



MAST Local Governing Body Terms of Reference

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2025-26

Related documents:

- Monitoring visits policy (circle model)
- Code of Conduct

Outline

The local governing body (LGB) works collectively as a 'whole team', meeting six times per year, usually once in each term to undertake the trust boards' delegated tasks. An agenda for each meeting will include all the delegated tasks which the LGB is required to consider.

In addition to the LGB, to ensure its delegated functions are fulfilled, will delegate monitoring responsibilities to 'monitoring pairs' or 'individuals'. These include the Department for Education (DfE) identified individual roles and those focused on the priorities of the School Plan.

Meetings of the LGB and delegated individuals/pairs will be considerate of the wellbeing of staff and headteacher by referring to the DfE teacher workload reduction toolkit.

In each case where a function has been delegated there is a duty for the delegated governor/s to report, by written monitoring reports, any findings, action, or recommendations for board discussion.

This document also includes guidance for the link roles of SEND, Safeguarding, Health & Safety and Filtering & Monitoring governors.

Terms of Reference

The local governing body will always operate in accordance with the requirements of the Trust Board; Education Act; the School Governance Regulations; and all other relevant legislation. These terms of reference will be reviewed at least annually.

These documents were agreed by the trust board at their meeting held on: 23 September 2025

Next review due by: September 2026

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Delegation of Functions to the Headteacher

Terms of Reference for [name of LGB]

The purpose of local governance is to provide confident, strategic oversight and to create robust accountability, and assurance for educational performance.

The LGB will appoint the identified individual delegated governor roles of:

- Safeguarding;
- SEND;
- Health and Safety;
- Filtering & Monitoring

It is recommended that the LGB also carefully consider the following link governor positions:

- Pupil Premium– as identified in DfE PP statement
- Training and development – DfE recommended for focus on the development needs of the Board
- Whole school Wellbeing
- Early Years (if appropriate)

Having delegated governors does not reduce the collective accountability of the LGB for all its functions. The LGB will need to ensure that its agenda and reporting mechanisms enables all LGB members to have a collective strategic overview for all delegated monitored areas to enable accountability and effective informed discussion.

All local governors are required to abide by the Trust Board's LGB Code of Conduct

The main responsibilities to be managed by the LGB are outlined below

Local Governing Body Operational Business

- Elect the chair and vice chair.
- To hold at six LGB meetings each year for school business
- To find and recommended appointment of co-opted governors to the trust board.
- To recommend removal of a local governor where serious misconduct has taken place to the trust board.
- To decide which functions of the LGB will be delegated to individuals or monitoring pairs based on school priorities, and to appoint into the roles.
- To appoint the DfE identified individually required roles of safeguarding, SEND, and Trust Board required role of health & safety and Filtering & Monitoring based on skill set and expertise.
- To consider appointment of additional link governor roles, such as Pupil Premium, whole school wellbeing, Early Years
- To receive reports from any monitoring pair or individuals to whom a delegated or monitoring function has been made and to consider whether any further action or decision by the board is necessary
- To annually review the delegation arrangements
- To annually review the trust board LGB monitoring visits policy and approve a monitoring schedule.
- To appoint the chair and another local governor to support the Trust Board recruitment selection panel for headteacher and ensure at least one member has completed Safer Recruitment Training.
- To recruit, for trust board approval, new local governors as vacancies arise ensuring the board has all the necessary skills to be effective.
- To ensure all local governors have an enhanced DBS and section 128 check
- To abide by the Trust Board LGB Code of Conduct.
- To delegate to the headteacher the functions as described in the Delegation of Functions to Headteacher (Section 5)
- To agree and arrange a suitable induction process and mentoring for newly appointed or elected local governors which includes safeguarding and child protection (and online safety) and PREVENT training.
- To consider the DfE recommended appointment of a training and development local governor to audit individual and collective development needs and from evaluation promote appropriate training.
- To regularly audit and evaluate the impact of governance
- To ensure the headteacher provides such reports as requested by the LGB to enable it to undertake its role.
- To ensure the relevant local governor information is published on the school website, GIAS as required under statutory duties.

