



LOCAL GOVERNING BODY

TERMS OF REFERENCE 2026/2027

Our Vision

Achieving More Together

Our Mission

Working together passionately to achieve the best outcomes for children and young people in our specialist SEND and AP settings

Reviewed by:	Governance Lead, LGB Chairs
Review date:	June 2026
Ratified by:	Board of Trustees
Ratification Date:	2 nd July 2026
Review Frequency: <i>Annual, Bi-Annual</i> (Subject to Academy Trust or national policy change)	Annual
Review Date:	June 2027
Related Policies:	ET Scheme of Delegation; ET Articles of Association; Academy Trust Handbook

The Local Governing Body (LGB) of Enable Trust schools (the Trust) acts to assure the Quality of Education in our schools through focused monitoring of pupil outcomes, the development of our holistic curriculum, the wellbeing of our staff and pupils within the parameters of available resources, and are the link between our parents, local stakeholders and the Trust.

Authority

The Board of Trustees will ratify the LGB terms of reference annually and ensure, in the annual review of the scheme of delegation, that the roles and responsibilities of Local Governors are in line with the needs of the schools and the strategic aims of Trust.

Membership

Up to ten governors, termed Local Governors, including one Staff Governor, one non-teaching staff Governor, two Parent Governors plus the Head Teacher. Other, non-voting, members may be invited to assist the committee as required.

The LGB will elect a Chair and Vice Chair annually from among their number and the appointments will be recommended by the LGB to the Board of Trustees for confirmation. The Chair and Vice-Chair will be eligible for re-appointment after their term of office ends.

Quorum

The quorum shall be one third of members currently in post (rounded up).

Meetings

The committee shall meet a minimum 6 times per year, usually once per academic term and as required. Meetings shall be held in person, though with the agreement of the Chair, Governors and guests may attend virtually via Microsoft Teams.

Attendance at Meetings

Governors unable to attend meetings must inform the Clerk to the LGB giving the reason for their absence. At the meeting, the LGB will decide if the absence is authorised. If a Governor fails to attend four consecutive meetings of the LGB, as per the Code of Conduct, the Clerk and Chair of the LGB will discuss the reason for non-attendance with the Governor concerned and if required, refer the matter to the Board of Trustees to discuss the Governor's suitability to continue as a Local Governor.

Documents Portal

All documents pertaining to LGB meetings and other reference and training documents will be stored on, and Governors will access through, Governor Hub, part of The Key for School Governors.

Procedures

- An agenda will be sent out at least seven clear days before the meeting. Any items for inclusion in the agenda should be sent to the Clerk in sufficient time to meet the seven-day circulation deadline
- The Clerk will produce minutes from notes taken during the meeting. The minutes will record

the business and decisions of the LGB, those present or absent and whether it is an authorised absence.

- The first draft of the minutes will be confirmed by the Chair and Head Teacher. The confirmed minutes of the meeting will be sent out with the agenda for the next meeting, to be approved at that meeting.
- The Chair and Vice-Chair are invited to termly meetings with Chair and Vice-Chair of the Trust to give and receive local and Trust-wide updates.
- The LGB will submit reports and questions to the Board via the Clerk.

Roles and Responsibilities

- Monitoring the quality of education that the school provides for the pupils who attend it, through monitoring of pupil progress data, including for vulnerable groups.
- Monitoring the experience of staff as professional educators in the Trust, including monitoring of staff wellbeing, the impact of CPD and staff absence levels.
- Supporting high quality of engagement with parents and carers and other local stakeholders.
- Monitoring of standards in the school, including safeguarding, pupil attendance and behaviour, health and safety and risk management.
- Supporting the school to contribute to the capacity of the Trust and to offer and receive expertise from other areas of the Trust.

QUALITY OF EDUCATION

- To monitor the implementation of the School Improvement Framework through reports from senior leaders.
- To monitor progress of the School Improvement Plan through reports from senior leaders and the School Improvement Advisor and plan annual Governor monitoring around the key school priorities.
- To monitor the progress of pupils against their EHCPs outcomes through review of progress data 3 times a year and analysis of the impact of action planning and interventions, against expected targets.
- To monitor progress for vulnerable pupil cohorts, against expected targets and appoint a Governor to monitor Pupil Premium and all vulnerable groups.
- To monitor the effectiveness of assessment systems, alongside progress reporting.
- To nominate a Careers Governor to monitor and report on careers education and the planned placements for leavers.
- To nominate a Governor with oversight of EYFS / Post 16, as applicable.

IMPACT OF STAFF ON PUPIL OUTCOMES

- To review staff absence data 3 times a year and the impact on quality of teaching and learning, including the use of supply and cover staff.
- To monitor staff wellbeing through leadership reports, review of annual staff survey and HR data, including retention data.
- To monitor the staff CPD offer and uptake and impact on teaching and learning, including use of Staff Protected Time (SPT).
- To receive regular reports from the Staff Wellbeing Group (as available).
- To support the Headteacher in staff selection interviews (teachers), if required.
- To support exit interview processes with staff leavers (teachers), if required.
- To support the Headteacher in staff performance, discipline and grievance procedures, if required.
- To offer individual support to the Headteacher as required, usually by regular meetings with the Chair.

STAKEHOLDER ENGAGEMENT

- To monitor all levels of parental complaints and identify themes.
- To support the school with formal complaints processes including panels, if required.
- To monitor the effectiveness of communication with parents, including 2-way communication
- Monitor action planning in response to feedback from parental surveys.
- To engage with the parental body and other local stakeholders to gather qualitative information including through attending school functions e.g., parents' evenings, coffee mornings, where possible.
- Support the Trust in initiatives to promote increased parental and other stakeholder engagement.

STANDARDS

- To nominate a Safeguarding and Online Safety Governor to support monitoring and review of school safeguarding and online safety procedures, including support for children and families and impact on staff.
- To review pupil attendance data 3 times a year and monitor the impact of action planning including pupils attending alternative provision.
- To monitor pupil wellbeing and behaviour including suspensions and exclusions through regular reports from school leaders and action plans.
- To nominate an Attendance and Behaviour Governor to support monitoring.
- To monitor the requests for school places and capacity to accept breach places.
- To nominate a Health & Safety Governor to monitor H&S standards of compliance and Premises management through regular reports from the Trust Operations team and monitoring.
- To review the school Risk Register and risk mitigation planning and effectiveness.

CONTRIBUTION TO THE TRUST

- To monitor and support the Trust's wider strategic intents and the schools' place within them
- To assist the Trust and its other schools in Governance matters, as required e.g. support with panel hearings

POLICES

- To review and approve school-based policies, where applicable, in line with the School and Trust Policy Schedules
- To monitor the implementation and effectiveness of school and Trust policies at local level

REPORTING

- To engage in regular 2-way communication with the Trust Board and its committees to ensure key information is available to decision makers by regular reports on the development of Trust and school priorities.

Administrative and Development Responsibilities

- To ensure there are effective Clerking arrangements in place, to be confirmed by the Board of Trustees
- To agree the annual schedule of meetings

- To agree the annual workplan
- To prepare an annual account of the work of the LGB for publishing on the school website
- To engage in regular compliance and development training and regularly review the Governor skills base to inform training and development planning and the recruitment of new Governors

These terms of reference shall be adopted by each LGB within Enable Trust. Any variation to these terms must first have the agreement from the Board of Trustees.

END.

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