



# **Local Governing Bodies: Constitution and Terms of Delegation**

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**Cathedral Schools Trust**

December 2021

## Changes

Version	Date	Amended by	Recipients	Purpose
1	1 October 2017	CST Trustees	Members of CST, every Trustee, each Local Governor, the Executive Principal, the Headteachers of the Academies operated by CST (the Heads), the Finance Director, the Clerks and the Company Secretary (if appointed) and others at the discretion of the Chairman of the Trustees of CST. CST Website updated.	Annual review - no changes
2	19 September 2018	CST Trustees		Annual review - no changes
3	12 December 2019	CST Trustees		Annual review - no changes
4	20 October 2020	CST Trustees		Annual review - added business and pecuniary interests form and updated the Reserved Matters
5	09 December 2021	CST Trustees		Annual Review - alongside Financial Regulations Policy. Updated in line with changes in legislation and to give more clarity

## Alterations

This Scheme may be altered, added to or repealed by a majority resolution of the Trustees of CST in a general meeting.

### Approvals (Annual)

Version	Date	Approved by
1	20 June 2016	CST Trustees
2	18 September 2017	CST Trustees

3	19 September 2018	CST Trustees
4	12 December 2019	CST Trustees
5	20 October 2020	CST Trustees
6	09 December 2021	CST Trustees

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## 1 Introduction

This constitution and terms of delegation has been made by the Trustees of Cathedral Schools Trust (CST).

## 2 Remit

Broadly, the role of a Local Governing Body (**LGB**) is to provide focused governance for the Academy at a local level. It monitors the Academy's key performance indicators and acts as a critical friend to the Headteacher, providing challenge where appropriate.

The LGBs carry out their functions in relation to their respective Academy on behalf of and in accordance with policies determined by the Trustees. The act of delegation from the Trustees to the LGBs is a delegation of powers and duties, and not a delegation or shedding of responsibilities.

## 3 Composition of Local Governing Bodies

Each LGB (ordinarily and at the discretion of the Trustees) comprises of up to twelve members (**Local Governors**), including:

- the Headteacher of the Academy;
- at least one elected parents or guardians of a pupil at the Academy (**Parent Local Governors**);
- up to two employees of the Academy comprising one teacher member and one elected non-teaching staff member elected by employees of the Academy (**Staff Local Governors**); and
- such other members as the Trustees decide.

Each LGB shall have a Chairman and a Vice Chairman.

The length of service of all Local Governors shall be four years. Subject to remaining eligible to be a Local Governor, any Local Governor may be reappointed or re-elected at end of his or her term.

On appointment, all Local Governors are required to:

- undergo an enhanced Disclosure and Barring Service (**DBS**) check and a section 128 check;
- sign a declaration of acceptance and of willingness to act as a Local Governor, in the form set out in Appendix 1 or as prescribed by the Trustees from time to time; and
- complete a declaration of business interest form (attached at Appendix 3).

## 4 Commitment of Local Governors

Local Governors are asked to:

- prepare for and make an active contribution at meetings of the LGB;
- champion the Academy in the local community;
- familiarise themselves with the Academy's policies;
- visit the Academy both during school hours (with prior arrangement with the Headteacher) and for evening events to get to know the Academy and to be visible to the Academy community; and

- attend training sessions for Local Governors, where possible.

## 5 **Appointment and particular responsibilities of Local Governors**

### a) **Chairman**

The Chairman is nominated by the Local Governors and approved by the Trustees. The term of office of the Chairman is one year, but the Chairman is eligible for reappointment at the end of that term.

The Trustees are entitled to remove the Chairman from office at any time, although this would be without prejudice to the individual's position as a Local Governor.

The Chairman will ordinarily meet with the Headteacher of the Academy and the Clerk to the LGB before the start of the academic year to plan the work of the LGB for the year.

The responsibilities of the Chairman include the following:

- to chair meetings of the LGB;
- to set the agenda for meetings with the Headteacher, Vice-Chairman and Clerk;
- to report to the Trustees in writing following each LGB meeting, if requested;
- to give an oral summary of the LGB's deliberations if requested at meetings of the Board of Trustees; and
- to provide a direct link between the LGB and the Trustees.

In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of the LGB, the chairman of Trustees, in consultation with the Chairman of the LGB (or the Vice-Chairman of the LGB in his or her absence), shall take appropriate action on behalf of the LGB. The decisions taken and the reasons for urgency shall be explained fully at the next meeting of the Board of Trustees and of the LGB.

### b) **Vice-Chairman**

The Vice-Chairman is nominated by the Local Governors and approved by the Trustees. The term of office of the Vice-Chairman is one year, but the Vice-Chairman is eligible for reappointment at the end of that term.

