



Archbishop Temple  
Multi Academy Trust  
Together With God

## **Local Governing Board Handbook 2021-2022**

### **Introduction**

On transfer into the Archbishop Temple Trust there will be a variety of governance models within our schools. For those schools who were previously stand-alone academies or Voluntary Aided schools their previous model would have involved governors being Trustees of the company and directly responsible for the finances and provision within the schools. For those who were local authority, some of these responsibilities remained with the local authority.

On transfer into Archbishop Temple Multi-Academy Trust the previous governing body is re-defined as a Local Governing Board to distinguish that a change has occurred; this is because, as with any Multi-Academy Trust the ultimate responsibility now rests with the main board of Trustees – the current Trustees on the Trust Board can be located at [www.archbishoptempletrust.co.uk](http://www.archbishoptempletrust.co.uk) Local Governing Boards are technically committees of the main Board of Trustees.

This handbook has been developed to support LGB chairs and clerks. If the answer to any query that you have isn't here then please contact Canon Jill Pilling CEO at

[pillingj@archbishoptempletrust.co.uk](mailto:pillingj@archbishoptempletrust.co.uk)

Further details about governance across our Trust can be located in our Governance Plan, which should be read in conjunction with this handbook; this can be located at [www.archbishoptempletrust.co.uk](http://www.archbishoptempletrust.co.uk)

### **The role of Local Governing Boards**

LGBs have a number of key roles in both a strategic and operational manner; some of these may be undertaken by the full board, others delegated to either a standing committee, a role specific group or an individual governor, all of which will report back to the full board. These roles include:

### **Vision and values**

- For our church schools, ensuring that they preserve, develop and promote the Christian distinctiveness of the school, working closely with Church of England representatives by;
- Monitoring the implementation of Archbishop Temple Church of England Primary Multi-Academy Trust vision of 'Together with God', values of faith, hope and love and the Church of England's vision of education that allows for the development of wisdom, knowledge and skills; promotes dignity and respect; values community and living well together; and pupils having hope and aspiration; in 'Life in all its fullness' John 10:10
- Monitoring the implementation of the school's own vision and aims, ensuring they are in sympathy with those of the Archbishop Temple Trust and in our Church of England schools

the Church of England by; undertaking learning walks on a regular basis to ensure that the school's Christian ethos is being promoted (where appropriate),

### **Safeguarding and health and safety**

- Ensuring that all procedures are followed to safeguard pupils when appointing staff and that records are maintained.
- Monitoring the school's safeguarding mechanisms, ensuring that they are meeting national and local requirements.
- Ensuring all Governors receive annual update training from a designated safeguarding leader at the school, including knowledge of PREVENT.
- Ensuring that the safeguarding governor receives more detailed training on a regular basis from the local safeguarding board.
- At least termly, analyse the school's data regarding number of pupils at risk and referrals made to Social Care for patterns and potential concerns.
- LGBs should receive, discuss and challenge leaders annually a safeguarding audit.
- Termly evaluation the school's single central record, cross referencing it to a staff list to ensure all staff have received the relevant checks;
- Ensuring that the school has in place an Educational Visits Co-ordinator who is adequately trained and approve any educational visits that involve residentials, medium to high risks and all visits in the proximity of water. Where required request additional guidance from outside agencies.
- Undertaking termly site visits to identify potential health and safety risks;
- Ensuring that leaders have in place effective risk assessments for the school and out of school activities.
- Ensuring that the standards of catering and cleaning within the school meet the highest possible expectations.

### **Risk management**

- Monitoring the school's specific risks and evaluating progress towards the school risk register at each main LGB meeting by

### **Financial probity**

- Ensuring that governors and school leaders comply with the latest version of the Trust Handbook issued by the Department for Education.
- Receiving regular finance reports from the Central Team and use this information to guide discussions regarding the allocation of resources, and inputting to the development of the annual budget.
- Monitoring the spending of Pupil Premium and Sports Premium to ensure that both restricted funds are having an impact, and ensuring the school's website accurately reflects the position regarding these funds.

### **Staff appointments and staff management**

- Appointing all staff (with the exception of the Headteacher, Deputy Headteacher and Assistant Headteachers, which is in partnership with the CEO and Trust Board), and ensuring their performance is measured by school leaders and that staff are rewarded accordingly. Governors should follow the national terms and conditions for these.

- Monitoring the school's staff sickness and absence policy – meeting with staff as required by the local policy.

