monitor the quality of teaching and the impact of action taken by leaders.

### **Areas of Responsibility delegated to individuals**

For details of delegation, see separate outlines for each area of responsibility:

1. Finance
2. Health & Safety
3. Safeguarding (Child Protection & eSafety)
4. Pupil Premium and Children Looked After Governor
5. Teaching, Learning and Outcomes
6. Maths
7. English

### **Terms of Reference for individual link roles**

Any individual to whom responsibility for governance monitoring has been delegated is expected to work within the following terms of reference:

1. To monitor an area of the school's activity as assigned and report to the LGB.
2. To do this in line with the relevant Trust protocol and scope .
3. Complete at least two monitoring visits each year.
4. All visits to the school will be arranged with the Principal's agreement and in accordance with the relevant Trust protocol and scope .
5. Linked governors will meet with the relevant lead professional in school to gain an understanding of the activities the school is conducting to achieve success in the relevant area.
6. Although preferable, a visit need not necessarily take place during the time when students are in school.
7. A meeting between governor/s and teacher/s or SLT members at the beginning or end of the school day may substitute for a conventional monitoring visit.
8. Other forms of communication between governor/s and school (such as telephone calls, emails, etc) may be substituted for one or more monitoring visit.
9. To submit a monitoring report to the Clerk within 2 weeks of the visit on the template supplied, not to exceed more than one side of A4 .
10. Reports will be submitted to the Principal and/or relevant lead professional within the school, and then be lodged with the clerk of governors for discussion at the next LGB meeting.
11. To undertake any necessary training (in or out of school) to enable effective monitoring of link responsibility and governance in general.



## **Standing Orders**

### **Operation of the LGB**

1. The usual term of office for all members of the LGB will be 4 years except for the headteacher who is ex-officio.
2. The members of the LGB shall, upon their appointment or election, give a written undertaking to the Members and Board of Trustees to uphold the objects of the Company as set out in the Articles of Association and all policies and procedures agreed by the trust or LGB from time to time.
3. The Trustees will elect the chair of the LGB on an annual basis.
4. The vice chair of the LGB will be elected annually by the members of LGB at its first meeting in each school year.

### **Arrangements for meetings of the LGB:**

1. All governors meetings will be convened by the Clerk.
2. An agenda for each meeting will be drawn up by the Clerk, in liaison with the Chair of Governors and the Headteacher.
3. The clerk to the LGB will circulate the agenda and any papers seven clear days' notice in advance of the meeting.
4. Any 3 members of the LGB may request an extraordinary meeting by giving written notice to the Clerk, to include a summary of the business proposed for discussion. The Clerk will then prepare an agenda and call a meeting.
5. The LGB will meet as often as is necessary (5 times in 2016-17) to fulfil its responsibilities but as a minimum, the LGB will meet at least once each term. The LGB shall meet at least two weeks prior to a meeting of the Board.
6. The quorum for any meeting of the LGB meeting is 50% of those members of the LGB currently appointed, rounded up to the nearest whole number.
7. In the absence of either the chair and vice chair or the clerk at a meeting of the LGB, the LGB will agree a replacement for the meeting.
8. LGB meetings will generally commence at 5.30pm unless otherwise agreed.
9. Meetings will be limited to two hours in duration. Where business has not been completed within the agreed time, those present may resolve to continue the meeting in order to complete the agenda. Any business not completed will form part of the agenda for the next meeting.
10. Each member of the LGB shall have one equal vote. Where there is an equal division of votes, the chair of the LGB will have the casting vote.
11. Votes will normally be taken by a show of hands; however, the Chair of the meeting may call for a secret ballot where this has been requested by two or more governors.
12. All recommendations and decisions made at a meeting of the LGB will be recorded accurately in writing. These minutes will be forwarded by the Clerk of the Trust and LGB within two weeks of the meeting date.
13. The Board may request the chair of the LGB to attend any Board meeting and present a summary of the issues discussed and recommendations made at any previous LGB meeting.
14. An annual timetable of meeting and training dates will be prepared and circulated to governors in term 6 of the previous year.
15. Governors wishing to suggest items for consideration at a meeting should inform the Clerk in advance and provide a copy of any supporting papers.
16. Items proposed for consideration under Any Other Business should be communicated to the Clerk no later than one week prior to the meeting.

