



# Guru Nanak Sikh Multi Academy Trust

**MAT Local Governing Body  
Terms of Reference 2026 - 2027**

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| Sept/2026 | Page 3 – Membership updated<br>Page 6 – Duties Updated<br>Page 7 – paragraph on adding complaints panel added. |

## **Terms of Reference for a local governing body.**

### **The local governing board**

The board of trustees in an MAT can delegate some of their functions to a committee or a local governing board. The local governing board does not assume responsibility for the academies it is installed to oversee; its role is to offer assistance to the board of trustees in fulfilling their duties by monitoring the performance of the academies.

#### **1. Membership**

The members of the local governing board will be appointed by the board of trustees. Whilst there is no statutory guidance about the number of required local governing board members, the minimum number will be five, to ensure there are enough members to carry out their role of the local governing board effectively and to hold a majority when voting.

Employees of the trust are permitted to be members of the local governing board. The chair of the board of trustees should not be the chair of the local governing board.

Individuals with the requisite knowledge and skills to effectively engage with and challenge the trust will be appointed to the local governing board.

To ensure effective parental engagement, the local governing board will include two parent governors, one from Nanaksar Primary School and one from Guru Nanak Sikh academy.

Only full members of the local governing board can vote on any matters. To help inform decisions, the local governing board may appoint non-voting members to advise the board – approval for these appointments must be sought from the board of trustees.

The quorum of the local governing body will be 3 governors.

A professional clerk to the local governing board will be appointed to minute meetings and ensure effective governance, by providing support, guidance and advice to the board.

In line with the Academy Trust Handbook, the local governing board will ensure that, collectively, its members have access to appropriate training so that it has sufficient financial knowledge and expertise to support and challenge academy leaders on financial performance.

The local governing board will designate a Safeguarding Link Governor and a SEND Link Governor, in line with the Trust's Scheme of Delegation, to provide oversight of safeguarding arrangements and the academy's arrangements for special educational needs and disabilities (SEND) respectively.

## **2. Term of office**

The local governing board will be appointed annually by the board of trustees and shall hold office from either the date of their appointment until their resignation, or their omission from membership of the local governing board on subsequent consideration by the board of trustees, whichever occurs first.

Local governors will normally serve a term of office of up to four years and may be reappointed for further terms, subject to a maximum of two consecutive terms (eight years) in any one local governing board, in line with National Governance Association good practice, unless the board of trustees agrees otherwise in exceptional circumstances.

## **3. Meetings of the Local Governing Board**

- The local governing board will meet as often as is necessary to fulfil its responsibilities, but at least three times per year.
- The chair of the local governing board or any three members may, by giving notice in writing to the clerk, call unscheduled meetings as long as appropriate notice of at least seven days is given to the other members of the local governing board.
- The frequency and dates for local governing board meetings will be considered before the first Autumn term of the academic year.
- The clerk to the local governing board will circulate an agenda, copies of minutes of the previous local governing board meeting, and any papers to be considered, no fewer than seven working days prior to the meeting.
- Local governors will withdraw from the meeting if there is an identified or potential conflict of interest, or there is a motion to question their ability to remain impartial. Conflicts of interest are declared before the start of each academic year and at the beginning of each local governing board meeting.
- The clerk will take minutes of the meeting. This will be approved, by the chair of the local governing board, as accurate representations of the meeting before they are handed to local governing board members for final approval at the next local governing board meeting. Following approval, the clerk will distribute the minutes to the board of trustees.
- Confidential minutes will only be shared with local governors who were present at the meeting where the confidential item was discussed.
- The local governing board may invite non-members to meetings to assist or advise on a particular matter or issue. Non-members will not be entitled to vote on any matters.
- Every matter to be decided upon will be determined by a majority vote – where there is an equal division of votes, the chair will have the deciding vote. Each member of the local governing board who is present at the meeting will be entitled to one vote.
- A register of attendance shall be kept for each meeting and will be published on the trust's website on an annual basis.

#### **4. Calendar of business**

While the trust board has the overarching responsibility for ensuring the tasks and duties below are carried out, they may choose to delegate these powers to the local governing board. The local governing board will meet at least three times per year – the items of business that may be discussed and when are outlined below.