General

- Regularly review the vision and values of the school and ensure that these align with the Trust vision and are shared with all stakeholders.
- To take an active role in school self-evaluation identifying success and areas requiring improvement.
- To annually approve the School Improvement Plan for priority accuracy; regularly holding the leaders to account against the milestones and monitoring against an agreed LGB monitoring schedule.
- To review regularly how the school is regarded by pupils and parents.
- To ensure the school has in place all *statutory policies* and to keep these under regular review.
- To collectively review trust board approved statutory policies, ensuring their impact and compliance.
- To ensure there is a process in place for the approval of school trips and the school's procedures for visits ensure the safety and welfare of the pupils, staff and volunteers.
- To approve any school trips overseas; trips involving travel by air or by sea and trips involving one night's absence or more and report to the trust board.
- To ensure the school follows the trust board complaints policy published on the school and trust website, with stakeholders knowing how to raise concerns and make a complaint.
- To have regard to the professional advice given by the governance professional

- To ensure that the board complies with all other delegated duties placed upon them by the trust board.
- To ensure the [school food standards](#) are being met

Inclusion and Equality

- To review the approved special educational needs (SEND) policy.
- To publish and update at least annually a SEND information report (meeting requirements set out in the Special Educational Needs and Disability Regulations 2014, modified 2017).
- To ensure the LGB comply with statutory duties from the SEND code of practice and most recent edition of Keeping Children Safe in Education (KCSIE) in respect of pupils with special needs, and having appointed a SEND local governor, receive monitoring reports from link local governor.
- To abide by the [Equality Act 2010](#) and ensure the school complies with statutory guidance
- To receive reports on bullying, homophobic and racial incidents.
- To ensure the school adheres to [statutory guidance](#) in relation to school uniform
- To ensure the accessibility plan is fit for purpose

Safeguarding

- To ensure statutory compliance with the most recent edition of KCSIE and its associated policies including reviewing the trust child protection policy and relevant procedures
- To ensure the LGB comply with statutory duties of the most recent edition of Keeping Children Safe in Education (KCSIE), and having appointed a DfE identified safeguarding, and SEND local governor, receive link local governor reports.
- To ensure all local governors have read and understood the relevant parts of the most recent edition of KCSIE
 - *All local governors should read part two (and any associated parts and annexes) as a minimum, the chair and the safeguarding governor should read all of KCSIE.*
- To receive confirmation that every member of school staff has read and understood the most recent edition of [KCSIE](#) part 1 or Annex A, as determined by the board in consultation with the headteacher.
- To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the Prevent duty within the child protection policy.
- To ensure **all** local governors have undertaken Safeguarding training, including Prevent training and Child Protection (including online) training regularly.
- To receive the [annual safeguarding report](#) to the LGB

Curriculum and Outcomes

- Ensure national curriculum is taught to all pupils
- To ensure the curriculum is ambitious and designed for all learners particularly the most disadvantaged and those with SEND or high needs to give them the knowledge and cultural capital they need to succeed in life.
- To ensure the curriculum is broad and balanced by understanding the intent, implementation, and impact.
- To ensure the British values are embedded within the curriculum, preparing pupils for life in modern Britain
- To consider recommendations from external reviews of the school (e.g., Ofsted, school improvement reviews), reviewing and evaluating any agreed actions to ensure impact.
- To undertake any necessary training (in or out of school) that is necessary to enable effective monitoring of the agreed school improvement plan and its targets.
- To evaluate the extent of success at the end of the set and agreed timescale.
- To identify and celebrate success
- To agree the annual strategic action plan for the pupil premium spend and monitor how all specialist funding is spent (i.e. PE and sports premium, and the pupil premium).

Staffing, Appraisal and Performance Management

- To be informed of the staff structure by the Headteacher
- To review and implement the appraisal policy, recruitment policy and Early Career Teacher (ECT) policy
- To appoint a local governor for the trust pay committee
- To support the CEO headteacher performance management panel (HTPM) with the chair attending
- To support the trust board with headteacher and deputy headteacher appointments
- To review procedures for addressing staff discipline, conduct, grievance, bullying and harassment,
- To support the trust board with any governor panel to hear staff appeals against dismissal, redundancy, grievances, bullying and harassment and pay.
- To monitor the CPD budget against the school improvement plan and staff needs to ensure staff development, progression and raised pupil outcomes.