17. Governors and attendees will be invited to declare any interests they may have in relation to agenda items at the start of each meeting.
18. Governors with an interest in an agenda item will refrain from discussing it and voting.
19. Draft minutes of each meeting will be approved by the Chair of Governors for email circulation within two weeks of the meeting where possible.
20. Minutes of the previous meeting will be approved by governors at their next meeting.

**Governors are expected to:**

- Diary note published meeting and training dates.
- Arrive in good time for the start of any meeting.
- Read the paperwork distributed in advance and identify questions/challenges to raise.
- Be familiar with the contents of the School Plans (SIP and SEF).
- Refrain from inappropriate personal criticism.
- Participate in discussions, paying due attention to the views and comments of others.
- Be brief and adhere to any time limits allocated to agenda items.
- Follow up on action points between meetings.
- Maintain confidentiality.

**The following persons have the right to attend any or all meetings of the LGB:**

- Any trustee
- The Principal
- Clerk/s to the LGB and Trust Board
- Associate Members
- The Chair of the Trust (will customarily attend by governors' invitation)
- The CEO of the Trust (will customarily attend by governors' invitation)
- The Finance Director of the Trust (will customarily attend by governors' invitation)

**The following persons will attend meetings of the LGB by governors' invitation:**

- Members of the Senior Leadership Team (SLT)
- Any prospective appointed governor in the course of recruitment

**The Role of the Chair of the Local Governing Body (LGB)**

The Chair of the LGB agrees:

1. To participate in the governance of the Trust as an ex-officio Trustee.
2. To represent the LGB on the Trust Board.
3. To ensure that the business of the LGB is conducted properly in accordance with the delegation requirements of the Trust.
4. To ensure, as far as is possible, that the LGB is fully populated.
5. To ensure that LGB meetings are run effectively, prioritising business, making best use of the time available and ensuring that all governors have an equal opportunity to participate in discussion and decision-making.
6. To establish and foster an effective relationship with the Headteacher.
7. To establish and foster a professional relationship with the Clerk .

**Standing order for the election of the Vice Chair of the LGB**

The LGB must elect a Chair and a Vice Chair by means of a fair, open and transparent process:

- The Vice Chair will be elected each year at the first meeting of the LGB.
- Nominations will be invited by the Clerk in advance of the meeting.
- Candidates may self-nominate or be nominated by other governors.
- Should a vote be necessary, nominees will withdraw from the meeting.
- A secret ballot may be held when governors decide by a majority vote to adopt this process.

NB Governors who are paid to work at the school, eg the Principal and staff governors, are not eligible to be elected Chair or Vice Chair of the LGB.

### **Election/appointment of LGB Governors**

#### ***The Headteacher of BHS Academy and Headteacher of GCC Academy***

The Headteachers shall be treated as an ex-officio members of the LGB.

#### ***Staff Governors***

One staff governor will be appointed from each academy. In appointing staff to serve on the LGB nominations will be invited from all staff employed under a contract of employment or a contract of services. Where there is a contested post a secret ballot will be held. All arrangements for the nomination and election process will be determined by the LGB.

#### ***Parent Governors***

Two parent governors will be elected by parents of registered pupils at the academy: one from each academy.

All reasonable steps will be taken to ensure that all eligible parents are notified of a vacancy and the skills the LGB requires. Where the number of parents standing for election is greater than the number of vacancies, a secret ballot will be held. All registered parents will be notified of their entitlement to vote in the ballot.

The LGB shall make all necessary arrangements relating to the elections and appointment of parent governors

#### ***Co-opted Governors***

The LGB may co-opt up to three governors to ensure an adequate skills set. The Chair of the LGB will lead the process, meeting with any potential candidates to assess their suitability. nomination(s) will be considered by the LGB who will approve the final appointment(s).

