



Terms of Reference LFGB Board September 2026

Mother Teresa Catholic Academy Trust

Date approved by Directors / Governors	01.09.26
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Body Responsible for Review	Full Board / LGB

MTCAT VISION

VISION: "STRENGTH IN UNITY" - *The power of a couple or team pulling together, working for the same goal, striving to reach a common destination, is far greater than the sum of its parts.*

OUR VISION is to create a nurturing and enriching educational community where the light of Christ shines brightly, guiding the journey of our children aged 2-19. In unity, we will provide an exceptional Catholic education that empowers children to achieve their highest potential, guided by the light and truth of Christ. Together, we build a future filled with hope, love, and the promise of a brighter tomorrow.

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PREFACE

1. Full Local Governing Body Meetings – There must be a minimum of 3 termly FLGB meeting each academic year. These meetings must follow the agenda items identified. LGB are free to have additional meeting if they wish and can add any additional items they require.

2. Local Governing Body Sub-Committee Meetings – The number of sub-committees and their make-up is delegated to the FLGBs. However, they must cover all the aspects outlined in the examples provided in appendix 1.

3. Make up of the Full Local Governing body – The make-up of the Full Local Governing Body must have identified below as a minimum. If FLGBs want additional governors then they are free to do so.

Local Full Governing Body (FLGB) Meetings

MEMBERSHIP:

- 5 Foundation Governors
- 1 Parent Governor
- 1 Staff Governor
- 1 Headteacher Governor (Optional)

QUORUM: 3 Foundation Governors or 2 Foundation Governors and 1 other Governor

The role of the FLGB meetings is to monitor and evaluate the provision of all things relating to schools at a strategic level this includes Trust and individual school finance, audit and risk.

Guidance for FLGB Meetings & LGB Sub-Committee Meetings

1. Prior to meeting

- All agendas need to contain the items identified in the LGB terms of reference for each meeting. Sub Committee Chairs may choose to add additional items, as AOB, as required.
- All working papers should be received by committee members 5 Working days in advance.
- All committee members should make sure they familiarise themselves with the working papers, especially with any reports.
- All apologies should be given to the clerk of the meeting prior to the meeting.
- All agendas should use the Trust approved format. This includes the initials against the individual agenda items and, once into the body of the agenda, a time allocation for each.

2. During the meeting

- All main LGB Meetings should last no longer that 2 hours. The Chair of the LGB should ensure this happens.
- All Sub Committee LGB Meetings should last no longer that 1 hour. (This doesn't include any H & S Inspections)
- The Chair of the LGB should ensure this happens.
- AOB will not be included in any meeting agenda.
- All 'Remote Meetings will be recorded by the clerk to the meeting.

3. After the meeting

The clerk will type up the minutes and send them to the chair of the meeting for approval within 10 working days. The chair of the meeting will return the approved minutes within 5 working days.

Full Local Governing Body (FLGB) Meetings

Membership:	5 Foundation Governors 1 Parent Governor 1 Staff Governor 1 Headteacher Governor (Optional)
Quorum:	3 Foundation Governors or 2 Foundation Governors plus 1 other Governor
Meetings:	3 Meetings Annually
Terms of Reference:	• To be the custodians of the school's Catholic Mission • To ensure the strategic direction for the Trust is implemented in the school • To be responsible for the strategic vision of the School and to set and monitor appropriate objectives for senior leaders focusing on equality • To ensure safeguarding is given a high priority • To ensure Health & Safety responsibilities are met • To review policies, targets, and priorities in the light of current regulations and the needs of various stakeholder groups • To agree constitutional matters, including procedures, where the LGB has discretion. • To recruit new members as vacancies arise and to appoint new Governors where appropriate. • To hold at least three Full Local Governing Body meetings per year • To appoint or remove the Chair / Clerk to the Governing Body • To establish the committees of the LGB and their terms of reference • To decide which functions of the Local Governing Body will be delegated to committees, groups, and individuals • To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Local Governing Body is necessary • To suspend a Governor if required • To approve the first formal budget plan of the financial year • To ensure that the school complies with all financial commitment as instructed by the Trust • To present termly financial information to the LGB Board (Chair of LGB) • To scrutinise annual budget proposals and present a draft budget to the Trust Board at the beginning of the financial year. • Benchmark educational and financial standards

