



Blessed Holy Family Catholic Academy Trust

Terms of Reference for Local Governing Bodies (LGBs)

Local Governing Bodies are established as Committees of the Blessed Holy Family Catholic Academy Trust. They have delegated responsibilities as outlined in the scheme of delegation. This ensures that each LGB has oversight of the smooth running of their school

Expectations

The following are key expectations of the Trust:

- The Local Governing body will uphold the full principles of the Catholic Church.
- The LGB will adhere to their responsibilities as outline in the scheme of delegation.
- They support and follow Diocesan policy as outlined by the members of the Trust.
- They place the needs of the child at the heart of all decisions.
- They adhere to the mission and values of the Trust and their individual schools mission statement.

Purpose of the LGB

- To ensure the smooth operational structure of the school in line with the expectations outlined above.

- To oversee standards and progress for each pupil to ensure that the school provides

an inclusive learning environment where all are enabled to flourish and secure success, academically and pastorally.

Constitution of the Local Governing Body

- The LGB must not fall below the minimum number of members as outlined in the constitution of the LGB statement, namely The Local Governing Body shall consist of a minimum of 3 and a maximum of 10 members of which there shall be majority foundation governors (maximum of 2 parents), 1 parent governor, 1 staff governor, 1 community governor, Headteacher governor and if required a maximum of 1 co-opted governor.
- The Chair of the LGB must notify the CEO if they are concerned that this may not be the case.

- All foundation members of the LGB are appointed by the Diocese for a 4-year term of office.

Meetings

- The full LGB must meet at least three times in any one academic year.
- The LGB must elect a Chair and Vice Chair of the full LGB on an annual basis.
- All LGBs must appoint a governance professional and ensure all meetings are formally recorded through careful note taking outlining the key strategic discussions, challenge and outcomes.
- All meetings of the LGB will be chaired by the Chair of the LGB or nominated representative should they not be available.
- Aspects of the work of the LGB should be delegated to sub-committees.
- All areas outlined in the scheme of delegation must be covered in the work of the allocated committees or at full LGB meetings on an annual basis.
- Minutes of all LGB full and committee meetings should be formally recorded and the minutes share with the Trust board.
- It is recommended that all LGB minutes be maintained on governor hub.

Quorum

All meetings of the governing body will be quorate if 3 members of the LGB are present.

Policies

- The LGB will be responsible for monitoring their school website and ensuring all school specific policies are in place and reviewed regularly in line with the DFE list of statutory policies.
- The LGB are responsible for ensuring that all statutory policies are in place and fully compliant with up-to-date practice and legal requirements.
- The LGB must follow all Trust wide policies to ensure equity and fairness across the Trust. (The Trust Policies are outlined in the BHFCAT Governors' handbook)

Monitoring

- The Chair of the LGB is responsible for ensuring that all areas of responsibility are allocated to the relevant committees.
- The full LGB is responsible for ensuring that all committees that have been created have clear terms of reference and an elected chair and vice-chair.

- All committees must report at all full LGB meetings on the areas they have evaluated in relation to the school's priorities.
- All members of the Local Governing Body should be familiar with the Blessed Holy Family Catholic Academy Trust Handbook.

Reviewed and approved 3 July 2025

Chair of the Trust Board

Signed:

A handwritten signature in black ink, appearing to read 'James Coyle', with a stylized flourish at the end.

James Coyle