Discipline/Suspension and Exclusion

- To review a statement of behaviour principles on which the school and trust can produce a behaviour policy.
- To review the use of suspension and permanent exclusion and consider via an exclusion panel all permanent exclusions and fixed term exclusions where a pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public exam. (This may be delegated to the chair/vice chair in cases of urgency - see DfE Guidance "Suspension and Permanent Exclusion Guidance" (updated Aug 24)
- To direct the reinstatement of excluded pupils via the delegated appointed exclusions panel
- To consider the findings of any independent review panel

Health and Safety (H&S)

- To review the Trust H&S policy
- To ensure that H&S regulations are followed and appropriately prioritised.
- To receive confirmation of completion of compliance checks from operational lead as per H&S policy
- To receive the annual H&S Inspection report and agree any actions
- To confirm all risk assessments are regularly reviewed and updated.
- To receive written H&S governor monitoring reports in a timely manner.

Collective Worship

- To ensure that the school provides teaching of religious education for all pupils in accordance with the agreed syllabus or has informed parents of their right to withdraw their child.
- To ensure the school provides an act of broadly Christian daily collective worship.

Information for Parents

- To ensure that the school keeps parents and prospective parents up to date with school information.

Extended Services

- To understand the offer of additional activities and agree what form these should take.

Quorum: one third of the number of local governors in post (rounded up)

Terms of Reference for Individual Delegated Governors or Monitoring Pairs

Any individual to whom a governor monitoring responsibility has been delegated is expected to work within the following terms of reference in conjunction with the protocols and procedures set out in the LGB monitoring visits policy and the LGB code of conduct. It is a duty in to report back to the LGB at the next meeting following a monitoring visit.

Having delegated local governors does not reduce the collective accountability of the board for its functions. The LGB will need to ensure that its agenda and reporting mechanisms enables all LGB members to have a collective strategic overview for all delegated monitored areas to enable accountability and effective informed discussion.

Guiding principles:

Before undertaking any monitoring, local governors will read the monitoring visits policy and LGB code of conduct.

Written reports will be submitted for factual check and comment by the headteacher within one week of the visit, and then be lodged with the governance professional for distribution as soon as possible, at least seven days before the next LGB meeting.

It is expected that two monitoring visits will be completed during the year unless school circumstances necessitate more. Not all visits necessarily have to take place during the time when students/pupils are in school and could be just as effective as a meeting between local governor(s) and the lead professional at the end of the day as mutually agreed

Responsibilities

- To ensure full understanding of the delegated role.
- To be properly prepared for each visit by reading relevant policies and paperwork
- To meet with the lead professional within the school to gain an understanding of the scope of the area/target and the activities the school is conducting to achieve success.
- To ensure key questions are asked and collective constructive challenge is enabled at the LGB meetings to hold leaders to account. ([See Governance Handbook for sample questions](#))
- To ensure any LGB meeting follow up actions are completed and documented.
- To undertake any necessary training (in or out of school) to enable effective monitoring.
- To monitor the progress of school activities towards the priority milestone or statutory duties.
- To evaluate the extent of success at the end of the set timescale.
- To ensure all visits to the school are arranged with reference to the headteacher and in accordance with the LGB Monitoring Visits Policy.

The LGB have appointed the following individual delegated governors:

Link roles:	
Safeguarding (including Child Protection)	[Governor name]
SEND	[Governor name]
Health and safety	[Governor name]
Filtering & Monitoring	[Governor name]
Training and development governor	[Governor name]
Pupil premium/recovery/other targeted funding	[Governor name]
Whole school wellbeing (optional)	
Early Years well appropriate	
Any other governor monitoring roles in accordance with school priorities, add as rows below	
Agreed by the board: dd/mm/yyyy	

Review date: dd/mm/yyyy

General

- To undertake monitoring visits to the school relevant to the identified SIP priority and comply with LGB monitoring visits policy.
- Visit regularly, with consideration for timing of LGB meetings, wellbeing of staff and local governors, and timetabled relevant to school data analysis timescales.
- To ensure monitoring visit reports are included in LGB papers in a timely manner
- To monitor the schools' policies in relation to the curriculum, pupil welfare and behaviour.
- To monitor the relevant areas and milestones within the school improvement plan

Curriculum

- To monitor and report to the LGB how the agreed curriculum is ambitious and designed for all learners particularly the most disadvantaged and those with SEND or high needs to give them the knowledge and cultural capital they need to succeed in life.
- To monitor and report to the LGB how British values are embedded within the curriculum.
- To understand the performance data for the school including the vulnerable groupings.
- To monitor impact of specialist funding for pupil premium, recovery premium and PE/sports premium

Expectations and Outcomes

- To monitor pupil group achievement and progress against expectations, predicted outcomes and school improvement milestones and targets.
- To monitor the impact of any extended services provided against pupil progress and achievement

Guidance SEND Link Local Governors

All link local governors have a duty to report to the LGB their findings for further discussion and/or decision. The role of the SEND governor is to ensure the LGB are aware of their delegated responsibilities and to monitor on behalf of the LGB and Trust Board and report back to the LGB for further discussion.