Full Local Governing Body Agendas

Autumn	Spring	Summer
• Introduction and Welcome • Election of Chair and Vice Chair (if applicable) • Opening Prayer • Declaration of Pecuniary Interests • Apologies • Minutes of last meeting • Matters Arising • LGB Governors' Code of Conduct • Sub Committee Reports / Policy Adoption • Safeguarding • H&S • School Improvements Plan adoption • HT Report • School Updates • Governance Professional Updates • Financial Report from Chair	• Introduction and Welcome • Opening Prayer • Declaration of Pecuniary Interests • Apologies • Minutes of last meeting • Matters Arising • Sub Committee Reports / Policy Adoption • Safeguarding • H&S • HT Report • School self-evaluation • School Updates • Benchmarking • School Improvement plan update • Financial Report from Chair including Budget Review	• Introduction and Welcome • Opening Prayer • Declaration of Pecuniary Interests • Apologies • Minutes of last meeting • Matters Arising • Sub Committee Reports / Policy Adoption • Safeguarding • H&S • HT Report • School self-evaluation • School Updates • Benchmarking • School Improvement plan update • Financial Report from Chair including budget proposal

Statutory Sub Committees

The Full Local Governing body is required to have the following sub committees that will be stand if required. The individuals who sit on the committees are required to be identified each September to make sur their make-up is as transparent as possible. If identified individuals are not able to sit on the committee when needed, the reason for this must be explicitly explained to all relevant parties and a suitable replacement appointed.

Occasional Sub Committees 2024/25	
Disciplinary & Exclusions	3 Governors (Including ideally a Priest)
Disciplinary and Complaints	2 Governors (Not Staff Governor)
Disciplinary and Complaints appeals	2 Governors (Including a Priest)
HT Performance Management	Chair of Governors + 1 other Governor & CEO
Admissions Appeals	Headteacher / Head of School + 1 Governor

Special Responsibilities

Each individual Local Governing Body should have governors who take a leading role in the following areas:

- **RE**
- **SEND**
- **Safeguarding**
- **Health & Safety**

Local Governing Bodies are free to expand on further responsibilities if they so wish.

Appendix 1 Admissions

The LGB Board is to have the following or equivalent Sub – Committees as a minimum. The naming, terms of reference, quorate and makeup is to be determined by the Local Governing Body. We have provided examples, that Local Governing Bodies might wish to use. However, if Local Governing Bodies want to use their own sub-committees they must produce their own terms of reference and make sure that they meet all statutory obligations.

- **Admissions Sub Committee (3 Meetings annually, 1 per term)**
- **Education, Curriculum & Outcomes (3 Meetings Annually, 1 per Term)**
- **Staffing, Personnel and Pupil Welfare (3 Meetings Annually, 1 per Term)**
- **Health & Safety (3 Meetings Annually, 1 per Term)**

Admissions	
Membership:	1 Foundation Governor, 1 Governor, HT or Head of School
Quorum:	1 Foundation Governor, HT or Head of School
Meetings:	3 Meetings Annually
Terms of Reference:	• To draft and review the school's admission arrangements/ oversubscription criteria with respect to the Trusts approval. • To consult as appropriate with other admission authorities on any non-statutory changes to the school's admission arrangements/oversubscription criteria within required timescales and in-line with the admissions code of practice subject to the Trusts approval. • To report consultation comments and recommended changes back to the Local Governing Body for consideration. • To ensure admission arrangements are approved annually by the Local Governing Board and the Trust. • To ensure applications are prioritised by reference to the oversubscription criteria, and that this is applied lawfully and in accordance with the school's policy. • To consider "late" applications after all "on-time" applications have been considered, (this cannot be delegated to an individual). • To maintain a waiting list. • To report on admission outcomes to the Local Governing Body in broad terms and to the Trust as required.

Admissions Agendas		
Autumn	Spring	Summer
• Introduction and Welcome • Opening Prayer • Declaration of Pecuniary Interests • Apologies • Minutes of last meeting • Matters Arising • Elect chair • Review Terms of Reference / Policies • Declaration of Pecuniary Interests • Minutes of Last Meeting • Matters Arising • Admissions Policy (next Academic Year + 1) • Acceptance of Next Academic Admissions Arrangements/Supplementary Information Forms	• Introduction and Welcome • Opening Prayer • Declaration of Pecuniary Interests • Apologies • Minutes of last meeting • Matters Arising • Admission Applications September Current year • Ranking List	• Introduction and Welcome • Opening Prayer • Declaration of Pecuniary Interests • Apologies • Minutes of last meeting • Matters Arising • Allocation of places - Transfers in and waiting list

