

TERMS OF REFERENCE

Local Governing Body Terms Of Reference V4 Sept 2025

1. Introduction

As a charity and company limited by guarantee, Ebor Academy Trust (the “Trust”) is governed by a Board of Trustees (the “Trustees”) who have overall responsibility and ultimate decision making authority for all the work of the Trust, including the establishment and running of the academies maintained by the Trust.

Appendix 1 details the Academies maintained by the Trust. (Each one an “Academy” or collectively the “Academies”).

In order to assist with the discharge of their responsibilities, the Trustees have established local governing bodies (“LGB”) for its Academies.

These terms of reference apply to each LGB established by the Trustees and may only be amended by the Trustees. The Trustees may review these terms of reference at any time but shall review them at least annually.

2. Committee membership

The LGB membership for each academy, will be agreed by the Trustees. The York Diocesan Board of Education (YDBE)’s agreement will be sought for the composition of church school LGBs. The membership of each LGB shall be as agreed in the LGB’s composition agreement:

The term of office for any LGB Member shall be four years, save that this time limit shall not apply to the Headteacher and other ex-officio appointments. Subject to remaining eligible, any member may put themselves forward for re-appointment or re-election.

The LGB Members shall annually appoint an LGB Member to act as Chair of the LGB (the Chair) and a Vice-chair of the LGB (the Vice-Chair);

The LGB Members will elect a temporary replacement from among the members present at the meeting in the absence of both the Chair and the Vice-Chair.

No person may act as Chair if they are an employee of the Trust.

3. Authority

The LGBs are committees of the trust board, established pursuant to the Articles of Association and is authorised to undertake any activity within its terms of reference.

4. The LGB shall:

Act as a critical friend to the Headteacher; representing the views of the community in discussions on issues that relate to community engagement and make recommendations to the Headteacher.

Engage with the Trust's senior management staff when dealing with parental complaints pursuant to the Trust policy on parental complaints; and support the Headteachers of the Academies in suspension processes where appropriate.

Save with the consent of the Trustees, the LGB may not establish sub-committees.

Without prejudice to the Trustees' other rights to remove any governor and the Trustee's rights to amend these terms of reference at any time, where the Trustees have concerns about the performance of an LGB they may amongst other actions:

- require the relevant LGB to adopt and comply with a governance action plan in such form as determined by the Trustees;
- suspend or remove any or all of the matters delegated to the LGB;
- suspend or remove any or all of the governors of the relevant LGB, subject to the agreement of the YDBE for church schools.

The Trustees may exercise their powers in connection with above clause where:

- the Trustees (acting reasonably) have concerns about governance or operations at the Academy;
- the Academy has a deficit budget (either revenue or capital) in excess of targets set by the Trustees from time to time;
- the Trustees (acting reasonably) have concerns about the finances of the Academy;
- the Academy has materially or consistently failed to obtain key performance indicators set by the Trustees;

5. LGB Meetings

The LGB will meet five times a year. The Headteacher shall ensure that a clerk is provided to take minutes at meetings of the LGB. The quorum for the transaction of the business of the LGB shall be three LGB Members provided that at least one of them is an LGB Member who is not a staff member or parent member.

Every matter to be decided at a meeting of the LGB must be determined by a majority of the votes of the LGB Members present and voting on the matter. Each member present in person shall be entitled to one vote. Where there is an equal division of votes the Chair shall have a casting vote.

The LGB may invite attendance at meetings from persons who are not LGB Members to assist or advise on a particular matter or range of issues. Such persons may speak with the permission of the Chair but shall not be entitled to vote.

The Chief Executive Officer, Executive Head Teacher, board trustees and other

members of the Trust's senior management team are entitled to attend and, with the permission of the Chair, speak at LGB meetings but shall not be entitled to vote.

A register of attendance shall be kept for each LGB meeting and published annually.

All LGB Members shall observe at all times the provisions of the Trust's Governor Code of Conduct.

6. Decisions outside of meetings

Decisions may, at times, be required outside of meetings. In such circumstances trustees can vote via e-mail through the Governance Professional/Clerk. Where there is an equal division of votes, the Chair of the committee shall have a second or casting vote. The Governance Professional will keep a record of e-mail responses to the decision. At the next committee meeting the decision will be formally ratified, and recorded in the minutes.

7. LGB Members' Interests

LGB Members are required to declare any business or other interests annually and for any item being discussed at a meeting. Each LGB Member, if present at a meeting of the LGB, should disclose their interest, withdraw from the meeting and not vote on a matter if:

- there may be a conflict between their interests and the interests of either the Academy or the Trust;
- there is reasonable doubt about their ability to act impartially in relation to a matter where a fair hearing is required; or
- they have a personal interest (being where they and/or a close relative will be directly affected by the decision of the LGB) in a matter.

