

MAT LGB Governance 2025/26

Local Governing Bodies (LGBs)

Structure

The Local Governing Body should consist of no fewer than five committee members and a maximum of ten* ensuring that the following are in place as a minimum:

- Two parent Governors.
- One staff Governor.
- One external educationalist Governor
- The Headteacher of the school.

*Newly joined schools with existing LGBs will be given two academic years to transition to operate within the 5-10 membership structure and the Trust will work in partnership with each LGB to make sure key skills are not lost. This is a transition process and so context and dialogue are key as is partnership and so if reducing to 10 proves to be a challenge by 2022 then the Trust will offer support in this area taking into account each LGBs circumstances.

Role

LGBs are a full and formal part of the trust governance structure and are expected to:

- support the effective operation of the trust and its policies
- provide support and challenge for the local school as per the scheme of delegation.
- provide a vehicle for trust board engagement with the school, its parents and local community, to help ensure that the MAT Trustees stay connected.
- bring issues and risks to the attention of the trust board.
- provide constructive feedback to the board where a policy may not be effective in the local context, and suggest alternative approaches
- help ensure the trust works as one entity, in the interests of all its schools equally

Area and responsibility

Key Area	Responsibility	Additional Information
Teaching and Learning	Local Governing Body	<p>The main focus of the Governing Body is to help the Executive Board to establish and triangulate progress made by the school in securing at least good teaching and learning for pupils. This can take place through the following key activities:</p> <ul style="list-style-type: none"> ● Staff impact - targeted liaison with identified teaching staff to establish the level of support provided and impact made. This will provide an additional source of information for the Executive Board which is independent of the MAT Central Team. This should be carried out at least once per term with a short report provided for the Executive Board. Click HERE for template form. ● Evaluation of impact made - monitoring of termly reports provided by school leadership to establish whether or not leadership are taking swift and robust action to improve teaching and learning (this will include School Improvement Plans, data analysis and notes created by MAT Data Triad). This can be done through analysis of reports and can be triangulated (verified) through the staff impact session and attending coaching walks. You can access a generic feedback form HERE. ● Learning walks - every Governor to attend at least one learning walk per academic year and to be coached through it, complete a note of visit (template found HERE) and report back to the Governing Body. ● Chair Update - the Chair of Governors will be asked to meet remotely with the CEO periodically.
Community voice	Local Governing Body	<p>Report back to the Executive Board the view of the school within the community with regards the following:</p> <ul style="list-style-type: none"> ● What is the school doing well? ● What could the school be doing better? ● What is the current reputation? ● Other relevant information. <p>This can be done through the following two options:</p> <ul style="list-style-type: none"> ● Stakeholder Engagement Committee

		<ul style="list-style-type: none"> • Community forum group
Finance	Executive Board	<p>The Trust has a robust set of processes to ensure financial rigour including:</p> <ul style="list-style-type: none"> • A full time Finance Director - a termly financial position will be provided for Governors for transparency purposes. • Internal Audits completed on a termly basis by an external provider (DRB). Internal reports will be shared with the Governing Body for transparency purposes. • Annual Audit of Accounts - the set of accounts are a public document and as such are accessible by the Governors for transparency purposes. • Executive Board Finance Committee monitors all finances and budgets. Where there are issues you will be notified. • Executive Board Audit Committee independently monitors finance and procedures across the MAT - this is reviewed by the Board of Members • PP/Catch up - LGB focus. • Where financial issues or questions are raised by the community or LGB regarding expenditure and financial decision making processes at the school then please follow the guidance notes HERE.
Health and Safety	Executive Board	<p>The Trust has a robust set of processes to ensure the rigorous monitoring of Health and Safety systems including:</p> <ul style="list-style-type: none"> • Estates Manager with a focus on Health and Safety now monitors all sites - he is a certified member of IOSH and qualified Health and Safety trainer. • Health and Safety audits are carried out every three years. • Executive Board monitors all Health and Safety overviews as they carry all responsibility and liability for the Trust. Where there are non compliance issues the Governing Body will be notified as a matter of transparency. • Executive Board Audit Committee independently monitors Health and Safety checks which are then in turn monitored by the Board of Members.
Complaints	Local Governing Body	<p>In line with the MAT Complaints Policy the Governing Body investigates formal complaints made in relation to the school. Please click HERE for more details. If the complaint comes directly to the Trust the MAT will take the lead on this.</p>

Appeals Process	Executive Board	The Executive Board will carry out all appeals processes and will seek to establish if due process was followed. Please click HERE for more details.
Training of Governors	MAT Central Team	Each half term the MAT Central Team will provide a minimum of one hour long remote training session per half term for Governors. The focus of which can be decided at the meeting on 12th Nov 2020. The Governing Body can also make use of training run by SMBC.
Executive Board communication	Executive Board Local Governing Body	<p>Executive Board The Chair of Governors will receive copies of Executive Summary sheets for the Trust (where information is sensitive it may be redacted) and can then brief other Governors at the next meeting. The CEO will provide a half termly MAT update for all Governors within the Trust.</p> <p>Governing Body All Governors notes of visit to be shared via the CEO and MAT PA. Minutes and agendas of meetings to be shared with the Executive Board within two weeks of each meeting.</p>

Strategies for enacting the proposed new approach

The above information is outlined as a series of non negotiables that need to be met by all Local Governing Body and each individual. There are two approaches the Local Governing Body may take in achieving the above criteria.

Option 1

The LGB meet three times a year across three days (once per term). During this meeting the focus will be on:

Morning

- Attending a learning walk
- Carrying out staff voice interviews

- Community voice
- Overview of standards and curriculum (this may be interwoven with the learning walk)

Afternoon

- Pupil Premium/Catch Up Premium update and evaluation
- Overall budget status update
- Local policy approval

The meeting should be clerked throughout - please see the clerking standards [HERE](#).

Option 2

Governors will need to ensure that visits to the school are mapped out over the academic year to ensure that each half term a different Governor is able to provide feedback on attending a coaching walk and/or staff voice interview.

The LGB meet half termly (either outside of the school day or within the school day) to discuss the following standing agenda items:

- Feedback from coaching walks that Governors have attended
- Feedback from staff voice interviews.
- Community voice feedback.
- Pupil Premium/Catch Up Premium update and evaluation
- Overall budget status update
- Local policy approval

The meeting should be clerked throughout - please see the clerking standards [HERE](#).

Additional

Regardless of whether Option 1 or 2 is in place, the LGB will also need to seek community voice and this can be done through one of two approaches:

- Run a community forum group that meets at least three times a year to seek feedback from the local community and parents about how the school is running and performing. This group should have representation from either the LGB, HT or both and should seek to engage with a cross section of the community.
- Set up a Stakeholder Engagement Committee which focuses specifically on: engagement with the community including parent, staff and student consultation, focus work with stakeholder groups, school engagement strategy. The LGB may choose to add additional community engagement remits to this group. The makeup of this committee should include at least: Chair of committee, Vice Chair of committee, Staff Governor, Parent Committee member.