Appendix 2 Education, Curriculum & Outcomes

Education, Curriculum & Outcomes	
Membership:	1 Foundation Governor, 1 Governor, HT or Head of School
Quorum:	1 Foundation Governor, HT or Head of School
Meetings:	3 Meetings Annually
Terms of Reference:	• To set out in writing the aims of the school's secular curriculum. • To ensure the curriculum meets the needs of all pupils. • To ensure that Relationships / Sex Education is taught in line with statutory requirements and the school's ethos. • To ensure the Curriculum is taught effectively and that the school meets national requirements as related to curriculum. • To ensure the provision of Religious Education is in accordance with the 'agreed syllabus' and daily worship occurs. • To ensure that standards achieved in Religious Education are equivalent to those achieved in other subjects. • To examine and monitor the standard of attainment at the end of the three key stages and report these to the CEO, Local Governing Body and Trust • To examine and monitor standards and progress between these key stages and report these to the CEO, Local Governing Body and Trust • Ensure that the School Self Evaluation is undertaken annually • To evaluate the assessment and moderation procedures and report these to the CEO, full Local Governing Body and the Trust. • To ensure the School Improvement Plan reflects the priorities of the curriculum. • To review the curriculum co-ordinators' reports. • To ensure value for money with regard to curriculum expenditure.

Education, Curriculum & Outcomes Agendas		
Autumn	Spring	Summer
• Introduction and welcome • Opening Prayer • Declaration of Pecuniary Interests • Apologies • Minutes of last meeting • Matters Arising • Elect chair • Review Terms of Reference/ Policies • School Improvement Plan Update (Curriculum) • Review last year's data (all year groups) and IDSR if available • Curriculum co-ordinator reports (any updates) • Standards reports (analysis by group) • Update on new members of staff & changes in responsibility • RE Update • Review SEF • Review PP and Sports Premium reports	• Introduction and welcome • Opening Prayer • Declaration of Pecuniary Interests • Apologies • Minutes of last meeting • Matters Arising • Review of Target setting • Review of staffing & changes in responsibility • Training & Development update • ECT update • RE Update • Review SEF (Quality of Education) • Review any agreed policies • Review any available benchmarking data • Review of School Improvement plan (Curriculum issues)	• Introduction and welcome • Opening Prayer • Declaration of Pecuniary Interests • Apologies • Minutes of last meeting • Matters Arising • Staff training – assess value and effect on school's/pupil's performance • Look at proposed staff structure for September • Review of School Improvement Plan • RE Update • Review any necessary policy documentation

Appendix 3 Staffing, Personnel & Pupil Welfare

Staffing, Personnel & Pupil Welfare	
Membership:	1 Foundation Governor, 1 Governor, HT or Head of School
Quorum:	1 Foundation Governor, HT or Head of School
Meetings:	3 Meetings Annually
Terms of Reference:	- To ensure that good practice is employed within the school in all matters relating to the employment and conditions of staff. - To review the staffing structure whenever a vacancy occurs and on an annual basis. - To ensure that targets for the headteacher / Head of school are set and performance management arrangements are in place. - To ensure that the selection and induction of all new staff is professionally and rigorously carried out according to the guidelines agreed between the Headteacher and the LGB. - To ensure that the professional development needs of all staff are being properly addressed in line with the school's priorities. - To ensure that every member of staff has an up to date and relevant job description and salary statement. - To ensure that the priorities set out in the school improvement plan are supported by the staffing structure. - To ensure that the committee and full governing body are consulted on staffing appointments and that the Trust and the Diocese are involved in the appointment of senior staff. - To Monitor School Improvement Plan with aspects relating to the committee. - To ensure that the school's Equal Opportunity Policy and Equality Policies are reviewed and the annual action plan is in place. - Ensure there is an induction process (including safeguarding and Health and safety training) for all new Governors and members of staff. - Ensure that the provisions for Early Career Teachers meet requirements. - Ensure that all staff undertake annual Safeguarding Training as outlines in KCSIE and further on-going training as required - Monitor the SCR termly and make sure annual safeguarding audit is undertaken.

- To report on staff welfare including, work life balance and workload.
- To report on any Pupils' welfare issues.

Community

- To promote community links with the school.
- To identify and report on those links to the Local Governing Body.
- To promote the school within the community.

Pupil Welfare

- To promote pupil welfare within the school.
- To identify areas in which the school can financially support pupils.
- To identify and support vulnerable groups / individuals.
- To monitor attendance of all groups of pupils in the school.
- Termly monitor SCR and undertake safeguarding audit.

Fund Raising

- To run and monitor the school's Gift Aid.
- To identify areas of funding to support the school.
- To report to the Local Governing Body.

