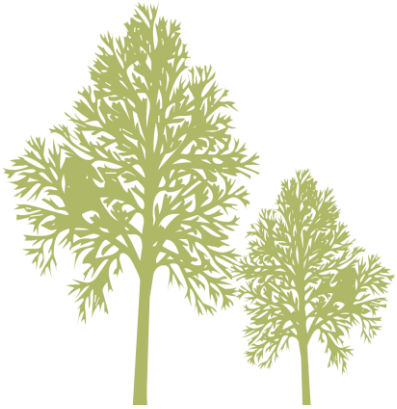
THE DIOCESE OF GLOUCESTER ACADEMIES TRUST
unlocking potential

LGB Terms of Reference

2026-2027

Our vision is to enable all to flourish



Contents

1. Acronyms used within this document
2. Culture and purpose of local governance
3. Membership and quorum
4. Appointments and elections
5. Absence
6. Statutory training and compliance
7. Appointing a chair and vice chair of governors
8. Engagement with Trust board
9. Raising a concern about the Trust
10. Concern about performance of the school or local governance
11. Terms of office
12. Meetings of the local governing board
13. Decision making
14. Chair's action
15. GovernorHub
16. Emails

1. Acronyms used within this document

There are many acronyms used within the education sector, some of the common acronyms you will come across within these terms of reference are listed below. For a wider compendium of acronyms, you may come across in your time as a local governor please see our Trust Acronym Buster which is available in the Local Governance Member area on the DGAT website.

Acronym	Long form
CEO	Chief Executive Officer
COO	Chief Operating Officer
GHRO	Governance and HR Officer
DGAT	Diocese of Gloucester Academies Trust
DBS	Disclosure and Barring Service
LGB	Local Governing Board

2. Culture and purpose of local governance

As a committee of the Trust Board, the Local Governing Board (LGB) is the anchor between the school and the wider Trust, ensuring that local knowledge, voice, and insight are reflected in Trust-wide understanding and decision making.

Our vision is to enable all to flourish — pupils, staff, and the wider community. Local governance plays a vital role in realising this vision; by anchoring the school it serves firmly within both its local context and the strategic framework of the Trust.

Local governors work closely with school leaders to monitor progress, support continuous improvement, and ensure that the curriculum is ambitious, inclusive, and enriching for all learners, with a clear focus on educational excellence.

Additionally local governors work with the school to monitor the effectiveness of strategies to promote diversity, belonging, and inclusion across the whole school community.

Local governors ask thoughtful, informed questions to explore and evaluate the impact of the school's provision on the community it serves. They challenge constructively, champion equity, and ensure that every pupil feels like they belong, are valued, and are supported to succeed and flourish to their own unique potential.

At the delegation of the Trust Board, the LGB contributes to effective governance by providing strategic insight, local intelligence, and robust oversight. While the Board of Trustees retains responsibility for statutory accountability and overarching strategy, the LGB ensures that those strategies are understood, enacted, and embedded in a way that resonates locally and drives improvement on the ground.

Our culture of local governance is rooted in collaboration, transparency, and trust. Local governors are empowered to ask the right questions, celebrate what is working well, and identify where more needs to be done. They are accountability partners in shaping a school

culture where staff are supported, leadership is strengthened, and children can thrive. In doing so, the LGB not only upholds the Trust's vision and values but also makes a unique and essential contribution to the lived experience and outcomes of the school community it serves.

3. Membership and quorum

The LGB will have a minimum of five local governors but will not be subject to a maximum. The Trust's strong preference is that LGBs are no larger than necessary to fulfil its delegated responsibilities. It is not expected that an LGB will need to be larger than 11 members. All local governors are required to have an enhanced Disclosure and Barring Service (DBS) check, section 128 check and right to work check.

The local governing board of Christ Church CofE Primary School will have the following members:

Type of governor	Number required	Appointed or elected
Foundation governor	6	Appointed by the Diocese Board of Education
Foundation Ex-officio governor	1	Automatic appointment of the local incumbent or their substitute for duration of time in role.
Parent governor	2	Elected by eligible members of the school parent body
Staff governor	1	Elected by eligible members of the school staff body
Co-opted governor	2	Appointed by the LGB
Headteacher ex-officio Governor	1	Automatic appointment for duration of time in role.
Trust appointed governor	0	Appointed by the Trust Board
Total number of local governors	**13**	

One Director (Trustee) shall be entitled to attend any meetings of the local governing board. The Director shall count towards the quorum for the purposes of the meeting and shall be entitled to vote on any resolution being considered by the local governing board. The presence of a Director will constitute one vote in any such matters. Members of the central team are entitled to attend any meeting of the local governing board but will not have voting rights or count towards quorum.

