PYRAMID
SCHOOLS TRUST

Working in partnership, so future generations achieve, belong and contribute

Local Governing Committee Terms of Reference

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Local Governing Committee Terms of Reference (2026 - 2027)

1. Administrative & Governance Framework

Governance Element	Details
Name of Trust	Pyramid Schools Trust
Name of Committee	Local Governing Committee (LGC)
Date Agreed	15.7.2026
Review Date	Terms of reference must be reviewed by the Trust Board annually.
Chair of Committee	Appointed by the local committee (in line with NGA recommendations to reduce trust board burden and utilize local knowledge) or the trust board.
Clerk / Governance Professional	Independent, professional clerk appointed by the Trust Board
Membership	Ideal membership is between 7 and 11 governors. No trustees or members should sit on the local tier. Membership should maintain an equal balance between parents, staff, and community, ensuring that no single type of local governor group ever constitutes more than 49% of the LGC.
Quorum	The quorum will be 3 members plus the headteacher, as agreed by the Trust Board.
Meetings	A minimum of four meetings per annum - two in term one and one in terms two and three. The LGC may decide to hold additional meetings or sub-committee meetings at their discretion.

Approved By	Chair of Governors Forum, Trustees, and Trust Board

2. Roles and Responsibilities

The local governing committee has delegated responsibility to monitor, evaluate, and report on the following core areas within the school:

Standards & Strategy

1. **Vision and Ethos:** Ensure the trust's vision, ethos and strategy is adopted and applied by school leaders.
2. **School Improvement:** Work with senior leaders to identify areas for improvement and develop strategies to address them in line with the trust's strategic objectives.
3. **Performance Monitoring:** Monitor school performance and improvement through regular reviews of performance data, including exam results, attendance rates, and pupil progress.
4. **Curriculum Delivery:** Ensure the trust's curriculum is being provided to pupils in an appropriate manner for the school's context.
5. **Operational Effectiveness:** Ensure the required policies and procedures are in place and the school is operating effectively in line with these policies.
6. **Headteacher Support & Challenge:** Establish a strong relationship with the headteacher in order to provide effective support and challenge, including delivering the Trust strategy at school level and providing feedback to their performance management/professional development process.
7. **Self-Evaluation:** Support school leaders to ensure that institutional self-evaluation is accurate, robust, and timely.

Spending & Financial Oversight

1. **Budget Projections:** Work collaboratively with the headteacher and Trust officers to develop, review, and propose the annual and three-year school budget plan.
2. **Financial Management:** Monitor school financial management to ensure spending stays strictly within the approved budget parameters.

Stakeholder Engagement

1. **Insights & Feedback:** Consult stakeholders – parents, staff and pupils – and use insights to inform localized decision-making.
2. **Value Alignment:** Help stakeholders understand the trust's values and vision for the future.
3. **Community Intelligence:** Provide the trust board with insight into the unique challenges and opportunities faced by the school's local community.

Safeguarding

1. **Culture:** Foster a rigorous culture that prioritises the safety and wellbeing of all pupils and staff in the school.
2. **Contextual Safeguarding:** Ensure the adopted safeguarding policies and procedures reflect the specific safeguarding challenges and local context of the school.
3. **Compliance Monitoring:** Monitor the implementation of safeguarding policies and the rigorous effectiveness of procedures.
4. **Link Governor:** Designate a specific link governor to take leadership responsibility for safeguarding oversight.
5. **Estates & Safety:** Monitor the school's estate, ensuring that appropriate policies are adopted and followed in order to keep pupils and staff safe.
6. **Health & Safety Link Governor** : Designate a specific link governor to take leadership responsibility for Health & Safety oversight, ensuring rigorous compliance monitoring of premises, risk assessments, and local safety procedures.

Special Educational Needs and Disabilities (SEND)

1. **Policy Contextualization:** Ensure that the trust policy for pupils with special educational needs and disabilities (SEND) is implemented effectively and adapted to the specific school context where necessary.
2. **Staff Capacity:** Seek assurance that school staff are professionally trained to implement pupil strategies and individual support plans.
3. **Resource Allocation:** Ensure pupils with SEND have access to the resources and support they need to succeed.
4. **Link Governor:** Designate a specific link governor to take leadership responsibility for SEND oversight.
5. **MAT Collaboration:** Work in partnership with the Special Educational Needs Coordinator (SENCO) and other stakeholders across the MAT community to ensure that pupils with SEND are well-supported and fully included in all aspects of school life.
6. **Provision Evaluation:** Monitor the overall effectiveness of the school's SEND provision, referring closely to pupil outcomes and other relevant localized data.

Supplementary Functions

1. **Headteacher CPD:** Support the Headteacher Career and Professional Development Process (formerly appraisal).
2. **Accountability:** Maintain strong oversight of key performance accountability markers.
3. **Pay Committee:** Operational responsibility for the school Pay Committee (other than for the headteacher).
4. **Panels:** Convene and conduct Appeals Panels as required.
5. **Recruitment:** Support the recruitment and selection process for key appointments within the academy.
6. **Governor Visits:** Carry out structured governor visits to the school according to an agreed annual programme.

3. Delegated Policy Oversight

The committee is responsible for reviewing, adapting to the school context, and monitoring the local implementation of policies delegated by the Trust Board.

4. Confidentiality, Data Protection, and Meeting Conduct

In executing their delegated duties, members of the Local Governing Committee (LGC) must maintain the highest standards of **confidentiality** regarding all sensitive school and Trust data, ensuring that discussions and documentation remain strictly secure. In compliance with **GDPR and data protection legislation**, governors must handle personal data responsibly, which extends to the modern governance landscape and the use of **Artificial Intelligence (AI)** tools; any utilisation of AI for drafting, summarizing, or analysing governance papers must strictly prohibit the input of identifiable personal or confidential institutional data. Furthermore, to foster strong collaborative relationships, robust debate, and effective local oversight, it is highly recommended that a minimum of **75% of all LGC meetings are conducted face-to-face**, with virtual attendance reserved for exceptional circumstances or specific extraordinary meetings.