### **School improvement**

- Ensuring that the school improvement plan, once approved by the Central Team is implemented and has impact.
- Ensuring that statutory requirements are being made regarding the support offered to SEND pupils, that they are having impact and that the school's SEN statement on its website is accurate.
- Receiving regular reports from the Headteacher regarding the quality of teaching, monitoring improvements and reporting any concerns that you have to the Central Team if you feel that the quality of teaching is not improving.
- Monitoring the school's curriculum statement on its website. Ensuring that it clearly identifies what children will learn and the skills they will develop and that it is guided by an 'intent' that aligns with the school's and the visions and values of Archbishop Temple Trust.
- Set targets for pupil attendance for the whole school and vulnerable groups (SEND, pupil premium and other specific school vulnerable groups e.g., EAL) and monitor progress toward these targets; monitor authorised and unauthorised pupil leave in term time;

### **Pupil admissions**

- Acting as the admission body, on behalf of the Archbishop Temple Church of England Multi-Academy Trust.
- Annually review the school's over subscription criteria.

### **Dispute management and resolution**

- Dealing with complaints, disciplinary and grievance issues at the school in line with Bolton HR policies.
- Where necessary, issuing banning notices to parents or warning letters where their conduct on the premises is not acceptable.

### **Pupil behaviour**

- Administering exclusion panels to hear all permanent exclusions and where required, fixed term exclusions (in line with regulations).
- Undertaking learning walks on a regular basis to ensure that the conduct of pupils is good and that the school provides a suitable learning environment.

### **Relationship with the Central Team**

- Reporting any significant concerns to the Central Team.
- Challenging the Central Team if the services / support being provided by the Central Team are not meeting the school's requirements.

### **Headteacher support and challenge**

- Providing effective pastoral support for the Headteacher – seeking additional assistance when it is felt that the Headteacher requires this.

- Supporting the CEO / School Improvement Director (SID) in monitoring and assessing the performance of the Headteacher (this will involve the chair of governors, CEO and an additional governor and Trustee).

### **Governor training**

- Ensuring that an effective training programme is in place for governors and that an annual skills audit of all governors is undertaken to identify future training and gaps in the LAB's skills set.

### **Stakeholder and community engagement**

- Regularly consulting with pupils, parents and staff regarding the school
- Act as a link between the school, Archbishop Temple Church of England Multi-Academy Trust and the local community – ensuring that the school is playing an active role with its local community, including other schools.
- Ensure that there is an effective and mutually productive relationship between the school, the church and, where appropriate, other local faith organisations.

### **Policies**

- Review and monitor school specific policies that are not covered by generic Archbishop Temple Church of England Multi-Academy Trust policies including safeguarding, health and safety, performance management and subject specific policies.

### **Transferring from governing body to a Archbishop Temple Multi-Academy Trust LGB governor**

When schools transfer into Archbishop Temple Trust, governors will need to apply to continue being a LGB governor within the Archbishop Temple Church of England Multi-Academy Trust school. This is a simple process and the form for this can be located on the Trust Website.

[www.archbishoptempletrust.co.uk](http://www.archbishoptempletrust.co.uk)

### **Terms of office**

Governors will normally serve four-year terms. On joining the Archbishop Temple Church of England Multi-Academy Trust any remaining terms of office will transfer with each governor into the LGB. For example, if a governor was appointed in Sept 2019 and the school joined the Archbishop temple Trust in Sept 2020 the governor would remain in post until Sept 2023. On transfer, governors will be asked to complete a transfer form, stating that they wish to transfer as a governor and agreeing to abide by the Archbishop Temple Church of England Multi-Academy Trust code of practice (This can be located on the Trust website).

### **Governor conduct**

The code of practice for governors is from Browne Jacobson, including reference to the conduct that governors are expected to follow. It is a requirement of the Archbishop Temple Church of England Multi-Academy Trust that this is signed annually and that the clerk keeps a record on site of the signed copies. Where there are issues with a governor's conduct these should be brought to the attention of the chair of governors; for issues related to the chair of governors these should be referred to the CEO. Following an investigation, the chair of governors in consultation with the CEO will decide if the

governor has broken the code of conduct; they will then decide if the governor should be removed from post or issued with a warning / guidance note. If the complaint refers to the chair of governors, once the investigation has concluded the CEO will consult with the Chair of the Archbishop Temple Church of England Multi-Academy Trust regarding the next steps.