The Trustees are entitled to remove the Vice-Chairman from office at any time, although this would be without prejudice to the individual's position as a Local Governor.

The responsibilities of the Vice-Chairman include the following:

- to deputise for the Chairman in his or her absence;
- to set the agenda for meetings of the LGB with the Chairman, if requested; and
- to provide a link between the LGB and the Trustees.

In the absence of both the Chairman and the Vice-Chairman at a meeting, the LGB will elect a temporary chairman from among their number.

**c) Parent Local Governors**

Parent Local Governors for each LGB shall be elected in accordance with the process set out below:

- When a vacancy arises, the LGB will write to all parents of pupils at the Academy seeking nominees for the vacancy. Nominees will be asked to provide a short statement about why they are interested in being a Parent Local Governor and their background and experience that makes them suitable for the role.
- In the event that the number of nominees equals or is less than the number of vacancies on the LGB, the LGB can choose to appoint all (or any) of those nominated.
- If there are more nominees than places available, the LGB will write to all parents of pupils at the Academy asking them to vote for their preferred candidate.

A Parent Local Governor should be a parent of a registered pupil at the relevant Academy or where this is not reasonably practical, a person who is the parent of a child of compulsory school age.

The responsibilities of the Parent Local Governor are to represent the interests and opinions of the Parent Body of the Academy to the LGB.

**d) Staff Local Governors**

The teacher member of the LGB shall be elected by the teaching staff at the Academy.

The non-teaching staff member of the LGB shall be elected by the non-teaching members of staff of the relevant Academy.

The responsibilities of the Staff Local Governors are to represent the interests and opinions of teaching and non-teaching staff at the Academy to the LGB.

**e) Other responsibilities**

Each LGB shall appoint from among its members individuals with specific responsibilities which shall include:

- a Local Governor with responsibility for special educational needs;
- a Local Governor with responsibility for safeguarding including Child Protection and Children in Care
- a Local Governor with responsibility for health and safety;
- a Local Governor with responsibility for finance and
- a Local Governor with responsibility for the pupil premium.

**f) Ceasing to be a Local Governor**

A Local Governor's term of office will be terminated if:

- any event or circumstance occurs which would disqualify him or her from the office of Trustee under the Articles were he or she to hold such office;

- he or she has, without the consent of the LGB, failed to attend two consecutive LGB meetings, and the Chair and the Vice Chair agree that the term of office should be terminated;
- he or she resigns from office by notice to CST and the clerk of the LGB;
- he or she is removed by the person or persons who appointed him. This does not apply in respect of a person who is serving as a Parent Local Governor;
- he or she is a Staff Local Governor who has ceased to be employed by CST; or
- he or she is removed by the Trustees in circumstances where they consider (acting reasonably) that it is in the best interests of CST to remove the Local Governor.

**g) Clerk to the Local Governing Body**

The Clerk to the LGB (who may not be a Local Governor) shall be nominated by the Local Governors and approved by the Trustees. In the absence of the Clerk, the LGB shall elect a replacement for the meeting.

The responsibilities / functions of the Clerk to the LGB are as follows:

- convene meetings of the LGB including sending notices and papers of meetings;
- attend meetings of the LGB and ensure minutes are produced;
- maintain a register of members of the LGB including their terms of office and report any vacancies to the LGB;
- maintain a register of business interests of LGB members;
- maintain a register of Local Governors' attendance at meetings and report on non-attendance to the LGB;
- report to the LGB as required on the discharge of the Clerk's functions; and
- perform such other functions as shall be determined by the LGB from time to time.

**6 Convening meetings of the Local Governing Body**

Meetings of the LGB will be held in each term.

The Clerk to the LGB shall give written notice of each meeting and circulate an agenda and any reports or other papers to be considered at the meeting at least seven days in advance of each meeting. However, where the Chairman determines there are matters demanding urgent consideration, it shall be sufficient if the written notice of the meeting states that fact and the notice, copy of the agenda and other papers are given within such shorter period as the Chairman directs.

Any two Local Governors may call a meeting by giving written notice to the Clerk, which includes a summary of the business they wish to carry out. It shall be the duty of the Clerk to convene a meeting as soon as reasonably practicable.

The Local Governors may invite persons who are not Local Governors (such as a member of a committee, any employee, any pupil, any professional adviser and any experts of any kind) to attend the whole or part of any meeting for purposes connected with the meeting.

The convening of a meeting and the proceedings conducted at meetings shall not be invalidated by reason of any individual not having received written notice of the meeting or a copy of the agenda.

