Dogsthorpe Infant School
Local Governing Body
TERMS OF REFERENCE
2026 - 27

Approved by the Local Governing Body on: 05.10.26

Signed by the Chair of the Local Governing Body: *Sue Hartropp*

Membership	The committee shall consist of a minimum of 6 and a maximum of 9 Governors.
Chair	The Chair will be appointed by the Board of Trustees at the last meeting of each academic year for the year ahead.
Quorum	The quorum for all business of the Local Governing Body will be 50% plus 1 governor of the total number of governors holding office on the date of the meeting.
Meetings	The Full LGB will meet at least 3 times per year. The agenda will be set by the Governance Professional and approved by the Chair and Head Teacher of Dogsthorpe Infant School prior to being circulated to the Governing Body. The draft minutes will be recorded by the Governance Professional and sent to the Chair and Head Teacher, to be checked. Copies of the approved draft minutes will be sent to all members of the Governing Body, HAT Trustees and Members, and Governance Lead as soon as they have been checked by the Chair and Head Teacher. The minutes of each meeting will be considered for approval or amended at the next meeting and, once approved by the Governing Body as a true record, will be signed and dated by the Chair. Those matters which the Governing Body determines shall remain confidential, will be minuted separately and such matters will not be made publicly available.
Pecuniary and Personal Interest	The Governing Body will update annually the register of business interest of its members. Governors will draw attention as appropriate to any pecuniary or other personal interest, whether that interest has been registered or not. Anyone who is ordinarily entitled to attend a governing board or committee meeting (that is governors, members of committees, associate members or Executive Headteacher) must withdraw and not vote on the issue if: a) There could be a conflict between the interest of that person and the interests of the Governing Body; or b) Where a fair hearing must be given and there is reasonable doubt about the individual's ability to act impartially on any matter.
Committees	The LGB will establish appropriate Committees – at Dogsthorpe Infant School this will be the Standards Committee - and their terms of reference, which will be agreed at the first meeting of that committee and reviewed annually at the first LGB meeting of each academic year. Each Committee will approve a Chair and the Trustees will decide which functions of the Local Governing Body will be delegated to the individuals and Committees. The LGB will receive reports from any individual or Committee to whom a task has been delegated and will consider whether any action by the LGB is necessary. Reports must be

sent to the Head Teacher for review ahead of circulation to the LGB by the Governance Professional. Any governors having issues with the actions of a Committee must advise the Clerk/Committee Chair 48 hours before the LGB that they will be raising an issue. The LGB will monitor the progress of work being undertaken by committees and individuals.

LGB Purpose

The Local Governing Body (LGB) is the key strategic decision-making body for the school, setting the strategic framework in partnership with the Senior Leadership Team and ensuring it meets all its statutory duties. Raising achievement is at the heart of the LGB strategic role; every child has the right to attend an excellent school.

The Governing Body has the following core strategic functions:

Establishes the strategic direction by:

- Setting the vision, values, and objectives for the school;
- Agreeing the school development plan and improvement strategy with priorities and targets;
- Meeting statutory duties

Ensures accountability by:

- Monitoring progress towards priorities and targets;
- Monitoring and evaluating School and Student progress and attainment;
- Monitoring and evaluating the school's development plan and improvement plan
- Monitoring supporting action plans and the SEF;
- Monitoring and evaluating the planning, development and delivery of the curriculum of the school;
- Being a source of challenge and support to the Head of Teacher and Senior leaders;
- Ensuring Senior leaders have arranged for the required audits to be carried out and receiving the results of those audits;
- Ensuring Senior leaders have developed the required school-specific policies and procedures and the school is operating effectively according to those policies;
- Acting as link governors on a specific issue / with department, making relevant enquiries of the relevant staff, and reporting to the Local Governing Body through the committee structure on the progress on the relevant school priority;
- Listening to and reporting to the school's stakeholders: pupils, parents, staff, and the wider community;
- Ensuring the school staff have the resources and support they require to do their jobs well;
- Recruiting new members of the Local Governing Body as vacancies arise

Ensuring financial probity by:

- Being aware of spending against the budget;
- Being aware of the financial performance of the school making sure its money is well spent;

For local governing bodies to carry out their roles effectively, governors must be:

- prepared and equipped to take their responsibilities seriously;
- acknowledged as the accountable body by the lead professionals;
- supported by the appropriate authorities in that task;
- willing and able to monitor and review their own performance.

TOR Review Date: Autumn 2027
By: Dogsthorpe Infant School Local Governing Body

Membership of LGB

- COG. Appointed annually by the Trust.
- HT
- 1 staff governor
- Up to 6 local governors at least 1 of whom to be a parent with child/ren currently at DIS

- DHT to attend meetings
- HAT Executive HT to attend meetings as required/desired
- HAT Trustees/representatives from other HAT LGBs to attend as required/desired

Dogsthorpe Infant School will hold a termly LGB general meeting, a termly Standards meeting and also a termly Governor Day, or equivalent (all either virtually or face to face as circumstances allow).

Any policies which are DIS specific will be covered in LGB meetings. Trust policies will be adopted from, and managed by, HAT.

LGB meetings will be clerked in-house by: The Administration Manager & PA to the Headteacher.