Staffing, Personnel & Pupil Welfare Agendas		
Autumn	Spring	Summer
• Introduction and welcome • Opening Prayer • Declaration of Pecuniary Interests • Apologies • Minutes of last meeting • Matters Arising • Elect chair • Review Terms of Reference / Policies • SIP Training & Development • Equality Plan • Staff Job Descriptions • Performance Management • Attendance • Staffing Update • Community Update • Pupil Welfare update • Funding Raising Update • Safeguarding update • SCR / Safeguarding Audit	• Introduction and welcome • Opening Prayer • Declaration of Pecuniary Interests • Apologies • Minutes of last meeting • Matters Arising • Review ECT • Financial update (Staffing) • Performance management Update • Training & Development Update • Job descriptions salary statements • Staffing update • Community Update • Pupil Welfare update • Funding Raising Update • Safeguarding update • Review SEF (Behaviour & Personal Development) • SCR / Safeguarding Audit	• Introduction and welcome • Opening Prayer • Declaration of Pecuniary Interests • Apologies • Minutes of last meeting • Matters Arising • Future Training and development • Look at proposed staff structure for September • Review of School Improvement Plan (Staffing) • Report on Equality Plan • Community Update • Pupil Welfare update • Funding Raising Update • Safeguarding update • SCR / Safeguarding Audit

Appendix 4 Health & Safety

Health & Safety	
Membership:	Health & Safety Governor / Site Manager / Caretaker
Quorum:	Health & Safety Governor / one other
Meetings:	3 Meetings Annually
Terms of Reference:	• To ensure that there is an up to date Health & Safety Policy operating in the school • To ensure that regular Health & Safety inspections are undertaken and that a full Health & safety audit is undertaken every 5 years • To regularly look at Health & Safety issues • To report on issues of Health & Safety to the Local governing body and Trust • To ensure that an annual security and fire safety assessment is undertaken • To ensure that the accident book is maintained and that accidents are analysed to locate any potential patterns • To ensure that Health & Safety issues receive the proper attention according to need • To ensure that we have all the necessary safety certificates • To ensure that all indoor and outdoor equipment is properly maintained and annually inspected if applicable • To ensure that all appliances are electrically tested in compliance with the law • To ensure that employees and LGB members have appropriate health and safety training • To ensure there is health and safety induction training for all employees and LGB members

Health & Safety Agendas		
Autumn	Spring	Summer
• Undertake Term 1 H & S Inspection • Introduction and welcome • Opening Prayer • Declaration of Pecuniary Interests • Apologies • Minutes of last meeting • Matters Arising • Elect chair • Review terms of ref • H & S update • H&S inspection Report (Review) • Review accident book • Audit fire procedures • Matters arising from H & S Audit • H&S Calendar	• Undertake Term 2 H & S Inspection • Introduction and welcome • Opening Prayer • Declaration of Pecuniary Interests • Apologies • Minutes of last meeting • Matters Arising • H & S update • Audit training logs • Audit COSHH & Leg • H&S inspection Report (Review) • Complete audit check lists • H & S Inspection • Risk Assessments	• Introduction and welcome • Opening Prayer • Declaration of Pecuniary Interests • Apologies • Minutes of last meeting • Matters Arising • Undertake Term 3 H & S Inspection • School Improvement Plan Update • H & S update • Review accident book / Risk assessments

Appendix 5 Policy

POLICY	RESPONSIBILITY
STATUTORY POLICIES	
Admissions	LGB
Charging	LGB
Data Protection	LGB
Biometric Information	LGB
Complaints Various	TRUST
Capability	TRUST
ECT	TRUST
Discipline, conduct grievance	TRUST
Allegations against staff	TRUST
Pay (Teaching & Non-Teaching)	TRUST
Accessibility Plan	LGB
Child Protection / Safeguarding	LGB
SAFEGUARDING TRUST	TRUST
Children with Health needs	LGB
EYFS	LGB
SEND TRUST	TRUST
SEND	TRUST (Template)
Children with medical conditions	LGB
RHE	LGB
Behaviour	LGB
Exclusions	TRUST
H&S TRUST	TRUST
H&S SCHOOLS	TRUST (Template)
First Aid	TRUST (Template)
Single Equality	LGB

POLICY	RESPONSIBILITY
NON- STATUTORY POLICIES	
Procurement	TRUST
Executive Pay	TRUST
Whistleblowing	TRUST
Gifts & Hospitality Trust	TRUST
Gifts & Hospitality Schools	TRUST (Template)
Leave of absence	LGB
Staff sickness & Absence	LGB
Fair Processing	TRUST
Data Protection Trust	TRUST
Data Protection Schools	TRUST (Template)
Privacy Notice	TRUST
Reserves	TRUST
Vexatious Complaints	TRUST

Appendix 6

The Seven Principles of Public Life set out by the Committee on Standards in Public Life ("the Nolan Principles")

1. Selflessness Holders of public office should act solely in terms of the public interest.
2. Integrity Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
3. Objectivity Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
4. Accountability Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
5. Openness Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
6. Honesty Holders of public office should be truthful.
7. Leadership Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.