To be agreed by Trust Board ( 20 September 2015)

To be agreed by LGB (4 October 2015)

Next Review (July 2017)

**As and when other academies join the BGLT**, these TOR will also provide the starting point for the TOR of the LGBs of the joining academies. During 16 17 the Co-Directors of the BGLT and the Trustees will develop further guidance as to the TOR for other academies that join the Trust. For example, it may be beneficial at the beginning of each new school year to have a direction setting

workshop led by the Trustees, the Executive Head and the Co-Director of the BGLT. The Heads, Chairs and Vice Chairs of each joining academy within the MAT will attend in order to agree the roles and responsibilities of the joining LGB in relation to the Improvement Plan of the Trust.

# Brookvale Groby Governance Agenda Items 2016-17

		Tuesday	Thursday	Agenda Items	Policies
29 Aug	- 02 Sep	1		<ul style="list-style-type: none"> <li>• Agenda planning</li> </ul>	
19 Sep	- 23 Sep	3	Trustee Meeting 1	<ul style="list-style-type: none"> <li>• Appoint Chair of Trustees / elect Vice Chair</li> <li>• Appoint Chairs of the LGBs</li> <li>• Appoint Clerk to the Trustees</li> <li>• Appoint Accounting Officer for the Trust</li> <li>• Agree TOR for the LGBs</li> <li>• KS3, 4 and 5 Outcomes Overview (CHU)</li> <li>• 2015-16 KPI Analysis (KRU/RCO)</li> <li>• 2015-16 CIP Impact Analysis Document – key impact points from the previous year (KRU/RCO)</li> <li>• Determine Strategic Objectives for the Trust in 2016-17</li> <li>• 2016-17 – Finalising and approving the new Campus Improvement Plan (KRU/RCO)</li> <li>• Adopt hours / term dates / school day for 2017-18</li> <li>• Determine hours / term dates / school day for 2018-19</li> </ul>	<ul style="list-style-type: none"> <li>• Performance Management and Pay Policy (KRU/RCO)</li> <li>• Capability (KRU/RCO)</li> <li>• Child Protection Policy / Safeguarding (GGo)</li> </ul>
26 Sep	- 30 Sep	4	Finance and Operations 1	<ul style="list-style-type: none"> <li>• Risk Management - Strategic Priorities/Policy (HSM)</li> <li>• Health and Safety Updates</li> <li>• Site and IT updates</li> <li>• Staffing and Personnel (absence)</li> <li>• Legal Updates / Changes</li> <li>• Determine the Finance Policy / Procurement Process for the Trust (HSM)</li> </ul>	<ul style="list-style-type: none"> <li>• Charging and remissions policies (HSM/RCO)</li> <li>• Risk Management Policy (HSM / RCO)</li> <li>• Finance Policy (HSM)</li> <li>• ICT Acceptable Use Policy (LSH)</li> </ul>

				<ul style="list-style-type: none"> <li>Determine process of investments / report on previous year (HSM)</li> </ul>	
<b>03 Oct</b> - <b>07 Oct</b>	<b>6</b>	Local Governing Body 1		<ul style="list-style-type: none"> <li>Elect Vice Chair</li> <li>Appoint Clerk to the LGB</li> <li>Adopt the TOR as set down by Trustees</li> <li>Recommend the CIP 2016-17</li> <li>SEF (Brookvale / Groby / Joint) (KRU/RCO)</li> <li>KS4, 5 Outcomes – detailed subject analysis (CHU)</li> <li>Establishing governor links (Curriculum Areas / Whole Campus) (RCO)</li> <li>Safeguarding – Updates and training for LGB governors (GGO)</li> <li>SEND Updates (SVA / MTO)</li> <li>Review Academy Risk Register – key priorities only</li> </ul>	<ul style="list-style-type: none"> <li>Behaviour Policy (GGO)</li> <li>Governor Link Policy</li> <li>Complaints Policy (RCO)</li> <li>Marking and Assessment Policy 2016-19 (MBE)</li> <li>Teaching and Learning Policy 2016-19 (MBE)</li> </ul>
<b>10 Oct</b> - <b>14 Oct</b>	<b>7</b>		Heads, Chairs and Vice Chairs meeting  3.30pm	<ul style="list-style-type: none"> <li>Agenda Planning</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>07 Nov</b> - <b>11 Nov</b>	<b>10</b>	Local Governing Body 2		<ul style="list-style-type: none"> <li>Curriculum Area Updates – English and Maths (ABE / BBL / IMS)</li> <li>Current KS3 Progress - Year 7, 8 and 9 (CHU)</li> <li>Quality of Teaching / PM Updates – Cycle 1 (MBE / SAR)</li> <li>Pastoral Update – current behaviour, attendance and exclusions analysis (GGO)</li> <li>Pupil Premium Update 1 (KLE)</li> <li>Progress with vulnerable groups – CLA / FSM – WDB / HA (KLE)</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