##### ***Autumn term***

- Elect a chair and vice chair of the local governing board.
- Complete the Declaration of Conflicts of Interests Form for Governors and Trustees and provide up-to-date contact details.
- Agree on the ToR with the board of trustees and any committees associated with the local governing board, as per the scheme of delegation and articles of association.
- Review the scheme of delegation.
- Agree and schedule meeting dates for the upcoming year.
- Agree on a policy monitoring schedule, separating statutory and good practice policies, and allocate them to any relevant committees, e.g. the Audit and risk committee.
- Review and agree on updates to the Academy Trust Local Governing Board Code of Conduct.
- Ensure, as a minimum, all local governors have level one safeguarding training and have completed annual refresher training, and that local governing board members and all staff members they are responsible for have read and signed the latest edition of 'Keeping children safe in education'.
- Agree membership for panels, including admissions, exclusions and appeals.
- Review the accessibility plan.
- Review the annual monitoring plan with the trust board and agree on review timescales for the upcoming year.
- Discuss the curriculum offered and ensure it is broad and balanced and meets the needs of all pupils.
- Receive and consider the pupil premium report and impact statement.
- Review validated school performance data.
- Review and analyse national test outcomes against internal predictions.
- Ensure all local governors have familiarised themselves with, and pay due regard to, any updates to the 'Academies Financial Handbook'.

##### ***Spring term***

- Review the complaints logs from the academies and identify any trends.
- Undertake an annual review of the work and the impact of the local governing board.
- Receive and consider the termly SEND report to the governing board.
- Review the individual academy's self-evaluation documents.
- Receive information and review the Spring term census data.
- Receive a report on and review service level agreements and traded services as appropriate.

### **Summer term**

- Complete the local governing board skills audit and analyse the results ready for the Autumn term.
- Review the number of pupils on roll for September.
- Undertake a 360 appraisal of the chair of the local governing board.
- Propose and consider meeting dates for the next academic year.
- Receive the annual staff/student survey and collaboration report.
- Review attendance figures for all academies, scrutinising trends and identifying any necessary actions.
- Receive a report on predicted pupil performance and outcomes and discuss any mitigation.
- Consider pupil mobility data.
- Review the impact of link local governor roles and monitoring activities over the year.
- Receive the PE and Sport Premium Impact Report.
- In accordance with the Gatsby Benchmarks, the local governing board member responsible for careers education should review the impact of careers advice and enrichment activities.
- Review progress towards achieving the outcomes of the SDP.
- Receive information from the summer term census data.

### **5. Duties**

- To ensure clarity of vision, ethos and strategic direction set by the Board of Directors
- To oversee the financial performance of its academies and make sure money is well spent
- To oversee the educational performance of its academies, pupils, and the effective and efficient performance management of staff.
- To support the board of directors with the long-term vision of its academies in line with the MAT's overarching principles.
- To support priorities, aims and objectives.
- To support with a view of resolving staff grievances and disciplinary procedures in line with the relevant policies.
- To support with a view of resolving parental complaints in line with the academy's formal complaints procedure
- To sign off policies, plans and targets for achieving the goals that have been set for the academies, ensuring these reflect the trust's vision and values.
- To decide how and when progress of improvement priorities will be checked.
- To review the strategic framework regularly.
- To preserve and develop the religious character of the academies, where necessary.
- To ensure the academies are run in accordance with the MAT's articles of association and ethos statement, and the mission statement of the academies.
- To ensure the local governing board, through its designated Safeguarding Link Governor and SEND Link Governor, provides oversight of safeguarding and

special educational needs and disabilities (SEND) arrangements, in line with the Trust's Scheme of Delegation and the Academy Trust Handbook.

## **6. Authority**

The local governing board is authorised by the board of trustees to:

- Hold senior leaders to account for the educational performance of the academies and their pupils, and the performance of staff.
- Undertake reviews and reports and offer feedback to the trust board to help inform their decisions.
- Obtain any external legal or independent professional advice, where necessary.
- To support permanent exclusion hearings in line with the relevant legislation and academy's policies.
- Establish a complaints panel to consider formal complaints about the academy and any community facilities or services it provides, in line with the Trust's complaints procedure and Scheme of Delegation.