This guidance is to support SEND link governor fulfilling their role

This list is not exhaustive and can be reviewed to meet the needs of our LGB.

- To undertake monitoring visits
- To ensure monitoring visit reports are included in FGB papers in a timely manner
- To monitor the relevant areas and milestones within the school improvement plan relating the pupils with SEND
- To monitor and report to the LGB how the agreed curriculum is ambitious and inclusive, designed for all learners particularly the most disadvantaged and those with SEND or high needs to give them the knowledge and cultural capital they need to succeed in life.
- To monitor the impact of high needs funding and progress of pupils with SEND
- To review the special educational needs policy for understanding of delivery
- To liaise with the SENCo to ensure the SEND information report is reviewed and updated at least annually.
- To monitor compliance with the statutory duties from the SEND code of practice and report back to the LGB.
- To monitor pupil group achievement and progress against expectations, predicted outcomes and school improvement milestones and targets regarding pupils with SEND.
- To review the accessibility plan.
- To keep up to date with legislative and local guidance in relation to pupils with SEND and inclusion, attending training where necessary and ensure the LGB is made aware of any changes to their statutory responsibilities.

Guidance for the Safeguarding Link Governor

All link local governors have a statutory duty to report to the LGB their findings for further discussion. The role of the Safeguarding local governor is to ensure the board are aware of their statutory responsibilities, take strategic leadership responsibility for the safeguarding arrangements and report back to the LGB in a timely manner.

This guidance is to support safeguarding link local governor fulfilling their role

This list is not exhaustive and can be reviewed to meet the needs of our LGB.

- To undertake monitoring visits to the school.
- To meet with the DSL regularly to review safeguarding arrangements.
- To monitor compliance with the statutory duties from the most recent KCSIE and report back to the LGB.
- To have read and understood the most recent KCSIE in its entirety.
- To ensure own knowledge of relevant guidance and policy is up to date, ensuring the LGB is made aware of any changes to their safeguarding responsibilities
- To monitor the Child Protection policy and associated policies to ensure safeguarding is effective and report to the LGB
- In collaboration with the operational lead, annually review the Annual Safeguarding Report for submission to the LGB and monitor follow up actions
- To monitor the schools' policies in relation to behaviour.

Guidance for the Health and Safety Link Local Governor

All link local governors have a duty to report to the LGB their findings for further discussion. There are no delegated decision-making powers. The role of the health and safety (H&S) link local governor is to ensure the LGB are aware of their delegated responsibilities regarding health & safety and to monitor on behalf of the LGB and Trust Board and report back to the LGB for further discussion. The H&S link local governor will not conduct any health and safety checks themselves.

This guidance is to support health and safety link local governor fulfilling their role

This list is not exhaustive and can be reviewed to meet the needs of our LGB.

- To undertake monitoring visits to the school.
- To review the business continuity plan and report recommendations to the LGB
- To monitor the accessibility plan
- To monitor the school building strategy/maintenance plan and update LGB via monitoring report
- To monitor the H&S policy.
- To monitor LGB agreed actions from the annual H&S Inspection Report
- To ensure H&S monitoring visits take place as agreed within the monitoring schedule and report to the LGB.

Guidance for the Filtering & Monitoring Link Local Governor

All link local governors have a duty to report to the LGB their findings for further discussion. There are no delegated decision-making powers. The role of the filtering & monitoring link local governor is to ensure the LGB are aware of their delegated responsibilities regarding filtering & monitoring and to monitor on behalf of the LGB and Trust Board and report back to the LGB for further discussion. The filtering & monitoring link local governor will not conduct any filtering & monitoring checks themselves.

This guidance is to support filtering & monitoring link local governor fulfilling their role

This list is not exhaustive and can be reviewed to meet the needs of our LGB.