					<ul style="list-style-type: none"> <li>Academy Health and Safety Updates (JMA/SWA)</li> </ul>	
<b>21 - 25 Nov</b>	<b>12</b>	Finance and Operations 2			<ul style="list-style-type: none"> <li>Register of Pecuniary Interests</li> <li>2015-16 Accounts Scrutiny</li> <li>2016-17 Budget Monitoring</li> <li>Risk Management - Strategic Priorities/Policy (HSM)</li> <li>Asset and maintenance strategy</li> <li>Health and Safety Updates</li> <li>Site and IT updates</li> <li>Staffing and Personnel (absence)</li> <li>Pupil Premium and SEND spending report</li> <li>Legal Updates / Changes</li> </ul>	<ul style="list-style-type: none"> <li>Data Protection (DWY / HSM)</li> <li>Safer Recruitment Policy (HSM)</li> </ul>
<b>29 - 02 Dec</b>	<b>13</b>	Trustee Meeting 2			<ul style="list-style-type: none"> <li>2015-16 Accounts Approval</li> <li>Review Skills Audit for each LGB / review composition of each LGB (Chair of Trustees / Co-Directors)</li> <li>Receive report from LGB Chair and consider any recommendations, issues requiring board attention and key actions</li> <li>Determine the curriculum for each Academy (presented to Trustees by Headteachers / Deputies)</li> <li>Review Pupil Premium impact in each academy / spending</li> </ul>	<ul style="list-style-type: none"> <li>SEND Reports – Updates (SVA/MTO)</li> </ul>
<b>12 - 16 Dec</b>	<b>15</b>		Heads, Chairs and Vice Chairs meeting 3.30pm		<ul style="list-style-type: none"> <li>Agenda Planning</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
			Member Meeting 1 5pm		<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

16 - 20 Jan Jan	18	Local Governing Body 3		<ul style="list-style-type: none"> <li>• SEF (Brookvale / Groby / Joint) (KRU/RCO)</li> <li>• Review the Curriculum Model proposed by Trustees – adopt for the academy</li> <li>• Curriculum Area Updates – ADT and PA (SCO / RRA)</li> <li>• Current KS4 Progress - Year 10 and 11 (CHU)</li> <li>• Review the Lockdown procedure / critical incident plan for each academy</li> </ul>	•
30 - 03 Jan Feb	20	Finance and Operations 3		<ul style="list-style-type: none"> <li>• Risk Management – Strategic Priorities (HSM)</li> <li>• 2016-17 Budget Monitoring</li> <li>• Health and Safety Updates</li> <li>• Site and IT updates</li> <li>• Staffing and Personnel (absence)</li> <li>• Legal Updates / Changes</li> <li>• Review effectiveness of <b>central services</b> – Catering / ICT (HSM / LSH)</li> <li>• Propose funding model across the trust (delegation of funds to each academy / use of surplus funds)</li> </ul>	• Whistleblowing Policy (HSM)
06 - 10 Feb Feb	21		Heads, Chairs and Vice Chairs meeting  3.30pm	<ul style="list-style-type: none"> <li>• Agenda Planning</li> </ul>	
27 - 03 Feb Mar	23	Local Governing Body 4		<ul style="list-style-type: none"> <li>• Curriculum Area Updates – LBI and PE</li> <li>• Current KS5 Progress - Year 12 and 13 (CHU/SAR)</li> <li>• Anti-bullying data / trends (GGO)</li> <li>• Review finances for the Academy / Budget spending / know financial health of the academy (HSM)</li> <li>• Development of the Premises for each academy</li> </ul>	• Admissions Policy 2017-18