### **Role of governors**

Each LGB should have the following on its board:

Chair (recommended annually by the LGB but the position is appointed by the Board of Trustees, delegated to the CEO)

Vice Chair (selected annually by the LGB)

Special Educational Needs Governor

Safeguarding Governor

Pupil Premium Governor

Sport Premium Governor

mental Health Governor

### **Clerking**

Each LGB requires a minute taker to record its meetings and ensure that procedures are adhered to. Archbishop Temple Church of England Multi-Academy Trust brokers in clerking services from Bolton Local authority. In the absence of the minute taker, neither the chair nor the headteacher should be asked to clerk the meeting. The Trust Board, if it is felt necessary, can change the minute taker to a clerk.

Agendas for meetings should be sent out to all governors on the LGB / committee 7 clear days before the meeting using Bolton Governor gateway. In order to ensure consistency across the Trust, some agenda items are set by the Central Team for each meeting – this allows for accurate and effective reporting on issues at the same time of year to our main board. LGBs will supplement the agendas with their own local agenda items.

The minutes of the meeting are recorded and held by the school as well as by Bolton LA.

### **Frequency of meetings**

Recently the majority of LGBs within the Archbishop temple Trust have moved to having a full meeting each half term with no additional committees. If the LGB continues to have committee meetings then a full board meeting might only be required once per term. Governors should be mindful of the number of meetings that they hold outside of normal work hours and the additional pressure that this places on school leaders.

### **Timing of meetings**

Governor meetings involving school staff should take place during school hours or directly after school hours. The meetings should be no longer than 2 hours in duration.

### **Scheme of delegation / remits**

LGBs are required to follow the latest scheme of delegation which is available on the Archbishop Temple Trust website. This scheme of delegation acts as the 'remit' for the LGB. If LGBs establish any

additional committees they will need to develop a remit for that committee and seek approval from the full LGB board and the CEO.

### **Appointment of new governors**

It is important that Local Governing Boards remain representative of the communities they serve, their Christian foundation (for our church schools) and in some cases their historical foundation. Therefore, schools should ensure that the following are represented on their LGBs:

**Foundation governors** (for our church schools). For schools previously designated as Voluntary Aided (VA), 50% of your governors should be appointed to promote the Christian faith; for schools previously designated Voluntary Controlled, 25% of governors should represent the Christian faith. This does not necessarily mean that these governors attend Anglican churches, but they should be committed to promoting our Christian values and upholding the Anglican tradition in our schools. Such governors will need approval from the Diocesan Board of Education to be classed as a 'Christian faith' governor or nominated through their local PCC.

**Parents** (a minimum of 2 per school), elected by the parent body.

**Staff** 1 member of staff. If the staff do not put forward representatives the Headteacher can ask members of the SLT to represent the staff – if this does occur then all staff should be balloted to confirm that they are happy with this arrangement.

In addition, LGBs may increase the number of governors, whilst ensuring that the Christian faith is still proportionately represented through appointments of the following:

**Co-opted governors** – governors that bring a specific skill set to the LGB that is currently missing.

The Headteacher and the incumbent (church schools only) will be *ex officio* governors; both can elect not to serve as governors on appointment or at any other point during their tenure by informing the chair of the LGB. Headteachers will still have a duty to report and attend governor meetings as required but within a non-governor capacity. The incumbent can delegate their role to another Church of England Parochial Church Council member, but the role will remain classed as '*ex officio*'.

As the local authority has no control over the school there is no requirement to have local authority governors on the board; chairs could request to the Board of Trustees that previously designated LA governors remain on the board but as co-opted / community members but they would cease to represent the LA.

A *suggested* composition in a previously designated VA school: Headteacher (ex officio)  
Incumbent (ex officio)  
2 parents

2 staff  
6 Christian faith governors  
Therefore 7 of 12 governors represent the Christian foundation (over 50%)

A *suggested* composition in a previously designated VC school: Headteacher (ex officio)  
Incumbent (ex officio)  
2 parents

2 staff  
2 Christian faith governors  
1 community governor  
1 co-opted governor  
Therefore 3 of 10 represent the Christian faith (over 25%)

### **Extension of governors' terms of office**

All governors serve four-year terms. At the end of the four-year term the body that appointed the governor (foundation, PCC, LGB or diocese etc) should be consulted by the chair of governors to discuss if they wish to re appoint the governor or select another governor to represent them. For staff and parent governors once, the four-year term has concluded there should be an election for either their continued representation or replacement.

