



Local Governing Body Constitution for the Governors of the Lindfield and South Downs Academies of the Southfield Trust

1. Roles and Responsibilities

- a. The governing body is responsible for fulfilling strategic duties and supporting and constructively challenging the Executive Headteacher and heads of schools

The Executive Headteacher and Heads of School maintain all day-to-day management responsibility for the schools.

- b. The governing body will undertake the following activities against the Ofsted framework headings:

Overall Effectiveness	<p>Determines the aims, ethos and priorities of the school</p> <p>Acts as a critical friend – asking supportive and challenging questions</p> <p>Delegates the power to run the school to the Executive Headteacher and heads of school</p> <p>Is involved in planning discussions and decisions</p> <p>Reviews the school improvement plans</p> <p>Reviews the School’s self-evaluations</p> <p>Ratifies school policies</p> <p>Receives moderated external evaluations of school’s effectiveness</p>
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Effectiveness of Leadership and Management	<p>Determines curricular policy and agrees the curriculum</p> <p>Establishes a sex and relationship education (SRE) policy and makes sure copies are available for parents. (In practice this can be delegated to the headteacher)</p> <p>Considers any disapplication for pupils</p> <p>Approves the SEN information report</p>
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Personal development, behaviour and Welfare	<p>Reviews attendance information</p> <p>Reviews exclusion information</p> <p>Approves the behaviour policy</p> <p>Considers parents representations about an exclusion through a pupil discipline committee</p> <p>Can advise that the EHT reinstates a pupil</p> <p>Reviews behaviour information where appropriate</p>
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Quality of Teaching, Learning and Assessment	<p>Monitors the standards of teaching</p> <p>Receives reports of any analysis of quality of teaching at either or both of the schools.</p> <p>Reviews information related to assessment processes - in particular where these have changed according to National principles.</p>
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Outcomes for pupils	<p>Receives reports on pupil outcomes</p> <p>Reviews progress presentations annually for both schools</p> <p>Reviews Pupil premium reports for both schools annually</p> <p>Reviews accreditation outcomes information</p>

2. Composition

The Local Governing Body will have 8 full members and 2 associate members with the following designations:

<u>Governor</u>	<u>Designation</u>
1	Co-opted Governor - Margaret Neal
2	Co-opted Governor – Derek Budd
3	Co-opted Governor
4	Parent Governor – Peter Isbell
5	Parent Governor – Diane Aldridge
6	Staff Governor – Martin Harrington
7	Staff Governor – Catheryne Freeman
8	EHT – Remo Palladino
<u>Associate Governor</u>	
9	Head of School – The Lindfield - Kirsty McIlhargey
10	Head of School – The South Downs – Sharon James

3. Chair

The governing body shall decide the term of office for the Chair. This will be no less than one year and no more than four years. The Chair shall cease to hold office in the event that they cease to be a governor.

4. Vice Chair

The governing body shall decide the term of office for the vice-chair. This will be no less than one year and no more than four years. The vice Chair shall cease to hold office in the event that they cease to be a governor.

5. Elections for Chair and Vice Chair

- a. This process of election shall incorporate a show of hands or a secret ballot in the event of a tie for nominations. In the event of a secret ballot the nominees for chair and vice-chair shall withdraw from the vote.
- b. Nominations for Chair shall be sought by the Clerk to the Governing Body in advance of the meeting at which the election is due to take place. In the event that no nominations are received a member of the governing body shall act as a Chair for the meeting and the election will be adjourned until the next meeting.
- c. During the election the clerk to the governing body shall act as Chair.
- d. In the event that the Chair is absent the vice-chair shall conduct the meeting.
- e. In the event that both Chair and vice-chair are absent a member of the governing body shall act as Chair for that meeting.
- f. Should the chair of the governing body resign or have to relinquish his office a successor will be appointed at the next full governing body meeting. In the event that both the Chair and the vice-Chair resign from office or have to relinquish their office the governing body shall hold a special meeting within 30 days.
- g. The Chair can be removed from office by the governors following the procedures set out in Regulation 7 of the School Governance (Procedures) (England) Regulations 2003.

6 Election and appointment of new governors

- a. Election of Staff and Parent Governors is undertaken in accordance with the guidance established by the DfE Governors Academies Handbook. The Trust has delegated its responsibility for these elections to the Executive Headteacher who may in turn delegate it to another person. The Clerk to the governing body shall manage the election process.
- b. The Governing Body has responsibility for the appointment of Federation Governors. When appointing Federation Governors the Governing Body shall take into account the skills and expertise of the applicants.
- c. The Governing Body reserves the right to appoint Associate Members subject to voting limitations outlined in the regulations.
- d. The Governing Body shall ensure induction of new Governors by following the Induction Policy. The clerk shall issue an induction pack as identified in the policy to all new Governors and all Governors will provide peer support for new Governors.

7 Suspension of governors

- a. The Local Governing Body may agree to suspend a governor for a period of up to six months under prescribed reasons in accordance with the School Governance (Procedures) (England) Regulations 2003.

