



HORNCHURCH ACADEMY TRUST

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Local Standards Group: Constitution and Terms of Delegation Hornchurch Academy Trust

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1. Introduction

Thank you for agreeing to play a valuable role as a member of a Hornchurch Academy Trusts Local Standards Group.

Hornchurch Academy Trust is a charitable voluntary organisation which relies on the crucial input of a considerable number of volunteers, supported by an experienced team of staff. Due to the size of the organisation and the number of schools for which it is responsible for, coupled with its drive for accountability, it is also a complex organisation with various important layers of governance.

This constitution and terms of delegation for your Local Standards Group (LSG) has been made by the Trustees of Hornchurch Academy Trust (the Trust and Trust Board respectively) and we ask that you please read it alongside the Roles and Functions Matrix.

2. Remit

The role of an LSG is an important one. It is to provide focused governance for the Academy at a local level and it is the intention of the Trust Board to ensure that the responsibility to govern the Academy is vested in those closest to the impact of decision-making. The LSG monitors the Academy's key performance indicators and acts as a critical friend to the Headteacher and the Academy's Executive Headteacher Group, providing challenge where appropriate.

The LSGs carry out their functions in relation to their respective Academy on behalf of the Trust Board and in accordance with policies determined by the Trust Board. The act of delegation from the Trust Board to the LSGs is a delegation of powers and duties, and not a delegation or shedding of responsibilities.

3. Intervention

The LSG will work closely with the Board of Trustees and the Executive Headteacher Group and shall promptly implement any advice or recommendations made by the Executive Headteacher Group in respect of standards and performance, particularly where areas of weakness have been identified (either internally within the Trust or by Ofsted).

The Trust Board reserves the right to review or remove any power or responsibility conferred on the LSG under this constitution and terms of reference, in particular, in circumstances where serious concerns in the running of the Academy are identified, including where:

- there are concerns about financial matters;
- there is insufficient progress being made against educational targets (including where intervention by the Secretary of State is being considered or carried out);
- there has been a breakdown in the way the Academy is managed or governed; or
- the safety of pupils or staff is threatened, including a breakdown of discipline.

Where necessary, the Trust Board will put in place for an appropriate period of time an intervention board whose responsibility it will be to address the areas of weakness.

4. Composition of Local Standards Groups

Each LSG comprises a maximum of seven members (which we refer to as Local Members), including:

- the Headteacher of the Academy;
- at least two elected parents or guardians of a pupil at the Academy (Parent Local Members);



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- up to two employees of the Academy, usually comprising one teacher and one non-teaching staff member, elected by employees of the Academy (Staff Local Members); and
- up to two members co-opted by the Local Members.

Each LSG shall have a Chair and a Vice-Chair.

The length of service of all Local Members and the Clerk to the LSG shall be one year. Subject to remaining eligible to be a Local Member, any Local Member may be reappointed or re-elected at the end of his or her term.

Every person wishing to become a Local Member will be required to sign a declaration of acceptance and of willingness to act as a Local Member, in the form set out in Appendix 1 or as prescribed by the Trust Board from time to time, and shall make disclosures for the purposes of a criminal records check by the Disclosure and Barring Service.

5. Commitment of Local Members

Local Members are asked to:

- prepare for and make an active contribution at meetings of the LSG;
- champion the Academy in the local community;
- familiarise themselves with the Academy's policies;
- visit the Academy both during school hours (with prior arrangement with the Headteacher) and for evening events to get to know the Academy and to be visible to the Academy community; and
- attend training sessions for Local Members, where possible.

6. Stakeholder voices

LSGs are expected to have regard to the voices of their various stakeholders (especially pupils, parents and staff) and to put in place arrangements to receive feedback and to respond appropriately. This includes engaging stakeholders through defined governance arrangements (including elected parent and staff on the LSGs) and more broadly.

Accessing and responding to pupils' collective concerns is an important part of the operations and governance of Hornchurch Academy Trust academies. All schools have active Pupil Councils with representatives from each year group. Each LSG is expected to give due regard to issues that are raised through the Pupil Council and the management actions taken in response to the issues.

7. Appointment and particular responsibilities of Local Members

a) Chair

The Chair is appointed by the Local Members.

The term of office of the Chair is one year, but the Chair is eligible for reappointment at the end of that term. The Trust Board are entitled to remove the Chair from office at any time, although this would not necessarily affect the individual's position as a Local Member.

The Chair and Vice-Chair will ordinarily meet with the Headteacher of the Academy and the Clerk (and the CEO if available) before the start of the academic year to plan the work of the LSG for the year.