The quorum for a meeting of the local governing board, and any vote on any matter, shall be five local governors. For LGB's with less than seven local governors quorum will be calculated as 60% of the total membership, excluding vacancies.

4. Appointments and elections

Disqualification regulations for all local governors are set out in the Trust election and recruitment of local governors' guidance.

The chair of the local governing board will be nominated by the local governing board and appointed by the Trust Board for a term of office of one academic year. A local governor is permitted to stand as Chair of the local governing board again at the end of their term of office but is not permitted to serve as chair for more than six terms.

Local governors must elect, on an annual basis, a vice chair of governors for a term of office for one academic year. A local governor is permitted to stand as a vice chair of the local governing board again at the end of their term of office but is not permitted to serve as vice chair for more than six terms.

There are templates and resources available on the Trust website to support with local governor appointments and elections.

Foundation Governors – Church schools only: The foundation governor(s) shall be appointed by the Diocesan Board of Education after discussion with the relevant Parochial Church Council (PCC), who will nominate individuals for consideration. One of the required number of foundation governors will be the officiating minister of the parish (ex-officio). Where the ex-officio is unable or unwilling to take up the position, a substitution may be proposed to the Trust by the officiating minister. The Trust will seek the approval of the appropriate Archdeacon to appoint a proposed substitute ex-officio foundation governor. The local governing board must follow the Diocese of Gloucester Board of Education process for the appointment of Foundation Governors which is available on the Diocesan website. The Diocese of Gloucester Board of Education does not allow serving staff members to be appointed as Foundation Governors in their own school and requires staff members and clergy to have a six month break in service before being nominated and appointed for a Foundation Governor role.

Parent Governors: The parent local governor(s) will be elected by parents of registered pupils at the school. The Returning Officer will make all necessary arrangements for the election of the parent local governor(s) in line with the Trust's protocol. If no parent expresses an interest to join the local governing board a person who has parental responsibility for a child of compulsory school age, with preference to parents in neighbouring Trust schools may be approached to undertake the role. If the number of parents standing for election is less than the number of vacancies, then no election is required, and the parent is elected unopposed. Any remaining parent vacancies will then be appointed to by the Trust Board.

Staff Governors: A staff governor will be elected by a staff election. All staff members currently employed at the school will be eligible to vote. If no staff member expresses an

interest to join the local governing board a person who is employed within another Trust School may be appointed by the Trust Board. If a staff governor takes maternity or paternity leave during their term of office, they can choose to continue in their role as staff governor or take maternity/paternity leave from their role. It is the staff governor's choice whether to continue with the role during the period of maternity/paternity leave therefore there is no decision required from the LGB. If the staff governor chooses to take time away from the role during their maternity/paternity leave they must notify the clerk of their decision as soon as possible. The clerk will then run a staff local governor election to cover maternity/paternity leave for an agreed fixed period which will end on the staff governor's return to work. Please seek further guidance from the Governance and HR Officer if required.

Co-opted governors: Co-opted governors may be appointed by the local governing board. A person who is employed at the school cannot be appointed as a co-opted local governor if this results in the number of staff on the local governing board exceeding one third of the total number of local governors (including the headteacher).

Associates: The membership of the local governing board may include persons who do not serve as local governors. These will be known as associates. Associates must always be in the minority and are appointed in an advisory role and for the skills and expertise they contribute to the local governing board. Associates will not be given voting rights and do not contribute to the quorum of any meeting of governors. The term of office and specific role of associates should be clearly identified in the minutes of the meeting where they are appointed. Appointments, in the first instance, should not exceed two years but this may be extended by a vote of the local governing board after the two years have elapsed. Associates are subject to the same disqualification regulations as all local governors, as set out in the Trust election and recruitment of local governors guidance.

When appointing or electing local governors, the local governing board skills audit will be considered to ensure governors have the necessary skills, knowledge and expertise to contribute to effective governance and outcomes of the school.

Other attendees: The local governing board may invite to a meeting any person it deems appropriate to assist, advise or report on a particular matter. Any additional attendee/s should only attend for the section of the meeting relevant to them and shall not count towards the meeting quorum or be entitled to vote on any matter.

