



Wallington Primary Academy

Local Governing Board Information & Responsibilities

The Local Governing Board...

- 1 Functions and Responsibilities of the parties Is a sub-committee of the Trust Board and is the local presence of the Board with representatives from the school community, the local community and local businesses and organisations.

Undertakes such duties and responsibilities as are delegated to it by the Board, but in particular is responsible for (i) holding the Head Teacher / Head of School to account for academic standards and co-curricular provision; ii) monitoring the financial management of the Academy (iii) ensuring the highest standards for Safeguarding and Health & Safety matters; (v) for adjudicating on issues of Behaviour and Discipline; and (vi) representing the Academy positively to the community.

Accountable to the Trust Board.

All Chairs have direct access to the Chair and CEO of Trust.

- 2 Meetings Meets at least three times each academic year; decides when and where to meet; elects Vice-Chair; takes decisions if a quorum is present.

LGB will allocate governors to monitor the conduct and performance in operational areas or 'portfolios.' Portfolios governors will also be allocated policies to review and recommend to the LGB relevant to the portfolios with which they are involved.

The LGB may also form Task and Finish Groups for particular projects.

LGB determines agenda but will include prescribed standing items (Academic standards, Finance, SEN, Admissions, Discipline, Estate).

Trust appoints governors other than those set out in the Articles; would normally do so on the recommendation of the Head Teacher and the Chair of the LGB.

Quorum is four; period of office is three years; maximum service is six years.

Decisions must be approved by the Board.

- 3 Reporting between parties and bodies Summary of decisions of LGB or Minutes to be made available to Trust Board. LGB required to report termly on key monitoring statistics.

LGB and Head Teacher to agree annual School Development Plan to present to Trust Board.

Reports to Trust on achievement of annual targets.

- 4 Curriculum Approves the curriculum direction set out by the Head Teacher within the guidelines set out by Trust. Hears complaints about curriculum according to agreed procedures. Agrees with Head Teacher an Academy procedure on the content and organisation of sex education which incorporates the principles set out in the Trust policy. Agrees with the Head Teacher and sets targets for pupils' performance.

- 5 RE and collective worship LGB supports the Head Teacher in providing leadership in relation to the ethos of the Academy. Agrees with the Head Teacher the Academy policy for the withdrawal of pupils and staff from Collective Worship and from RE which incorporates the principles set out in the Trust policy. Hears appeals against decisions under withdrawal policy.

Approves on an annual basis within the Trust policy guidelines the RE syllabus to be adopted by the Academy.

- 6 Special Educational Needs (SEN) and Inclusion Reports annually to parents on Academy's SEN and inclusion policy.

Monitors compliance with the Equality Act.

Ensures needs of SEN pupils are given sufficient priority.

- 7 Budget and Management of Finances & Compliance Reviews the draft budget within the parameters set by the Trust and in light of the School Development Plan before submission to the Finance Committee. Updates the Register of Interests, and passes to the Clerk to the Trust to maintain.

- 8 Staff (teaching and support staff) Hears first appeals under disciplinary, capability, grievance policies. Hears appeals against decisions made under performance management scheme and related pay decisions.

Assists in the appointment of senior staff.

Monitors the recruitment, deployment and performance of staff.

Oversees decisions on pay relating to performance on the basis of recommendations made by the Head, (other than the Head Teacher's).

- 9 Admissions and Marketing Makes arrangements for parents to appeal against non-admission (within Trust policy).

Approves prospectus and other Academy marketing materials within Trust guidelines.

- 10 Equal Opportunities Monitors implementation of equal opportunities policy.

- 11 Management of Complaints Agrees with the Head Teacher, the Academy complaints policy which incorporates the principles set out in the Trust guidelines.

Monitors implementation of complaints policy.

Hears Stage 2/3 complaints.

- 12 Discipline and Attendance Agrees with Head Teacher the Academy behaviour and discipline policy within the guidelines set out in the Trust policy.

Hears first appeals against exclusions.

Monitors attendance and reports on unauthorised absences.

Hears first appeals against discipline cases.

- 13 Providing Information Supplies parents with prospectus (website) and annual report (if publishing, although not compulsory).
- 14 Inspection Notifies parents and others of inspection.
Distributes inspection report and summary.
Informs parents about follow-up of action plan.
- 15 Health, safety and welfare and management of risk H&S, welfare and the management of risk a standing item of every LGB agenda.
Sets up procedures for implementing the H&S policy; ensures they are followed.
Produces Academy H&S and risk assessment policy which incorporates the principles set out in the Trust policy.
Considers academy security.
Supports the Head Teacher in ensuring risk is reduced.
- 16 Charging for academy activities Produces Academy charging policy which incorporates the principles set out in the Trust policy.
- 17 Academy building, furniture and fittings; community use Produces Academy community use policy which incorporates the principles set out in the Trust policy.
Receives termly report from Head Teacher on quality and state of the building, furniture and fittings.
- 18 Professional development and training Monitors training and development on annual basis.