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The responsibilities of the Chair include the following:

- to chair meetings of the LSG;
- to set the agenda for meetings with the Headteacher and Vice-Chair;
- to report to the Trust Board in writing following any LSG meeting, if requested;
- to give an oral summary of the LSG's deliberations, if requested, at meetings of the Executive Headteacher Group and the Trust Board; and
- to provide a direct link between the LSG and the Executive Headteacher Group.

In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of the LSG, the Chair of the LSG (or the Vice Chair in his or her absence) in consultation with the Chair of the Board of Trustees, shall take appropriate action on behalf of the LSG. The decisions taken and the reasons for urgency shall be explained fully at the next meeting of the Board of Trustees and of the LSG.

b) Vice-Chair

The Vice-Chair is appointed by the Local Members. The term of office of the Vice-Chair is one year, but the Vice-Chair is eligible for reappointment at the end of that term. The Trust Board is entitled to remove the Vice-Chair from office at any time, although this would not necessarily affect the individual's position as a Local Member. The responsibilities of the Vice-Chair include the following:

- to deputise for the Chair in his or her absence;
- to set the agenda for meetings of the LSG with the Chair, if requested; and
- to provide a link between the LSG and the Executive Headteacher Group.

In the absence of both the Chair and the Vice-Chair at a meeting, the LSG will elect a temporary chair from among their number.

c) Staff

- Local Members. The teacher member of the LSG shall be elected by the teaching staff at the relevant Academy.
- The non-teaching staff member of the LSG shall be elected by the non-teaching members of staff of the relevant Academy.
- The responsibilities of the Staff Local Members are to represent the interests and opinions of teaching and non-teaching staff at the Academy to the LSG.

d) Elected Parent Local Members

Parent Local Members for each LSG shall be elected in accordance with the process set out below:

- When a vacancy arises, the LSG will write to all parents of pupils at the Academy seeking nominees for the vacancy. Nominees will be asked to provide a short statement about why they are interested in being a Parent Local Member and their background and experience that makes them suitable for the role.
- In the event that the number of nominees equals or is less than the number of vacancies on the LSG, the LSG can choose to appoint all (or any) of those nominated.



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- If there are more nominees than places available, the LSG will write to all parents of pupils at the Academy asking them to vote for their preferred candidate.

A Parent Local Member should be a parent or carer of a registered pupil at the relevant Academy or where this is not reasonably practical, a person who is the parent of a child of compulsory school age.

The responsibilities of the Parent Local Member are to represent the interests and opinions of the Parent Body of the Academy to the LSG.

e) Other responsibilities

Each LSG shall appoint from among its members individuals with specific responsibilities which shall include:

- a Local Member with responsibility for special educational needs and inclusion;
- a Local Member with responsibility for safeguarding;
- a Local Member with responsibility for overseeing the impact of grants (including pupil premium);
- a Local Member with responsibility for health and safety.

f) Clerk to the Local Governing Body

The LSG in consultation with the Executive Headteacher Group shall appoint a Clerk to the LSG who can be a Local Member. In the absence of the Clerk, the LSG shall elect a replacement for the meeting (who may be an alternative Local Member).

The responsibilities / functions of the Clerk to the LSG in conjunction with the individual school are as follows:

- convene meetings of the LSG including sending notices and papers of meetings;
- attend meetings of the LSG and ensure minutes are produced;
- maintain a register of members of the LSG including their terms of office and report any vacancies to the LSG;
- maintain a register of business interests of LSG members;
- maintain a register of Local Members' attendance at meetings and report on non-attendance to the LSG;
- report to the LSG as required on the discharge of the Clerk's functions; and
- perform such other functions as shall be determined by the LSG from time to time.

g) Ceasing to be a Local Member

A Local Member's term of office will be terminated if:

- any event or circumstance occurs which would disqualify him or her from the office of Trustee under the Articles were he or she to hold such office;
- he or she has, without the consent of the LSG, failed to attend LSG meetings for a continuous period of six months, beginning with the date of the first such meeting he or she failed to attend and the Chair and the Vice Chair agree that the term of office should be terminated;
- he or she resigns from office by notice to the Trust;
- he or she is removed from office by the Trust Board.



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8. Convening meetings of the Local Governing Body

Meetings of the LSG will be held in each term. The Clerk to the LSG shall give written notice of each meeting and circulate an agenda and any reports or other papers to be considered at the meeting at least seven clear days in advance of each meeting. However, where the Chair determines there are matters demanding urgent consideration, it shall be sufficient if the written notice of the meeting states that fact and the notice, copy of the agenda and other papers are given within such shorter period as the Chair directs.