5. Absence

If a local governor is absent without the permission of other members of the local governing board from all their meetings over a period of six months they will be disqualified from serving as a local governor. Prior to an absence issue reaching a six month period the Chair should make contact with any local governor who has been absent from a meeting without

apologies having been received. The purpose of this contact is to pastorally check in with the local governor and ensure there are no new circumstances which prevent their attendance at meetings. LGBs that accept ongoing apologies for absence at meetings are granting permission for a local governor's absence. LGBs should give careful consideration to accepting ongoing apologies. If a local governor is absent from the first meeting of the academic year the clerk should make contact with them to ensure they are aware of and complete all required annual confirmations and reading. The clerk should give a date for this to be completed and follow up without delay if this has not been actioned. Please seek further guidance from the Governance and HR Officer if required.

If a local governor requests an extended period of absence e.g. maternity/paternity leave or sabbatical, please contact the Governance and HR Officer for guidance.

6. Statutory training and compliance

On appointment, local governors must attend and complete Trust induction training, whole school safeguarding training, Prevent training and cyber security training, plus the confirmations below. Prevent training must be completed every three years. There must be a minimum of two local governors who have completed safer recruitment training on the local governing board, and this must be refreshed every three years.

Local governors must annually complete the following:

- read and confirm they have understood this document, (Terms of Reference for the LGB 2026/27)
- read and confirm they have understood the most recent version of Keeping Children Safe in Education
- read and confirm they have understood Trust Safeguarding and Child Protection Policy
- read and confirm they have understood the Trustee and local governor privacy notice
- read and confirm they have understood Trust Local Governor Code of Conduct
- a declaration of interests
- an annual DBS self-declaration disclosure
- a skills audit
- cyber security training

All training and confirmation of the above must be recorded and confirmed on GovernorHub.

7. Appointing a chair and vice chair of governors

The chair of the local governing board is appointed annually by the Trust Board. A recommendation for the appointment of chair is made to the Trust Board by members of

the local governing board prior to the Trust Board's last meeting of the academic year. Final approval and appointment rests with the Trust Board.

Where the Trust Board has approved co-chairs of the LGB for the year, the Governance and HR Officer or COO will meet with the appointed co-chairs, headteacher and clerk to ensure a clear and comprehensive plan is drawn up to identify individual responsibilities. The Trust Board may decide to implement a review period to ensure the arrangement is working successfully for all parties.

The headteacher, staff governor, pupils or staff members are not permitted to be appointed as chair of the local governing board.

The local governing board, unless otherwise directed by the Trust Board, will elect a vice chair of governors at the first meeting of the academic year.

The chair and vice chair may resign at any time by giving written notice to the governing board, via the clerk to governors.

Removal of the chair

If the local governing board has a concern about the conduct or performance of the chair of governors a written account of concerns should be submitted to the Trust Board via the COO.

The Trust Board may remove the chair of governors using the process for a breach of conduct set out within the Local Governors' Code of Conduct. Reasons for the removal of the chair of governors may include, but are not limited to:

- Failure to lead the local governing board effectively
- Bringing the Trust or school into disrepute
- A breakdown of trust and confidence
- A failure to follow the direction of the Trust Board.

Removal of the vice chair

Removal of the vice chair of governors is delegated to the local governing board using the process for a breach of conduct set out within the Local Governors' Code of Conduct.

8. Engagement with the Trust Board

The chair of the Trust Board hosts a chairs' group meeting three times a year. The CEO, COO and GHRO attend and report to these meetings. In these meetings, feedback is sought on local issues that are then shared with the Trust board to inform the Trust Board's strategic decision making and policy development. Updates from the Trust Board meeting are shared

with this forum, with the intention that chairs cascade information to the local governing board.

9. Raising a concern about the Trust

The views of the local governing board are sought through the headteachers' forum and the chairs' group meeting. In addition, the COO or GHRO may attend local governing board meeting to seek the views and hear feedback from local governors. These views are relayed to the Trust Board to aid Trustees in their decision making. Should an individual local governing board identify that the Trust is not meeting its obligations to the school, it may make representation directly to the Trust through the chair of the Trust Board.

Ultimately a petition may be made to the Diocesan Board of Education or Regional Director. The legal position is that a school cannot itself choose to leave the Trust as it has no separate legal entity status. This decision can only be taken by the Regional Director.