<b>13</b> <b>Ma</b> <b>r</b>	-	<b>17</b> <b>Mar</b>	<b>25</b>	Trustee Meeting 3		<ul style="list-style-type: none"> <li>• 2016-17 Current KPI Analysis (KRU/RCO)</li> <li>• Receive report from LGB Chair and consider any recommendations, issues requiring board attention and key actions</li> <li>• Adopt funding proposal including delegation of fund across the trust</li> <li>• Financial health of each academy in the trust</li> <li>• Review Prospectus and Website</li> </ul>	•
<b>24</b> <b>Ap</b> <b>r</b>	-	<b>28</b> <b>Apr</b>	<b>29</b>		Heads, Chairs and Vice Chairs meeting  3.30pm	<ul style="list-style-type: none"> <li>• Agenda Planning</li> </ul>	
<b>15</b> <b>Ma</b> <b>y</b>	-	<b>19</b> <b>May</b>	<b>32</b>	Local Governing Body 5		<ul style="list-style-type: none"> <li>• SEF (Brookvale / Groby / Joint) (KRU/RCO)</li> <li>• Curriculum Area Updates – Humanities and Science</li> <li>• Predictions overview for KS4 / 5 (CHU)</li> <li>• Quality of Teaching / PM Updates – Cycle 2 (MBE / SAR)</li> <li>• Pastoral Update – current behaviour, attendance and exclusions analysis (GGO)</li> <li>• Pupil Premium Update 2 (KLE)</li> <li>• Report on students accessing alternative provision (GGO)</li> </ul>	•
<b>05</b> <b>Ju</b> <b>n</b>		<b>09</b> <b>Jun</b>	<b>34</b>	Finance and Operations 4		<ul style="list-style-type: none"> <li>• Risk Management - Strategic Priorities (HSM)</li> <li>• 2017-18 MAT Budgets</li> <li>• 2017-18 Insurance approval</li> <li>• 2016-17 Budget Monitoring</li> <li>• Asset and maintenance strategy</li> <li>• Health and Safety Updates / Policy</li> <li>• Site and IT updates</li> </ul>	<ul style="list-style-type: none"> <li>• Health and Safety Policy (HSM/SWA/JMA)</li> </ul>

					<ul style="list-style-type: none"> <li>• Staffing and Personnel (absence)</li> <li>• Legal Updates / Changes</li> </ul>	
<b>12 Jun</b>	-	<b>16 Jun</b>	<b>35</b>	Trustee Meeting 4	<ul style="list-style-type: none"> <li>• 2016-17 Current KPI Analysis (KRU/RCO)</li> <li>• 2016-17 Budget Approval</li> <li>• Receive report from LGB Chair and consider any recommendations, issues requiring board attention and key actions</li> </ul>	•
<b>26 Jun</b>	-	<b>30 Jun</b>	<b>37</b>	Heads, Chairs and Vice Chairs meeting (2017-18)	<ul style="list-style-type: none"> <li>• Agenda Planning</li> </ul>	•
				3.30pm	Member Meeting 2	•

# Local Governing Body Link Governor Programme

## Link Governors

<b>Link Responsibility 16 17</b>	<b>Governor</b>	<b>Link Responsibility 16 17</b>	<b>Governor</b>
Teaching, Learning and Outcomes	Gill Okuniewski	English	Helen Brown
Pupil Premium and Children Looked After	Helen Stockill	Maths	Bharat Mistry
Safeguarding	Michael Richardson	SEND	Viv Galloway
Personal Development and Well Being	Michael Rule	Health and Safety. Management of Risk	Steve Goddard
Post 16	Jackie Shaw		