## **7 Voting at meetings of the Local Governing Body**

The quorum for meetings of the LGB and for any vote on a matter at such meetings is one half of the total number of Local Governors in office at that time (rounded up to the nearest whole number).

A meeting shall be terminated if the number of Local Governors present ceases to constitute a quorum. Where a meeting is not held or is terminated before all the matters specified as items of business on the agenda for the meeting have been disposed of, a further meeting shall be convened by the Clerk as soon as is reasonably practicable, but in any event within seven days of the date on which the meeting was originally to be held or was so terminated.

Any Local Governor shall be able to participate in, and be counted as present at for the purposes of the quorum, meetings by telephone or video conference provided that:

- he has given notice of his intention to do so detailing the telephone number on which he can be reached and/or appropriate details of the video conference suite from which he shall be taking part at the time of the meeting at least 48 hours before the meeting; and
- the LGB has access to the appropriate equipment;

and provided that, if after all reasonable efforts it does not prove possible for that Local Governor to participate by telephone or video conference, the meeting may still proceed with its business provided it is otherwise quorate.

Every question to be decided upon at a meeting of the LGBs shall be determined by a majority of the votes of Local Governors present and voting on the question. Votes tendered by proxy shall not be counted.

Where there is an equal division of votes, the Chairman has a casting vote.

The Local Governors may act notwithstanding any vacancies, but, if the number of Local Governors is less than the number fixed as the quorum, the continuing Local Governors may act only for the purpose of filling vacancies.

A resolution in writing, signed by all Local Governors entitled to receive notice of a meeting shall be valid and effective as if it had been passed at a meeting duly convened and held. Such a resolution may consist of several documents in the same form, each signed by one or more Local Governors and may include an electronic communications by or on behalf of the LGB indicating his or her agreement to the form of resolution providing that the Local Governor has previously notified the LGB in writing of the email address or addresses which the Local Governor will use.

## **8 Personal interests of Local Governors**

Local Governors shall complete a register of their business interests, which shall be reviewed annually (as set out in Appendix 3).

Any Local Governor who has any duty or personal interest that conflicts or may conflict with his or her duties as a Local Governor shall:



- disclose that fact to the LGB as soon as he or she becomes aware of it. A Local Governor must absent himself or herself from any discussions of the LGB in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the Academy and such duty or personal interest;
- withdraw from any meeting for that item unless expressly invited to remain in order to provide information;
- not be counted in the quorum for that part of any meeting; and
- withdraw during the vote and have no vote on the matter.

## 9 **Committees of the Local Governing Body**

The LGB may establish committees to carry out certain functions of the LGB. The LGB must determine the constitution, membership and terms of delegation of any committee it decides to establish and review them annually.

The establishment of any committees other than temporary, ad hoc committees required to deal with specific issues, must be agreed in advance with the Trustees.

## 10 **Minutes**

Attendance at each LGB meeting, issues discussed and recommendations for decisions shall be recorded and the minutes signed by the Chairman at the next meeting of the LGB. The written record (once approved by the chairman of the relevant LGB meeting) shall be forwarded by the Clerk to the LGB to the Clerk to the Trustees as soon as is reasonably practicable.

## 11 **Delegation to the LGB**

The LGB shall have the roles set out in the Decision Making Matrix and any other role that the Trustees agree shall be carried out by the LGB and that is communicated in writing to the Chairman of the LGB.

## 12 **Intervention Rights**

### **Intervention in times of concern**

The Board of Trustees remains ultimately responsible for CST and the conduct of the Academies. The operation of the various elements of governance outlined in the Scheme of Governance and the Decision Making Matrix are crucial to its success. However, there will be circumstances (more the exception than the norm) where the Board of Trustees might need to intervene and, for example, withdraw delegated authority for a particular element of governance.

In such circumstances, the Board of Trustees, along with the Executive Principal and his or her team ("the **executive leadership team**"), would work closely with any Academy or Academies concerned and those involved in their governance who would be expected to promptly implement any advice or recommendations made by the Board of Trustees and the executive leadership team.

The Board of Trustees reserves the right to review or remove any power or responsibility which it has delegated, in particular, in circumstances where serious concerns in the running of an Academy or Academies are identified (either internally within CST or by a third party), including where:

- there are concerns about financial matters;

- insufficient progress is being made against educational targets (including where intervention by the Secretary of State is being considered or carried out);
- there has been a breakdown in the way the Academy is managed or governed;
- the safety of pupils or staff is threatened, including a breakdown of discipline; or
- the Board of Trustees considers such removal of power or responsibility appropriate in all of the circumstances.

