University of Brighton

Academies Trust

LOCAL GOVERNING BODY[1] of The Hastings Academy and The St Leonards Academy

Terms of reference, constitution and membership 2024/25

Committee of: Board of Trustees

Senior committee to: Local Governing Body Admissions Sub-Committee

Terms of reference

The Local Governing Body is a committee of the University of Brighton Academies Trust's Board of Trustees. All areas of responsibility are delegated to the group as detailed in the trust's Scheme of Delegation. The key areas of responsibility are:

Vision and strategy

1. To endorse and monitor the implementation of the trust's vision, values and mission in a way that is appropriate to the specific context and characteristics of the academy.
2. To ensure that the trust aims and strategic plan are reflected in the aims and plans of the academy.
3. To receive and consider regular reports on strategic issues affecting the academy from the academy principal.
4. To work with the academy principal to enable productive relationships, creating a sense of trust and shared ownership of the trust's strategy, vision and operational performance.
5. To receive academy-specific policies and ensure that the views of academy stakeholders are incorporated as necessary.
6. To act as a communication channel between academy stakeholders and the Board of Trustees, highlighting issues, concerns and risks and to submit a report of the Local Governing Body's work for consideration by the Board of Trustees three times a year.

Pupils/students

7. To monitor data on pupil/student outcomes three times a year, providing challenge and support to Principals on areas for improvement, and provide feedback to Trustees on areas of risk and matters for celebration.
8. For secondary academies – To appoint a nominated link governor for Careers for monitoring purposes.
9. To convene an Admissions Sub-Committee to consider and approve all annual and in year admissions decisions (see separate terms of reference).
10. To monitor the academy's admissions policy, and propose amendments to the Board of Trustees.
11. To convene review panels for exclusions (see separate Terms of Reference).

Community

12. To contribute to the development, consider, approve and monitor the academy's community engagement strategy.

[1] An academy or Local Governing Body can choose to have a LGB covering more than one academy with one Chair and shared responsibilities.

13. To identify ways to keep the academy at the heart of the community and to act as an advocate for the academy and key link between the two.
14. To monitor parental engagement surveys and report key risks to the Board and Executive Team.
15. To contribute to the identification of and monitor income generation activities.
16. To act as an independent point of contact for staff, pupils and parents/carers to express their concerns including participating in informal resolution of complaints.
17. To monitor complaints and concerns, undertaking investigations as required by the trust's complaints procedure.
18. To convene review panels for Stage 3 of complaints procedure (see separate Terms of Reference).
19. To be a source of support and constructive feedback to the Principal for academy and community issues.

Celebration

20. To ensure that the celebration of staff, pupils and parents and carers is a priority for the academy.

Communication

21. To be well-informed about, and respond to, the views and needs of key stakeholders, particularly parents and carers.
22. To be proactive in consulting, and responding to, the views of a wide group of stakeholders when planning and making decisions.
23. To anticipate, prepare for and welcome stakeholder questions and ensure that these are answered in a relevant, appropriate and timely manner.
24. To ensure that the views of all stakeholders are sought, and give clear and timely feedback on how their views have been taken into account through regular general, or specific, surveys.

Accountability

25. To establish such short-term working groups as the Local Governing Body considers appropriate to enable it to fulfil its responsibilities.
26. To undertake any other specific duties and advise on such matters requested by the Board of Trustees or Chief Executive.
27. To have due regard within its decisions to the need to eliminate unlawful discrimination, advance equality of opportunity, promote diversity and inclusion and foster good relations between different people, in accordance with the public sector general duty of the Equality Act (2010).

Constitution and membership 2024/25

Constitution	***Membership 2024/25***	***Means of Appointment***	***Term of Office***
Co-opted members, nominated by the Local Governing Body[2]	Andy Davy (Chair)	Nominated	20/05/2024 – 19/05/2028 (2nd Term)
	Charles McGeachie	Nominated	04/07/2023 – 03/07/2027 (1st Term)
	George McWilliams	Nominated	19/10/2023 – 18/10/2027 (1st Term)
	Leopold Sutton (Vice Chair)	Nominated	20/05/2024 – 19/05/2028 (2nd Term)

	Alexandra Cheeseman	Nominated	17/10/2024 – 16/10/2028 (1st Term)
	Stephen King	Nominated	17/10/2024 – 16/10/2028 (1st Term)
Two parent members elected by the parents	Hannah Brookshaw	Elected	17/10/2024 – 16/10/2028 (1st Term)
	Kevin Gilbert	Elected	17/10/2024 – 16/10/2028 (1st Term)
One staff member (teacher/support staff/nursery staff/senior leader), elected by the staff of the academy	Jessie Anne Mann	Elected	06/12/2022 – 05/12/2026 (1st Term)
	Billy Thompson	Elected	19/10/2023 – 18/10/2027 (1st Term)
Principal	Simon Addison	Ex-officio	n/a
	Jon Francies	Ex-officio	n/a

Notes

Membership

- Nominated representatives are subject to the approval of the Board of Trustees.
  Members (including elected staff and parent members) will be appointed for a term of four years and are eligible to be reappointed once.
- Each member will complete a Declaration of Interest Form and commit to the trust's Code of Conduct on appointment and at the start of each subsequent academic year. An enhanced DBS check will also be required prior to appointment.
- Members will participate in training appropriate to their role provided by the academy/trust.

Chair

- The Local Governing Body will nominate a Chair from its number for approval by the Board of Trustees.
- The Chair will be appointed for a term of three years and is eligible to be re-appointed once.
- The Chair will be a member of the Chairs Forum, which is a Committee of the Board of Trustees, and participate in a termly meeting with other Chairs of Academy Local Governing Bodies for the purposes of giving feedback to, and receiving communications from, the Board of Trustees.

Clerk

- A member of the Governance and Admissions team will act as Clerk and co-ordinate and attend meetings of the group.

Meetings

- The Local Governing Body will meet 4 times a year with the Principal and Clerk present.
- The Local Governing Body can meet at other times as appropriate, for example, task and finish or working groups without the Principal or Clerk.
- The Local Governing Body Chair, in conjunction with the Clerk, will be responsible for issuing agendas in advance of meetings and will arrange for action points to be recorded.

- Papers will normally be circulated five working days before the meetings, but in exceptional circumstances only papers may be tabled at the meetings.
- Action points will be distributed to members within five working days.

Quorum

- Quorum: Half of the current membership of the Local Governing Body and must include a non-staff member.

Officers

- Members of the trust's Executive Team.
- Members of the trust's central services may be invited to attend for specific items.