	<b>Autumn Term 1</b>	<b>Autumn Term 2</b>	<b>Spring Term 1</b>	<b>Spring Term 2</b>	<b>Summer Term 1</b>	<b>Summer Term 2</b>
English	Visit 1 September Outcomes Meeting with Curriculum Leader and Heads. Check link with FIP and planned actions.  Report to LGB 1	Visit 2 Visit new department area with CL to review impact of the move to the Groby building?  Report to LGB 3?	Visit 3 Meet with CL to review impact of actions to date on current student progress data.  Report to LGB 4			
Maths	Visit 1 September Outcomes Meeting with Curriculum Leaders and Heads. Check link with FIP and planned actions.	Visit 2 Visit new department area with CL to review impact of the move	Visit 3 Meet with CL to review impact of actions to date on current student progress data.			

	Report to LGB 1	to the Brookvale building? Report to LGB 3?	Report to LGB 4			
SEND	Visit 1 September Outcomes Meeting with SENCOs, KLE and Heads. Check link with FIP and planned actions.  Report to LGB 1		Visit 2 Meet with SENCOs and KLE to review impact of actions to date on current student progress data.  Report to LGB 4			
Post 16	Visit 1 September Outcomes Meeting with Post 16 Ass Head and Heads. Check link with CIP and planned actions.  Report to LGB 1		Visit 2 Meet with Post 16 Ass Head to review impact of actions to date on current student progress data.  Report to LGB 4			
Pupil Premium	Visit 1 September Outcomes Meeting with Ass Head Personalised Progress and Heads. Check link with CIP and planned actions and website Pupil Premium Report.  Report to LGB 1		Visit 2 Review impact (student outcomes) of actions outlined in CIP and website Pupil Premium Report  Report to LGB 4			
Teaching, Learning and Outcomes	Visit 1 September Outcomes Meeting with Heads and Deputy Curriculum to review outcomes overall.	Visit 2 Teaching and Learning Meeting with Deputy Professional	Visit 3 Student outcomes review meeting with Deputy Curriculum to look at current progress towards targets.	Visit 4 T&L and Professional Learning Review meeting to look		

	<p>Check link with CIP priorities and planned actions.</p> <p>Report to LGB 1</p>	<p>Learning, and Ass Head T&amp;L, to quality assure performance management process and review summary T&amp;L data.</p> <p>Check link with support programmes and Professional Learning CIP priorities and planned actions.</p> <p>Report to LGB 3</p>	<p>Report to LGB 4</p>	<p>at summary data – impact of action taken on quality of T&amp;L.</p> <p>Report to LGB 5</p>		
<p>Personal development and well being</p>	<p>Visit 1 September Review attendance, punctuality, exclusions and behaviour data for 15 16 with Pastoral Deputy. Check link with CIP and planned actions.</p> <p>Report to LGB 1</p>		<p>Visit 2 Review new Pastoral Team structure and how it is working in practice.</p> <p>Report to LGB 4</p>		<p>Visit 3 April / early May Review attendance, punctuality, exclusions and behaviour data for year to date with Pastoral Deputy. Check impact of actions taken.</p> <p>Report to LGB 5</p>	
<p>Safeguarding</p>	<p>Visit 1 Meet with Business Director to check SCR meets all requirements.</p>		<p>Visit 2 Use Governor Handbook Safeguarding Review to carry out Visit 2</p>			

	<p>Meet with Pastoral Deputy to review June 2016 Annual Safeguarding Return, any issues to address.</p> <p>Use Governor Handbook Safeguarding Review to plan Visit 2</p> <p>Report to LGB 1</p>		Report to LGB 4			
Management of Risk. Health and Safety.	<p>Meet with Business Director and Heads to review Risk Management strategy and Risk Register.</p> <p>Report to Finance and Operations 2</p>	<p>Meet with Business Director and Premises Managers to review Health and Safety Policy and procedure.</p> <p>Report to Finance and Operations 3</p>				