# Terms of Reference
## Local School/Hub Governing Board (Primary)
## September 2026

Dartmoor Multi Academy Trust
...everyone in our Trust.

| Document control | | |
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| **Date issued** | **Author** | **Update information** |
| June 2026 | Trustees | New committee. First TOR (draft to be approved at TB meeting 15.7.26) |
| September 2026 | Trustees | 3.4 Update of Governor Lead roles to reflect the Annual Business Cycle and governor responsibilities<br>6.1 Inclusion of time limit for production of meeting minutes<br>6.3 removal of point as duplication of 5.3<br>7k update of wording to clarify responsibilities for Church Schools<br>8 Update of policies for Board approval, in line with the annual business cycle and scheme of delegation |
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## 1. Introduction

1.1. The Local Governing Boards (LGB) are sub-committees of the Dartmoor Multi-Academy Trust Board. Each Primary School or Hub of schools in the Trust has an LGB.

1.2. As such, it has some authority/responsibility delegated by the Trust and some authority/responsibility mandated by statute.

## 2. Purpose

2.1. To provide a local level of access and accountability for the school's parents and carers; framed within a cooperative structure to build and deepen partnership and connection. This is the place where the individual pupil and parent voice is heard and understood.

2.2 To forward comments, concerns and risks to the relevant school or Trust committee and monitor responses.

2.3 To undertake delegated responsibilities and contribute to the statutory compliance duties of the Trust

2.4 To work in partnership with the PCB and to ensure strong communication from the local governance tier to trustees and vice versa, focusing on governance purpose rather than dealing with individual school issues.

## 3. Membership

3.1 The LGB constitution will include:

- Four Co-opted Governors
- One Community Governor (Three for hubs with no Church Schools)
- Two Staff Governors (one teaching; one non-teaching)
- Two Parent Governors
- Two Foundation Governors (for hubs including Church Schools)
- One Principal or Hub Principal (Lead Teachers can participate in Hubs with more than one school).

3.2. Chairs and Vice Chairs will be appointed by the LGB and appointments ratified by Trustees at the last Board meeting of each academic year.

3.3. A Local Governing Board should ensure careful succession planning; for example, encouraging the Vice-Chair to attend other governance meetings e.g. Education, Inclusion & Safeguarding (EIS) committee, Primary Communication Board (PCB), SEND and Safeguarding forums) to avoid the Chair being over-committed and relied upon.

3.4. Where appropriate, Each LGB will nominate Lead Governors for the following areas who will be willing to attend the relevant meetings:

- Safeguarding – including attendance
- SEND
- Health and safety
- Pupil and staff wellbeing

## 4. Quorum

4.1 The quorum for any meetings of the LGBs will be 50% of the constitution or current membership of the LGB.

## 5. Meetings

5.1 The LGBs will meet once per term. There will be the option to have a second meeting in the Autumn term to act as a housekeeping meeting in September.

5.2 The LGB meeting schedule will be set annually in the summer term for all meetings in the following academic year. All LGB meetings across the Trust will be scheduled in the same fortnight each term.

5.3 The Governance Professional will distribute an agenda (following a standard template) and accompanying documents at least seven days in advance of the meeting. The agenda will follow the annual business cycle and address the target areas per term. Papers will have the correct classification and password protected where necessary.

5.4 There will be the option at every meeting to attend virtually via Teams. The preference will be in person, and in the cases of Hub LGB, will rotate to the schools within the group.

## 6. Reporting

6.1 The Governance Professional will prepare minutes of each meeting, within five working days of the meeting date. The Chair will check and agree the draft minutes online. Draft Minutes will be posted in the relevant shared folder within 10 working days.

6.2 LGB minutes will be available for information and comment by the PCB, EIS Committee and Trust Board.Minutes should be approved at the next LGB meeting and following this approval by the Board.

6.3 Matters identified as significant risks, safeguarding concerns or compliance issues shall be escalated to the Trust Board and/or Executive Team without delay in accordance with Trust procedures.

6.4 Actions arising from meetings will be tracked and reviewed at subsequent meetings to ensure timely completion and accountability.

## 7. Responsibilities

7.1 The LGB is responsible for the link between the Trust and the parents and the community, feeding into the Trust's oversight and management of the school/hub.

7.2 The Trust Board relies on the LGBs to ensure the mechanisms are in place for academies to gather and hear the views of the whole school community, and to monitor and check those views through every aspect of their own activities.

7.3 The Trust Board delegates to them the following areas of responsibility:

a) Monitoring Pupil Attendance

b) Monitoring Pupil Behaviour and exclusions

c) Ensuring that specific grants (e.g. pupil premium, catch-up premium, sports premium) are used for the purposes intended and can demonstrate a positive impact on learning

d) Scrutiny on outcomes and SATs results

e) Monitoring the process of SATs in each school

f) Monitoring inclusion within the school and welfare of pupils with SEND including reducing the attainment gap and focus on improving academic outcomes.

g) Safeguarding triangulated

h) Carry out the annual Section 128 checks each Autumn Term on behalf of the Local Authority.

i) Monitoring Student demographics

j) Undertake pupil voice questioning

k) Monitoring and promotion of initiatives to preserve Christian distinctiveness of Church Schools and monitor progress in line with SIAMS requirements and the Flourish agenda

l) Community and Church links

m) Parental engagement and communication

n) Pre School links and communication

o) Transition of pupils into Early Years, KS1 and KS2 and arrangements for transition into Secondary education

p) Supporting and protecting the unique identity and ethos of each school within the LSB to safeguard the vision and values and build the overall Cluster identity within the Trust.

q) Oversight for compliance with statutory requirements, such as Fire Management, Safeguarding and Information Governance/Data Protection (and H&S where directed by the H&S Trustee Lead)

r) Feed into the Trust Business Critical Risk Register for risks as may be specified from time to time by the Compliance and Assurance Committee of the Board.

s) Provide trained governors for panels such as complaints, exclusions, suspensions and admission appeals, as and when required.

## 8. Policy Approval

Local Governing Boards are responsible for approval of the following local policies. This list may be varied from time to time:

Accessibility Plan
Behaviour Policy
Charging & Remissions (local school policy)
Child Protection and Safeguarding Policy (local school version)
Collective Worship (local school policy)
Equality Information and Objectives Statement
Equality Plan (based on Trust Equality Objectives)
Intimate Care Policy (local school version)
Online Safety Policy
Pupils with medical needs, including first aid (local school version)
PHSE and Relationships (local school version)
SEND Policy (local school version)
SEND Information

Local Governing Boards have an additional responsibility to ensure the annual consultation process for the school Admissions Policy is carried out by each school, and to approve each Admissions Policy for Trustee ratification.

## 9. Confidentiality and Conduct

9.1 Governors shall maintain confidentiality in relation to matters discussed at meetings where appropriate and in accordance with Trust policies, data protection requirements and governance expectations.

9.2 Governors shall declare any actual, potential or perceived conflicts of interest at the start of meetings and act in accordance with the Trust's Conflicts of Interest Policy.

## 10. Review of Effectiveness

10.1 LGBs shall review their effectiveness and these Terms of Reference annually and make recommendations to the Trust Board for any amendments.

10.2 Except where authority is expressly delegated by the Trust Board, the LGBs shall act in an advisory capacity and make recommendations to the Trust Board as appropriate.

10.3 The terms of reference will be reviewed annually.