### **The delegated budget**

In line with their duties and responsibilities as trustees and directors and irrespective of the delegations set out in the Decision Making Matrix, the Board of Trustees shall be entitled to determine that a proportion of the budget in respect of the Academy be held centrally for the following reasons:

- to be allocated to the provision of central services received by the Academy;
- in pursuance of the Academy Trust's reserve policy; and/ or
- as otherwise may be determined by the Board acting reasonably and in the best interests of the Academy Trust.

### **13 Alterations**

This constitution and these terms of delegation may be altered by a majority resolution of the Trustees of CST.

### **14 Circulation list**

This constitution and these terms of delegation shall be circulated to Members of CST, Trustees of CST, all Local Governors, the Clerk to the LGB, and others at the discretion of the Chairman of the Trustees of CST or the Chairman of an LGB.

**Appendix 1 Local Governor declaration**

The Trustees Cathedral Schools Trust	
	[• 00 month year]

Dear Sirs

Cathedral Schools Trust (CST) - appointment as a Local Governor

I confirm that I wish to be a Local Governor in respect of [• name of academy] in accordance with the Terms of Delegation for Local Governing Bodies prescribed by the Trustees of CST from time to time.

I confirm that I am not disqualified from becoming a Local Governor by reason of any provision in the Terms of Delegation for Local Governing Bodies (and by extension the Articles of Association of CST).

I also confirm that I understand that I must disclose any personal interest I may have in any matter to be discussed at a meeting of the Local Governors in accordance with paragraph 8 of the Terms of Delegation for Local Governing Bodies (or as prescribed by the Trustees of CST from time to time).

Yours faithfully

Signed	.....
Name	.....
Date	.....

## Appendix 2 Reserved matters

The Reserved Matters are:

### **Members**

(subject to such other consents/ requirements as might be required by law or the Funding Agreement)

- 1 To change the name of CST
- 2 To change the Objects (which would require Charity Commission and Secretary of State consent in any event)
- 3 To change the structure of the Board of Trustees
- 4 To amend the Articles of Association
- 5 To appoint the auditors (save to the extent that the Trustees may make a casual appointment)

### **Trustees**

(subject to such other consents/ requirements as might be required by law or the Funding Agreement)

- 1 To change the name of the Academies
- 2 To amend the Scheme of Governance
- 3 To wind up CST
- 4 To determine the educational character, mission or ethos of the Academies
- 5 To adopt or alter the constitution and terms of delegation of any committee of the Board of Trustees (including LGBs)
- 6 To terminate a supplemental funding agreement for an Academy
- 7 To establish a trading company
- 8 To sell, purchase, mortgage or charge any land in which the Academy Trust has an interest
- 9 To approve the annual estimates of income and expenditure (budgets) and major projects
- 10 To appoint investment advisors
- 11 To sign off the annual accounts
- 12 To appoint or dismiss the Executive Principal, the Finance Director, the Company Secretary or the Governance Professional
- 13 To settle the division of executive responsibilities between the Trustees on the one hand and Executive Principal and Finance Director on the other hand, and to settle the division of executive responsibilities between those individuals

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|----|--|
| 14 | To do any other act which the Funding Agreement expressly reserves to the Board of Trustees or to another body (including for the avoidance of doubt, terminating the Funding Agreement or any part of it) |
| 15 | To do any other act which the Articles expressly reserve to the Board of Trustees or to another body   |
| 16 | To do any other act which the Board of Trustees determine to be a Reserved Matter from time to time  |

**Appendix 3 Declaration of business interests forms**

**Name of Individual:**

**Your relationship with CST: [Member]/[Trustee]/[Local Governor]/[Senior Employee]**

Please disclose any other relationship you have with CST (or could *potentially* have) including:

- under a contract of employment or a contract for goods or services - (you do not need to disclose your contract of employment if you are a Senior Employee);
- trusteeships and governorships at other educational institutions/ charities;
- any family members<sup>1</sup> which might be employed/ contract with CST; and
- details of any company or firm with which you or a family member are connected<sup>2</sup> that does or may have dealings with CST.

Name of the individual/ business/ other educational institution (if relevant)	Nature of business (e.g. types of services provided/ governorship)	Nature of interest (e.g. how the firm/ business is connected to you /family member and its relationship to CST)	Date that the interest commenced	Date of cessation of interest	Date of entry

**I certify that I have declared all interests which:**

- I have with CST; or
- Any company or firm connected to me that may have dealings with CST.

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<sup>1</sup>

<sup>2</sup>

Signed .....

Date .....

**OR**

**I certify that there are no interests which need to be declared at this time:**

Signed .....

Date .....