# PACE Academy Trust

## Terms of Reference
## to the Local Governing Body of Keston Primary School

This document lists the powers and responsibilities which the Board of Trustees ("the Board") of PACE Academy Trust ("the Trust") delegates to the Local Governing Body ("the LGB") of Keston Primary School ("the school"):

The Board is accountable to external authorities including the Department for Education ("DfE") and Charity Commission for the quality of education provided by the Trust and the value for money obtained through use of the public funds entrusted to it, so it must be able to assure itself of quality and good practice.

In order to discharge these responsibilities, and in accordance with Article 101 of the Trust's Articles of Association, the Board of Trustees shall determine the constitution, membership and proceedings of any committee or local governing body.

The role and purpose of the LGB is to oversee the quality of learning provided by the school and the safety of pupils and staff on behalf of the Board.

### Responsibilities for the quality of learning:

- To monitor the progress and attainment of all pupils (with separate identification of disadvantaged children) and, in consultation with the School's Leadership Team, agree actions to improve outcomes.
- To monitor and evaluate the progress of the implementation of the annual School Improvement Plan.
- To deal with complaints received from parents or carers of pupils of the School as required by the Trust's Complaints Policy.
- To review all curriculum policies as they are introduced or updated and pass comments to the Board before final publication.

### Responsibilities for safeguarding and health and safety of pupils, staff and visitors:

- To obtain assurance on behalf of the Board that safeguarding, behaviour, attendance and health and safety are being managed effectively in the school.

- To ensure that the school takes effective action to promote the mental well-being of staff and pupils.

- To ensure suspensions and exclusions are fair, lawful and child-centred.

- To verify that the school has implemented and maintained policies and procedures which comply with current health and safety legislation.

- To review the operation of these policies and procedures including inspection of records kept by the school (e.g. risk assessments, accident registers and results of evacuation and invacuation/lockdown drills).

- To review all school policies pertaining to safeguarding and health and safety as they are introduced or updated and pass comments to the Board before final publication.

- To participate in and review the outcomes of inspections of building fabric and health and safety provision on the school's premises.

- To verify that employees of the school have received adequate training in safeguarding and health and safety procedures.

- To ensure that at least one member of the board has completed safer recruitment training, that at least three members of the board have completed training on suspensions and exclusions and that all board members have completed annual safeguarding training.

**Responsibilities for financial management of the School:**

- To propose an annual budget for approval by the Board which meets the target set by the Board for the amount of reserves to be carried forward at the end of the year. This target will:
    - take into account the contribution which the school shall make to the central costs of the Trust.
    - include all income generated by the school through clubs, lettings, PTFA (if appropriate with the PTFA's constitution) and other local fund raising activities.

- To determine how funds within the devolved budget should be spent.

- To monitor actual expenditure and forecast expenditure against budget and explain any major variances to the Board's Finance and Audit Committee.

- To agree pay awards for staff subject to these being consistent with both the

Trust's Pay Policy and the agreed annual budget.

## Responsibility for senior appointments at the School:

The LGB shall have the power to appoint one or more of its members to selection panels for appointments to the School's Leadership Team, and additionally for appointments to any other positions at the School by agreement with the Head Teacher.

## Membership of the Local Governing Body:

The number of members of the Local Governing Body shall be between nine and twelve. The Head Teacher shall be a member ex officio. No more than one third of members may be employees of the school (including the Head Teacher). There must be a minimum of two parent governors and at least one co-opted governor. At no time may as many as half of the school's governing body be represented by parents of children at the school. If a Trustee is also chair or vice-chair of the LGB, then he or she shall be included in the count of the number of members of the LGB.

The term of office of a governor shall be four years and subject to remaining eligible, a governor may be re-appointed or re-elected. Other than in exceptional circumstances determined by the Strategic Board, governors shall serve no longer than two terms of office (eight years) on any one Local Governing Board within PACE. After this time, governors may be elected to serve on another LGB across PACE or recommended to serve as a Trustee on the PACE Strategic Board.

The Board shall appoint all members of the LGB other than parent governors and staff governors, who are chosen by election. The Board shall request and consider recommendations from the LGB before making such appointments.

The Local Governing Body may choose to appoint parent governors through a skills-based selection process as an alternative to holding an election (as per Article 54 of the Trust's Articles of Association).

The Local Governing Body may allow non-governors to attend meetings as observers, but they shall not be entitled to vote.

A governor who fails to attend any meeting for a period of six consecutive months shall be deemed to have resigned from their position at the end of that period, unless the LGB resolves that there were sufficient and acceptable reasons for the continued absence.

In accordance with Article 103 of the Trust's Articles of Association, all members of the Local Governing Body shall upon their appointment or election give a written undertaking to the Trustees to uphold the Object of the Trust and shall recognise their authority to act on behalf of the Trust only in accordance with the Scheme of Delegation.

## Reporting requirements for the Local Governing Body:

In accordance with Article 106 of the Trust's Articles of Association, where any power or function of the Trustees has been exercised by any committee (including any Local Governing Body or Advisory Body), that person or committee shall report to the Trustees in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the Trustees immediately following the taking of the action or the making of the decision.

## Conduct and frequency of meetings

The Local Governing Body shall make appropriate arrangements for conduct of its meetings, provided that:

- It shall meet at least once in each half term.
- At the last LGB meeting of the summer term, agree to nominate a Chair and Vice Chair for the subsequent academic year. These recommendations will be presented to the Trustees for approval at the first Strategic Board meeting of the autumn term. If there is a tied election or no suitable candidate is put forward, then the Board shall make the appointment.
- Unless specifically provided for in this Scheme of Delegation, the LGB shall follow the governance procedures set out for the Board of Trustees in the Trust's Articles of Association, including the articles covering Terms of Office (no. 64), Resignations and Removal (nos. 65 to 67), Disqualification (nos. 68 to 80), and appointment of Chair and Vice-chair (nos. 82 to 92).
- The chair may not be an employee of the school.
- As per Articles 97 and 98, a register of governors' personal interests must be kept and governors shall be obliged to withdraw from discussion of any matter in which their personal interest is involved.
- Trustees shall have a general right to attend LGB meetings, will count towards a quorum and shall be entitled to take part in any vote.
- In order for business to proceed, three non-staff governor members and a member of the school's Leadership Team must be present. Non-staff governors (including Trustees) must also form a majority of the governors present. No meeting will be quorate for decision-making where more than half of the members are parents of children at the school.
- The LGB may sub-delegate any of its powers and responsibilities to another committee. It may set up working parties to carry out specific tasks (e.g. detailed review of a policy or producing a report for the Board).
- An agenda and papers for discussion, where possible, will be circulated to members of the Governing Body prior to each meeting.
- The Governing Body shall appoint a Clerk. If the Clerk is not present a non-staff governor will take the minutes.
- Each meeting of the Governing Body and any sub-committees which it may create will be minuted. The minutes will record any decisions taken by the Governing Body and will be circulated to all members of the Governing Body and the Board before or at its next meeting

## Review

The Board of Trustees will review this Scheme of Delegation at least annually and shall additionally make such changes as it decides are necessary as needs arise. The Board will consult the LGB re proposals to change its Scheme of Delegation before making any decision.

## Version

This version 5.0 was approved by the Trust's Board of Trustees:  24th September 2026.