8. Disqualification & Removal of LGB Members

A person shall be ineligible for appointment to the LGB and, if already appointed, shall immediately cease to be a LGB Member if the relevant individual:

- is or becomes disqualified from holding office under the Articles;
- is or becomes disqualified from holding office as a governor of a school or academy;
- is included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people;
- is barred from any regulated activity relating to children;
- is or becomes bankrupt or makes any arrangement or composition with his/her creditors generally; or their estate has been sequestrated and the sequestration has not been discharged,

- annulled or reduced;
- is convicted of any criminal offence (other than minor offences under the Road Traffic Acts or the Road Safety Acts for which a fine or non-custodial penalty is imposed or any conviction which is a spent conviction for the purposes of the Rehabilitation of Offenders Act 1974);
- has been fined for causing a nuisance or disturbance on school/academy premises during the 5 years prior to or since appointment or election as an LGB Member;
- refuses to an application being made to the Disclosure and Barring Services (DBS) for a criminal records check;
- commits a serious breach of the code of conduct or any standing order or protocol implemented by the Trustees;
- is absent without the permission of the LGB Members from all their meetings held within a period of six months and the LGB Members resolve that his/her office be vacated;
- resigns his/her office by notice in writing to the Chair;
- in the case of the Headteacher, they cease to be the Head;
- their term of office expires and they are not re-appointed.

Any Staff Member shall automatically cease to hold office if s/he ceases to be employed at the school. However, a Parent Governor shall not automatically cease to hold office solely by reason of the child (of whom that Parent Governor is a parent or carer) ceasing to be a pupil at the school.

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

The Trustees shall have the right at their sole discretion to remove or suspend (on such terms as they see fit) any LGB Member by written notice to the Chair, acting on reasonable grounds, and in respect of 6.1 above, in support of the Values and Ethos of the Trust.

9. Responsibilities

The role of Governors is to carry the Trust and school vision, policies and priorities forward, based on the specific qualities and community characteristics of each school. The Governors are expected to question and challenge school leadership and to hold them to account.

The LGB shall:

- Determine the vision and ethos of the individual school
- Assist in setting priorities and objectives of the Academy in the context of the overall aims and objectives of the Trust
- Establish and monitor a local, relevant curriculum taking account of any MAT-wide initiatives
- Ensure high quality teaching, learning and assessment takes place and is continuously improved.
- Ensure quality of EYFS provision

- Contribute to the research and preparation of the academy's annual Self Evaluation including the analysis of performance data or information directed from/to the Board of Trustees Standards Scrutiny Committee.
- Analyse results of parental and other stakeholder feedback to establish local community needs. Ensure these help to build strong relationships with parents and the community
- Understanding local issues & needs
- Monitor and understand pupil attainment, progress, behaviour, wellbeing, attendance & safety
- Ensure compliance documents are in place annually for Pupil Premium and Sports Funding.
- Challenge grant funding spending.
- Hearing complaints and attending appeal hearings as required

Additional responsibilities for Church academies:

- Ensure the implementation and embedding of Christian values
- Ensure a high quality of religious education, and that arrangements for daily collective worship are in place.
- Oversee and monitor all matters relating to the Christian foundation of the school, ensuring the school is providing effective environments in which the christian distinctiveness of our Church of England schools is promoted and allowed to flourish.
- Approve the curriculum of VA schools

Undertaking specific responsibilities

LGB Members with link responsibilities are expected, in line with good practice, to be familiar with the policy and procedures relating to their area of work.

10. Reporting Procedures

Within 21 days of each meeting the LGB will produce draft minutes of its meetings (the Minutes). The Minutes will be made available to the Trustees within 21 days following each LGB meeting. The Minutes will be agreed by LGB Members at the following meeting of the LGB.

Appendix 1

The Trust's current academies are:

Alderman Cogan's CofE Primary
All Saints' Cof E Federation of academies Hessle
Braeburn Primary and Nursery
Brotherton & Byram Community Primary
Camblesforth Community Primary
Easington CofE Primary
Filey CofE Nursery and Infants
Haxby Road Primary
Hob Moor Oaks
Hob Moor Community Primary
Lakeside Primary
Luttons Community Primary
Marfleet Primary
Osballdwick Primary
Park Grove Primary
Patrington CofE Primary
Riston CofE Primary
Robert Wilkinson Primary
Sherburn CofE Primary
Sigglesthorne CofE Primary
Sproatley Endowed CofE Primary
Staynor Hall Community Primary
Tadcaster Primary
Tockwith CofE Primary