10. Concern about the performance of the school or local governance

Where there is evidenced cause for concern about the performance of the school or local governing board, the Trust Board, acting reasonably, reserves the unfettered right to review or temporarily remove any power or responsibility delegated to the LGB under this Scheme of Delegation. The LGB will be informed of this intention immediately, in writing. Such concerns may include, but shall not be limited to:

- Action which undermines the work of the Trust
- Significant concerns about the educational outcomes for pupils
- Insufficient progress being made against educational targets.
- Performance which is no longer good in Ofsted framework terms
- Performance which is no longer good in SIAMS framework terms
- Safeguarding or health and safety issues
- Actions by the LGB which contravene the legal obligations of the Trust or undermine the effective operation of the Trust
- Concerns regarding financial irregularity (for example, but not limited to, fraud)
- Significant budgetary concerns
- Failure to comply with Trust or statutory policies

In considering any material changes to this Scheme of Delegation or any framework on which it is based, the Trust Board will have regard to and give due consideration of any views of the LGB.

If the Scheme of Delegation is rescinded, then the LGB may be removed. In these circumstances, the Trust Board will put in place an Interim Local Governing Board (ILGB) which will address the areas of concern and govern the school. The longevity of the ILGB will be determined by the Trust Board and may be subject to discussion with the Regional Director.

11. Terms of office

The term of office for any local governor shall be four years. Subject to remaining eligible to be a particular type of local governor on the local governing board, any person may be re-appointed or re-elected (including being co-opted again) to the local governing board. Usually, local governors will serve no more than three terms of office.

The headteacher or incumbent (who shall serve *ex officio*) will hold office for the duration of their employment in the role that entitles them to the role of ex-officio governor.

The term of office for the chair of the LGB is one academic year. Local governors are permitted to stand for the position of chair for consecutive years should they wish to but will only be appointed for an academic year at a time. The maximum number of years any one governor can serve as chair is six years, this is in-line with guidance from the National Governance Association who advocate that this policy enables local governing boards to develop new leaders and continue the development of effective governance with a flow of new energy and new ideas. A local governor who has served as chair is not permitted to be re-elected as chair within two years of their last appointment.

12. Meetings of the local governing board

Subject to the Trust Scheme of Delegation, the local governing board may regulate its proceedings as the members of the local governing board consider best discharge their responsibilities and maintain oversight of the performance of the school.
The local governing board shall meet between three and six times in every academic year. The governing board must meet regularly enough to discharge the responsibilities set out in the Trust scheme of delegation. Clerks should add all meeting dates to the LGB calendar on GovernorHub.

The Trust provides all LGBs with an annual schedule of work which sets out a suggested framework for the delegated responsibilities of LGBs across each term.

This annual schedule of work provides a framework for compliance and ensuring accountability, the LGB will still need to identify appropriate monitoring activities to meet the three core functions of governance relevant to its school and local context. Template agenda's which align to the annual schedule of work are available on the Trust website for clerks to use.

The annual schedule of work can be found on the Trust website in the Local Governance Members areas. The password for this area can be requested from the GHRO.

Each meeting of the local governing board must be chaired by the appointed chair, or in their absence the vice-chair. If the vice-chair is not present at the meeting, the local governing board must elect a local governor present at the meeting to act as chair. The headteacher, staff governor or any person employed by the school or Trust is not permitted to chair a meeting of the local governing board in any circumstance.

The local governing board will appoint a clerk who will minute all meetings of the local governing board. Any local governor or associate is not permitted to be appointed as clerk but, excluding paid members of staff, a local governor may clerk a meeting in an emergency situation e.g. late notice absence of the substantive clerk.

Meetings of the local governing board will be convened by the clerk. In exercising their functions, the clerk will comply with any directions given by the Trust Board or the chair of the local governing board. Instruction from the Trust Board will take precedent over instruction from the chair of the local governing board.

Any three members of the local governing board may, by notice in writing given to the clerk, request a meeting of the local governing board; and it will be the duty of the clerk to convene such a meeting as soon as is reasonably practicable. No decisions will be taken at any meeting of the local governing board unless it is quorate.

Each local governor will be given written notice of a meeting at least seven clear days before the date of a meeting, together with a copy of the agenda for the meeting, with all associated papers. Documents should only be tabled at meetings in exceptional circumstances. Papers circulated before the meeting should not include the following:

- A named teacher or other person employed, or proposed to be employed, at the school.
- A named pupil at, or candidate for admission to, the school.
- Any matter which, by reason of its nature, the local governing board is satisfied should remain confidential.