### **Appointment of governors**

Prior to taking-up post, all new governors will need approval from the Archbishop Temple Trust Board and checked against the Barring list.

### **Appointment of chairs of local academy board**

On the resignation of a chair of governors the CEO should be informed and be involved in the appointment of a new chair. Following resignation, the LGB board should meet to propose a new chair of governors to the LGB. The CEO will then take the nomination to the full Board of Trustees to approve or reject the proposed nomination.

### **Resignation of governors**

All resignations of governors should be brought to the attention of the LGB, Chair of Trust and the CEO. Principals must amend the information on Get Information About Schools (GIAS).

### **Governor complaints**

If individual governors have complaints regarding any issue these would normally be dealt with in an informal manner by the chair of governors. If the governor feels that they cannot speak to the chair or they do not feel that the chair of governors dealt with their complaint sufficiently they should follow the Complaints Policy, this policy should also be used when the Local Governing Board has a complaint against either a member of the Central Team or the Archbishop Temple Trust Board of Trustees.

### **Policies**

The high majority of policies that LGBs require will be Trust-wide policies developed by the Archbishop Temple Church of England Multi-Academy Trust (see Trust Website for a list of current policies in place across the Trust). There is no requirement for LGBs to formally approve Trust policies. There are also likely to be a set of policies that transferred through TUPE that apply specifically to the school and other policies that relate to your school only e.g., safeguarding and health and safety. Where a policy is school specific, the LGB should have in place a timetable for reviewing these policies – normally on a three-year cycle with the exception of some key policies such as safeguarding and health and safety, which should be annual reviews. LGB governors should be aware that the writing and reviewing of policies is time consuming for staff and therefore governors should consider the necessity of any policies they are requesting.

### **Attendance at LAB meetings**

The minute taker or clerk to governors will keep a log of all attendance of governors at LGB meetings. It is important for the smooth running of schools that governors aim to attend all meetings where they are required. If a governor has not attended the last 6 months the chair may write to the Chair of the Trust Board and request that the governor be removed; this decision will rest with the Chair of the Trust board, who will consult with the full Trust Board.

### **Quorate rules**

LGBs should operate a quoracy of 1/3 of the governors on the LGB / committee (rounded- up to the nearest whole number) for the meeting to be classed as quorate. If the meeting is not quorate it can still take place to receive information but cannot act / vote on any matters. In circumstances where a decision is extremely urgent the chair can undertake a vote and then request a decision from absent governors.

### **Auditing skills**

It is imperative that our Local Governing Boards have a wide range of skills in order to effectively support and challenge our school leaders. We therefore expect that once a year an audit of skills will be completed. LGBs should use the model issued by the Chief Finance Officer.

### **Executive Governing Bodies**

When a school is designated as a Archbishop Temple Primary Multi-Academy Trust Priority school the CEO will decide if issues regarding leadership mean that the Local governing Board is suspended and replaced with an Executive Governing Body (EGB). When an EGB is in place it will normally be chaired by a member of the Trust executive team. Some or all of the governors on the Local Governing Board are also likely to be asked to be members of the EGB. The EGB will undertake all of the duties of the LGB. The Chair of the Trust Board and the CEO will determine when the LGB should be reinstated.

### **Constitutions**

Unlike with a governing body for a stand-alone academy or a maintained school there is no requirement to have a constitution or articles for the LGB, as these documents refer to the main board of Archbishop Temple Primary Multi-Academy Trust only. Each clerk should keep a record of all governors' terms of office and the body that they represent.

### **Governor safeguarding checks**

It is a requirement that on appointment the following checks are undertaken on all governors, these should then be recorded on the school's Single Central Record:

- Evidence of identity
- DBS clearance
- Section 128 clearance

In addition, the LGB chair and Headteacher should informally meet with any prospective governors (including parents and staff) to:



- Outline how the LGB operates.
- Ensure that the prospective candidate is happy to support the Archbishop Temple Trust Code of Conduct.
- Ensure the prospective candidate will support the Christian ethos of the school and the Trust
- Ensure that their motivations for being a governor are good and that there are no safeguarding concerns.
- That they meet the national requirements for being a governor.

### **Support for governors**

At times being a governor can be challenging and emotional; you are dealing with the lives of both staff and pupils and have to juggle the fine line of supporting and challenging whilst being there as a pastoral support for the Headteacher. If governors need support, they should initially contact the Chair of Governors; Chairs of Governors should consult with the Chair of the Trust Board or the CEO for their own support.