- To undertake monitoring visits to the school.
- To ensure effective device monitoring is in place.
- To monitor that the DSL takes the lead responsibility for any safeguarding and child protection matters that are identified through monitoring
- To monitor that all incidents are urgently picked up, acted on and outcomes recorded

- To monitor the Filtering & Monitoring policy.
- To monitor effective management of technical monitoring systems by both safeguarding and IT staff.
- To ensure Filtering & Monitoring monitoring visits take place as agreed within the monitoring schedule and report to the LGB.

Delegation of Functions to Headteacher/Executive Leader

The delegation to the headteacher/executive leader ensures a clear separation between strategic non-executive oversight and operational executive leadership. The headteacher/executive leader is expected to work within the Headteacher's standards and the following terms of reference, and to provide the board with such reports in connection with their functions as the Trust board requires and to ensure all policies requiring board approval are presented.

Budget

- To make miscellaneous financial decisions up to agreed limit in the financial manual as agreed by the CEO and Trust Board
- To monitor monthly expenditure.
- To make payments.

Staffing, Appraisal and Performance Management

- To appoint teachers and non-teaching staff.
- To follow trust board established disciplinary, capability and grievance procedures.
- To suspend staff.
- To initially dismiss staff.
- To produce and maintain a central record of recruitment and vetting checks, to also include those involved in school governance
- To implement the appraisal policy, recruitment policy and Early Career Teacher policy
- To make pay decisions and recommendations in line with the pay policy
- To carry out appraisal of other teachers (or delegate to line managers in the school)

Curriculum

- To ensure the national curriculum is taught to all pupils and consider disapplication for pupils as appropriate.
- To establish and implement a curriculum policy.
- To decide which subject options should be taught.
- To be responsible for standards of teaching.
- To be responsible for each individual child's education.
- To agree and review the content of any Relationships Education to ensure it meets statutory requirements, and to approve a written policy for its delivery.
- To ensure the balanced treatment of political issues and to prohibit political indoctrination.
- To promote British values.

Standard Setting

- To set standards and predictions for pupil achievement and progress.
- To annually deliver the School Improvement Plan for approval by CEO and LGB

Religious Education and Collective Worship

- To provide religious education in line with school's basic curriculum.
- In schools with a religious character, to provide religious education to the agreed syllabus.
- To ensure, after consultation with the CEO and LGB, that all pupils take part in a daily act of collective worship.

Health and Safety, Premises and Insurance

- To ensure rigorous approaches to identifying, managing and mitigating risk.
- To ensure Health & Safety regulations are followed.
- To ensure the health & safety policy is adhered to and to carry out regular health & safety inspections (at least three times a year) and take remedial action as appropriate.
- To ensure emergency evacuation is practiced at least three times a year and records retained.
- To report to the LGB at its meetings that compliance checks have been completed.

- To ensure that all risk assessments are regularly reviewed and updated and reported to the CEO and Trust Board.
- To ensure the CEO and Trust Board receives the School buildings strategy for approval.

Discipline/Suspension and Exclusions

- To follow the established behaviour policy and publicise it to staff, students and parents.

Inclusion and Equality

- To designate a suitably qualified teacher to be responsible for co-ordinating SEND provision (SENCO)
- To appoint a designated teacher for looked after children
- To ensure that PSED statements are compliant and available on the website

School Organisation

- To ensure that the school meets for 380 sessions in a school year within [DfE guidance for school hours](#)
- To ensure that the [national school food standards](#) are met.
- To implement the data protection policy which complies with GDPR and review it at least every two years and register with the Information Commissioner's Office
- To ensure the statutory required information is uploaded to the school website.
- Maintain a register of pupil attendance.
- To publish on the [website](#) the drafted structure and remit of the LGB, including local governor appointment details, term of office and attendance record
- To submit local governor information to the DfE database of governors (GIAS)

Information for Parents

- To ensure that the school keeps parents and prospective parents up to date with school information.
- To ensure that free school meals are provided to those pupils meeting the criteria.
- To ensure that parents are aware of their rights to withdraw their child from collective worship, RE and sex and relationship education.
- To ensure that a report on each child's educational achievement is forwarded to parents/guardians
- To ensure the school meets the [statutory requirements in regard to school uniform](#)

Extended Schools

- To put into place the additional services provided.
- To ensure delivery of services provided