The convening of a meeting and the proceedings conducted at meetings shall not be invalidated by reason of any individual not having received written notice of the meeting or a copy of the agenda.

9. Voting at meetings of the Local Governing Body

The quorum for meetings of the LSG and for any vote on a matter at such meetings is one half of the total number of Local Members in office at that time.

A meeting shall be terminated if the number of Local Members present ceases to constitute a quorum. Where a meeting is not held or is terminated before all the matters specified as items of business on the agenda for the meeting have been disposed of, a further meeting shall be convened by the Clerk as soon as is reasonably practicable, but in any event within seven days of the date on which the meeting was originally to be held or was so terminated.

- Every question to be decided upon at a meeting of the LSGs shall be determined by a majority of the votes of Local Members present and voting on the question. Votes tendered by proxy shall not be counted.
- Where there is an equal division of votes, the Chair has a casting vote.

The Local Members may act notwithstanding any vacancies, but, if the number of Local Members is less than the number fixed as the quorum, the continuing Local Members may act only for the purpose of filling vacancies.

A resolution in writing, signed by all Local Members entitled to receive notice of a meeting shall be valid and effective as if it had been passed at a meeting duly convened and held. Such a resolution may consist of several documents in the same form, each signed by one or more Local Members and may include an electronic communication by or on behalf of the LSG indicating his or her agreement to the form of resolution providing that the Local Member has previously notified the LSG in writing of the email address or addresses which the Local Member will use.

10. Personal interests of Local Members

Local Members shall complete a register of their business interests, which shall be reviewed annually. Any Local Member who has any duty or personal interest that conflicts or may conflict with his or her duties as a Local Member shall:

- disclose that fact to the LSG as soon as he or she becomes aware of it. A Local Member must absent himself or herself from any discussions of the LSG in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the Academy and such duty or personal interest;
- withdraw from any meeting for that item unless expressly invited to remain in order to provide information;
- not be counted in the quorum for that part of any meeting; and
- withdraw during the vote and have no vote on the matter.



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11. Committees of the Local Governing Body

The LSG may establish committees to carry out certain functions of the LSG. The LSG must determine the constitution, membership and terms of reference of any committee it decides to establish and review them annually.

The establishment of any new committees other than temporary, ad hoc committees required to deal with specific issues, must be agreed in advance with the Executive Headteacher Group.

12. Minutes

Attendance at each LSG meeting, issues discussed and recommendations for decisions shall be recorded and the minutes signed by the Chair at the next meeting of the LSG. The written record (once approved by the Chair of the relevant LSG meeting) shall be forwarded by the Clerk to the LSG to:

- the Clerk to the Trust Board as soon as is reasonably practicable;
- the Executive Headteacher Group as soon as is reasonably practicable.

13. Delegation to the LSG

The LSG shall have the roles set out in this section and any other role that the Trust Board agree shall be carried out by the LSG and that is communicated in writing to the Chair of the LSG

a) General

The Trust Board and the LSG acknowledge that they each play a crucial role in the governance of the Academy and commit to working together in the best interests of the Trust and the Academies. They also acknowledge that the duties and responsibilities in relation to the operation of the Trust sit with the Trust Board and as such the Trust Board is entitled:

- to overrule a decision of the LSG; and/ or
- to remove delegated powers from an LSG if (in their reasonable opinion) they consider it to be in the best interests of the Academy or the wider Academy Trust.

b) Decision Making

The Roles and Functions Matrix provides further clarity as to who the decision makers are for different levels of decisions should be this constitution and terms of delegation.

The LSG shall be informed regarding:

- the Objects of the Trust and the restrictions attached to any grant funding;
- the Academy's developmental priorities as set out in the Academy Development Plan; and
- as otherwise may be determined by the Trustees acting reasonably and in the best interests of the Academy Trust.

c) Contractual authority



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Acting on the advice of the Headteacher/Head of School following consultation with the Executive Headteacher Group, the LSG is authorised to enter into a contract on behalf of the Trust in so far as it relates to the Academy provided that:

- the contract does not exceed the value specified in the Finance Manual from time to time;
- the contract has been procured in compliance with the Trust's procurement policy and in accordance with the Academies Financial Handbook;
- consideration is given as to whether the contract constitutes a 'related party transaction'; and
- the contract does not relate to the following services:
 - HR;
 - payroll;
 - accountancy;
 - audit;
 - education inspection;
 - leadership and CPD;
 - energy supplier and energy management;
 - financial management systems;
 - management information systems;
 - ICT systems and ICT hardware supplier contracts;
 - Telecommunication systems;
 - stationery and consumables supplier contracts;
 - catering contracts;
 - cleaning contracts;
 - facilities management;
 - capital works; and
 - health and safety management systems, unless:

a) in the case of leadership and CPD support, it complements rather than duplicates the Trust offer or, in any other service area, the Regional Business Manager has been consulted; or

b) the contract is of a low value and short term (in the view of the LSG acting reasonably)

