

**SOUTH GLOUCESTERSHIRE AND STROUD  
ACADEMY TRUST**

**THE BERKELEY GREEN UNIVERSITY TECHNICAL COLLEGE LOCAL  
GOVERNING BODY**

**TERMS OF REFERENCE**

**1. Membership**

- 1.1 The Local Governing Body (LGB) of The Berkeley Green UTC will be composed, where possible, of 12 members, of which at least six must be representatives of local businesses/employer sponsors or the University of Gloucestershire:
- Chair of the LGB, to be appointed by the SGS AT Board of Trustees
  - Up to 9 independent Governors (of which at least 6 will be representatives of employers, Baker Dearing Trust, and University of Gloucestershire)
  - 2 Parent Governors
- 1.2 The Principal will be in attendance at meetings of the Local Governing Body.
- 1.3 Members of the LGB will be approved by the Board of Trustees.
- 1.4 The Vice-Chair shall be elected by the LGB from among its members for a term of office determined by the members. The Vice-Chair shall be eligible for re-election at the end of their term of office.
- 1.5 The members of the LGB shall, upon their appointment or election, give a written undertaking to uphold the objects of the SGS Academy Trust as set out in the Articles of Association and all policies and procedures agreed by the Trust or LGB from time to time.
- 1.6 The structure of the LGB will be agreed by the SGSAT Board of Trustees and may be amended from time to time.
- 1.7 The usual term of office for all members of the LGB will be 4 years.
- 1.8 The elected Parent Local Governors must be a parent of a registered pupil at the time when she/he is elected and whilst she/he has a registered pupil at the UTC. For these purposes 'Parent' includes a guardian or carer with parental responsibilities.
- 1.9 Appointments to the LGB that are subject to election will take effect after ratification by the SGS AT Board.

- 1.10 Any member of the LGB may request the Chair to invite persons who are not members of the LGB to attend its meetings.

## 2. **Accountability and Purpose**

- 2.1 The LGB is a committee of the SGSAT Board of Trustees (the Board) and is responsible to the Board. The terms of reference of the LGB must be approved by the Board of SGS Academy Trust. The Board may review and amend these terms of reference from time to time, but as a minimum these terms of reference shall be reviewed at least once in every twelve months.
- 2.2 These terms of reference provide the framework, together with the Scheme of Delegation, within which the LGB shall operate.
- 2.3 The functions and proceedings of the LGB shall be subject to regulations made by the Board from time to time.
- 2.4 The Chair of the LGB will discuss in the final term of each academic year, the roles and responsibilities of the LGB in relation to the local UTC's development plan and any other issues as appropriate.

## 3. **Role of the LGB**

The role of the LGB is to:

- 3.1 Set and review the vision and direction for the UTC within the framework of Baker Dearing Trust vision for UTC's ensuring that the curriculum responds to employer needs and prepares learners for progression to employment or further/higher education and/or apprenticeships/employment.
- 3.2 Note the SGS AT Approved Budget for the UTC and monitor financial performance against the Budget.
- 3.3 Review and agree the Service Level Agreements in place for the UTC.
- 3.4 To recommend for approval, Curriculum plans to the SGS Academy Trust Board and oversee the implementation of the agreed annual curriculum and development plan within the budget approved by SGS Academy Trust Board.
- 3.5 To undertake regular local scrutiny and review of key school performance indicators, with particular focus on pupil progress and attainment, and the quality of teaching, learning and assessment and ensure any required improvements are acted upon to deliver high standards of Teaching and Learning in the School

- 3.6 To regularly review student admissions, recruitment and agree curriculum delivery as a result of admission numbers and to assist with student admission and Appeal process as required.
- 3.7 To approve, the annual UTC marketing and employer engagement plan and oversee the implementation of this plan.
- 3.8 To approve, the annual plan of employer projects and work placements and oversee the development and implementation of the plan.
- 3.9 Undertake annual review of implementation and compliance to statutory required policies and UTC operational policies, as set by SGS Academy Trust Board.
- 3.10 To undertake annual review of localised UTC Procedures (within the Trust's overarching policies and principles), in respect of the UTC Home School Agreement, UTC Equalities Policy, Admissions Arrangements, Behaviour for Learning, Educational Visits and Work Experience.
- 3.11 Review the content of the UTC website to ensure that statutory requirements are being met and that the ethos and identity of the UTC maintains the Baker Dearing Trust's vision for UTCs.
- 3.12 Understand and scrutinise key UTC performance indicators with regular reporting (via standardised template) for SGS Academy Trust Board oversight.
- 3.13 Understand and scrutinise student progress, review progress of different groups of students and scrutinise the UTCs approach to Pupil Premium.
- 3.14 To scrutinise and make use of external data (e.g. Raise Online and Fischer Family Trust Aspire) to review School performance and undertaking of necessary training to effectively undertake this role.
- 3.15 Understand, monitor and scrutinise the UTC's Health & Safety arrangements, including annual review of First Aid within the UTC and the UTCs Risk Register.
- 3.16 To monitor compliance and effectiveness of the Safeguarding and Child Protection Policy and Procedure.
- 3.17 Understand and scrutinise Student Behaviour and Safety in accordance with the SGS Academy Trusts Behaviour & Discipline Statement of Principles and Health & Safety Policy.