8 Governing body meetings

- a. The governing body will hold a full governing body meeting at least three times in one academic year.
- b. Meetings of the Governing Body shall be set for an academic year at the last meeting of the Local Governing Body. In each academic year.
- c. Local Governing Body meetings shall start at a time that is acceptable to all members of the governing body and agreed at the first full governing body meeting of the academic year.
- d. The quorum for governing body meetings is 50% of the governors in post. Meetings which

are not quorate shall not go ahead.

- e. All meetings shall be convened by the clerk to the governing body in accordance with arrangements agreed by the governing body. This is subject to direction from the chair in the event of the need for an urgent meeting.
- f. Any three members of the governing body may request a meeting by submitting a written request to the clerk to the governing body outlining the purpose of the meeting.
- g. The governing body shall receive written notice of the meeting together with the agenda and supporting papers no later than seven clear days before the meeting. In the event that the Chair has convened an urgent meeting this regulation shall be disregarded. Written notice and supporting papers shall be sent by email to each member of the governing body, the executive headteacher and associate members.
- h. The governing body has agreed that it is acceptable to send agendas and supporting papers via e-mail. In accordance with the Disability Discrimination Act paper copies shall be supplied where specifically requested.

9 Agenda

- a. The agenda for the full governing body meeting shall be prepared by the clerk in consultation with the chair of Governors and Executive Headteacher.
- b. Any member of the governing body may request an item to be included on the agenda by writing to the clerk.

10 Any other urgent business

- a. Where urgent items need to be raised that are not covered elsewhere on the agenda a governor may raise the item under any other business. If the item is not urgent or is not deemed urgent by the governing body it shall not be discussed and will be included on the agenda of the next meeting.

11 Attendance at meetings

- a. The clerk to the governing body will keep a record of all attendances at governing body meetings.

- b. In the event that a governor is unable to attend a meeting that governor must contact the clerk directly to offer apologies.
- c. Where a governor has offered apologies for absence the governing body will decide whether the apology should be accepted and this shall be shown on the minutes of the meeting.
- d. If a governor fails to attend meetings for a continuous period of six months and has failed to submit apologies or the governing body has not accepted those apologies, the governor shall be disqualified in accordance with Schedule 6, 5.2 of the School Governance (Constitution) (England) Regulations 2007.
- e. Governors, Executive Headteacher (where s/he is not a governor), the clerk and associate members are the only persons legally entitled to attend a governors' meeting unless the governing body has specifically invited somebody.
- f. In the event that the Executive Headteacher is unable to attend a meeting the Heads of School's may attend on the Executive Headteacher's behalf.
- g. The governing body may request any non-governor (including associate members) to leave the meeting at any time.

12 Meeting minutes

- a. The clerk to the governors shall take minutes of all meetings. In the clerk's absence a governor [excluding the Executive Headteacher] may take the minutes on that occasion.
- b. Where an item is confidential it shall form a separate minute on separate paper and filed separately. For good practice, clerks may reproduce confidential minutes on pink paper.
- c. Minutes (excluding confidential minutes) shall be kept in a consecutively numbered loose-leaf file. The file shall be stored at the school office.
- d. The draft meeting minutes shall be produced within 7 days and sent to the Chair for approval. Once approval has been received the minutes shall be circulated to every member of the governing body.
- e. The governing body shall approve the minutes at the next meeting.
- f. Approved minutes shall be available for public inspection.

13 Correspondence

- a. The Chair will write letters on behalf of the governing body.
- b. In the event that the Chair has taken chair's action for an urgent item of correspondence the Chair shall report to the full governing body at the next meeting.
- c. The clerk shall produce a list of correspondence (incoming and outgoing) and distribute to governors at each governing body meeting.

14 Decision making

- a. All decisions must be made by the corporate governing body unless the governing body has delegated the function to a committee.
- b. A simple majority decides the outcome of any vote and in the event of a tie the Chair shall have the casting vote.
- c. Decisions of the governing body are binding upon all members.

15 Business and pecuniary interests

- a. A register of pecuniary interests will be held by the clerk. At the business meeting at the start of the academic year each governor shall be required to sign a Pecuniary Interest Form. New governors shall be required to sign a Pecuniary Interest Form.
- b. Business Interests will be a standing agenda item and governors are required to declare any business or personal interest in any agenda item.
- c. Where a governor has a personal or pecuniary interest in any agenda item that governor shall offer to withdraw from the room for the required period of time.

16 Delegation of functions

- a. No individual governor may take action unless that action has been formally delegated to the individual governor by the governing body.
- b. Delegation of functions shall be reviewed annually by the governing body.
- c. The governing body shall act in accordance with the School Governance (Procedures) (England) Regulations 2003 when agreeing delegation.

17 Committees

- a. When establishing committees the governing body shall ensure compliance with the relevant regulations.
- b. The Executive Headteacher has the right to attend any committee meetings.
- c. Each committee shall be clerked.
- d. Committees will provide minutes to the next full governing body meeting.

18 Compliance

- a. The members of this governing body shall adhere to these standing orders and all policies agreed by the governing body at all times.

Accepted by the governing body on01/11/16..... (date)

Signed (Chair)