14. Key functions of the LSG

The LSG is asked to carry out the following functions:

a) Governance

- To champion the Hornchurch Academy Trust vision and values in the academy and to ensure the spiritual wellbeing of the pupils
- To determine the educational character, mission and ethos of the academy reflecting the wider character, mission and ethos of the Trust
- To ensure that the school has a medium to long-term vision for its future and a robust strategy for achieving it



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- To appoint (and remove) from its number, the Chair, Vice-Chair and Local Members with specific responsibilities for special educational needs and inclusion, safeguarding, government grants (including pupil premium), health and safety and financial matters.
 - To appoint a Clerk
 - To adopt the policies of the Academy (in line with any Trust prescribed policy).
 - To implement a means whereby the Academy can receive and react to pupil, parental and staff feedback.
 - To establish and maintaining a relationship with the members of the local community.
- b) Finance and contracts
- To maintain a register of LSG members' business interests
- c) Curriculum and standards
- To consider the curriculum proposed by the Headteacher (to the extent that it is consistent with the Trust-wide policy)
 - To ensure effective processes (led by the Headteacher/Head of School) are in place for monitoring the quality assurance of teaching and learning, the curriculum, inclusion and the sharing of good practice across the Academy.
 - To monitor the performance data reported from the Headteacher relating to standards
 - To develop, monitor and consider the School Development Plan in tandem with the Self-Evaluation.
- d) SEN
- To appoint a Local Member responsible for SEN and inclusion
 - To implement the Academy's SEN policy
 - To provide oversight of the implementation of the policy within the Academy and compliance with the Disability Discrimination Act requirements.
- e) Safeguarding
- To appoint a designated Member for safeguarding
 - To implement a safeguarding and child protection policy for the Academy (consistent with the Trust-wide policy)
 - To note that the single central record is maintained and current.
- f) Pupil related matters
- To implement and maintain a behaviour policy for the Academy
 - To maintain an overview of pupil exclusion by the Headteacher.
 - To consider statistics relating to behaviour incidents/matters.
 - To review attendance and pupil absences
 - To adopt an Academy Complaints policy (consistent with the Trust-wide policy)
 - To monitor complaints and outcomes
 - To ensure effective arrangements are in place for pupil support and representation at the Academy



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g) Staffing

- To participate in the process to appoint the Headteacher as requested by the Executive Headteacher Group (acting with the delegated authority of the Trust Board).

h) Information management and communication

- To ensure the effective implementation of the data protection policies and procedures in the Academy.
- To ensure systems are in place for effective communication with pupil, parents or carers, staff and the wider community including the support of a local parent teacher association (if established).

i) Health, safety, risk and estates

- To appoint a Local Member responsible for health and safety
- To consider the risk register of the Academy and implications
- To adopt a health and safety policy for the Academy (in line with the Trust-wide policy)
- To review the implementation of the above policy and ensure that appropriate risk assessments are being carried out in the Academy
- To ensure site inspections take place regularly and to review any health and safety issues and the security of premises and equipment

15. Alterations

This constitution and these terms of reference may be altered by a majority resolution of the Trust Board.

16. Circulation list

This constitution and these terms of reference shall be circulated to the Trust Board, Executive Headteacher Group, all Local Members, the Clerk to the LSG, and others at the discretion of the Chair of the Trust Board or the Chair of an LSG. This constitution and these terms of reference were approved and adopted by a resolution of the Trust Board.



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Appendix 1 : Local Member declaration The Trustees

[• address]

[• 00 month year]

Dear Sirs

Hornchurch Academy Trust (Academy Trust) - appointment as a Local Member

I confirm that I wish to be a Local Member in respect of [• name of academy] in accordance with the Terms of Reference for Local Governing Bodies prescribed by the Trustees of the Academy Trust from time to time.

I confirm that I am not disqualified from becoming a Local Member by reason of any provision in the Terms of Reference for Local Governing Bodies (and by extension the Articles of Association of the Academy Trust).

I also confirm that I understand that I must disclose any personal interest I may have in any matter to be discussed at a meeting of the Local Members in accordance with paragraph 8 of the Constitution and Terms of Reference for Local Governing Bodies (or as prescribed by the Trustees of the Academy Trust from time to time).

Yours faithfully

Signed

Name

Date