It is expected that all papers for a meeting will have been read in advance and local governors will attend the meeting ready to participate fully and effectively. Leaders will be strongly encouraged to refrain from reading their reports but instead to present their report with an short overview of any items that have changed and then seek questions.

All minutes will include a list of attendees, apologies (both those accepted and those that have not) and unauthorised absences (i.e., no apologies given) and details of any appointments and resignations.

Minutes will also include details of all resolutions and a summary of discussions, to include a list of clear action points, as appropriate.

All questions, challenges and responses should be clearly minuted by the clerk and evidenced in the minutes.

The minutes of all meetings will be maintained by the clerk to the local governing board and will be signed (subject to the approval of the local governors) at the next subsequent meeting by the person acting as chair.

The clerk will ensure that copies of minutes of all meetings are uploaded to GovernorHub.

The clerk will ensure that a copy of the agenda for every meeting of the local governing board; the signed minutes of every such meeting; and any report, document or other paper considered at any such meeting, are, as soon as is reasonably practicable, made available at the school to persons wishing to inspect them.

Where the Trust Board, the chair or, in their absence the vice-chair, determines there is a matter or considerable urgent attention, it will be sufficient if the written notice of a meeting, and the copy of the agenda is given within a shorter timescale.
All conflicts of interest will be declared and managed in line with the 'Local Governing Board Code of Conduct' and the Trust 'Conflict of Interest Policy'.

The local governing board is permitted to hold a meeting remotely in the event it is not safe to meet face-to-face.
All remote meetings of the local governing board must be held in line with the Trust's 'Trustee and Local Governing Board Remote Meeting Policy'. Confidentiality must be observed during remote meetings. Attendees should be in a private room where they can be undisturbed and headphones worn.

A local governor will be able to participate in meetings by telephone or video conference provided that they have given notice of their intention to do so detailing contact information at least 48 hours before the meeting; and the board has access to the appropriate equipment. If, after all reasonable efforts, it does not prove possible for the person to participate by telephone or video conference the meeting may still proceed with its business provided it is otherwise quorate.

Local governing board structure

Local governing boards are able to determine their own structure, but this must reflect the responsibilities delegated to the local governing board and consider the workload and wellbeing of school leaders and local governors.

The Trust strongly recommend that local governing boards who choose a committee structure establish as a minimum a Standards and Ethos Committee. The Trust provides template terms of reference for this committee.

13. Decision making

A decision made by the local governing board will only be valid if made within the requirements set out in these Terms of Reference and scheme of delegation. All local governors have a duty to act as a corporate entity and not as individuals and will act with integrity, objectivity and honesty. All decisions will be made in the best interests of the Trust, its schools and the children they serve.

All decisions made by the local governing board will be decided by a vote. The meeting must be quorate for a vote to be taken and made.

In the event of a tied vote, the chair of the meeting shall have a casting vote, this vote is in addition to any other vote they are entitled to.

It is not permitted for local governors to make decisions outside of a formal meeting of the Local Governing Board, including by email.

14. Chair's action

The chair of the local governing board is permitted to act and make decisions in urgent situations, where a delay in taking action or making a decision would cause a serious, detrimental effect to the school, a pupil, parent or member of staff – this is known as a 'chair's action'. The vice chair is permitted to take the same action, in the absence of the chair of the local governing board.

Chairs of the local governing board should record any action taken outside of governing board meetings on the 'DGAT Record of Chair's Action' form which is available on the DGAT website and share this with the local governing board and Governance and HR Officer at the earliest opportunity.

15. GovernorHub

All LGBs must use GovernorHub for the secure storage and administration of LGB meetings. It is a requirement for all schools joining the Trust to use GovernorHub. As a minimum, the following should be organised via GovernorHub:

- A schedule for all LGB and committee meeting dates
- Signing of all annual confirmations – clerks will be advised of these and provided with relevant documents on an annual basis
- An up-to-date training record for all local governors

- Storage of signed meeting minutes and all meeting documentation
- The constitution of the LGB, including current membership and terms of office
- A copy of the LGB register of interests
- A copy of meeting attendance

It is important to ensure that any confidential information is secured securely on GovernorHub. Membership and access should be limited only to members of the LGB. If local governors wish to allow access to an associate governor or member of school staff, please speak with the Governance and HR Officer to agree the most secure way for this to happen. The Governance and HR Officer COO and Governance and HR Administrator have admin access to all LGB's GovernorHub.

16.0 Emails

It is expected that all local governors will use a Trust email address. Emails must not be forwarded to personal email addresses or to an email address external to the organisation.