- 3.18 Understand and scrutinise the support and promotion of the UTC's approach to Special Educational Needs in adherence with the requirements of the SEND Code of Practise.
- 3.19 Understand and scrutinise the UTC provision and implementation of SMSC (Spiritual, Moral, Social and Cultural).
- 3.20 In liaison with the UTC Principal, to be involved in the review of outcomes of Teachers annual performance appraisals and approve performance related pay decisions, in line with SGS Academy Trust approved Appraisal, Pay Policy and within the SGS AT Approved Budget. For such purposes the LGB may appoint a sub-committee of the LGB.
- 3.21 Scrutinise and review progress against the UTC School Development Plan and the Self Evaluation Form.
- 3.22 Monitor the UTC's response to the UTC Equality Objectives.
- 3.23 Represent the UTC at relevant SGS Academy Trust working groups when required.
- 3.24 Review of strategy, implementation and effectiveness for engagement of Employers and Employer Voice and sponsor partners.
- 3.25 Review of strategy, implementation and effectiveness for engagement of Students and Student Voice through the UTC Parliament.
- 3.26 Review of strategy, implementation and effectiveness for engagement of Parents and Parent Voice.
- 3.27 Review of strategy, implementation and effectiveness for engagement of Staff and Staff Voice.
- 3.28 Review of strategy, implementation and effectiveness for the engagement of the Local Community.
- 3.29 Be involved in Governor Review Panels of Student Exclusions within Statutory guidelines and undertaking of necessary training to effectively undertake this role.
- 3.30 Be involved in Governor Review Panels as part of the Complaints Procedure.
- 3.31 Undertake and report on Link Governors roles to key subject/UTC priority areas and Governor visits to the UTC, within agreed protocols.
- 3.32 Provide SGS Academy Trust Board with an annual statement of LGB activities including key issues addressed and assessment of Impact.

- 3.33 Undertake an annual LGB Self Evaluation and effectiveness review, including 360 degree review of the Chair of the LGB and report to the SGS Academy Trust Board.
- 3.34 To work with the SGS Academy Trust to ensure that all Governors are appropriately training and developed to fulfil their role with the UTC LGB and undertake an annual LGB skills audit review.

#### 4. **Meetings & Quorum**

- 4.1. The LGB will meet as often as is necessary to fulfil its responsibilities but as a minimum, the LGB will meet at least once each term.
- 4.2 The quorum for any meeting of the LGB meeting is any five members of the LGB currently appointed.
- 4.3 Each member of the LGB shall have one equal vote. Where there is an equal division of votes, the Chair of the LGB will have the casting vote.
- 4.4 All decisions reserved for the LGB shall be determined by the Board of Trustees and will be reviewed at least annually.
- 4.5 In the absence of either the Chair or the Clerk at a meeting of the LGB, the LGB will agree a replacement for the meeting.
- 4.6 The agenda for each meeting shall be prepared by the Clerk in consultation with the Chair of the LGB and circulated together with all relevant agenda papers to all members at least seven clear days before the date of a meeting. The Chair may determine a shorter period is appropriate in cases of emergency.
- 4.7 It is assumed that each member of the LGB has read any papers as long as they have been circulated in accordance with point 4.6.
- 4.8 All recommendations and decisions made at the meeting of the LGB will be recorded accurately in writing. These minutes will be forwarded by the Clerk of the LGB to members of the LGB at least seven clear days before the date of the next LGB meeting.
- 4.9 Any Trustee of the Academy Trust may attend a meeting of the LGB.

#### 5. **Reporting Procedures**

- 5.1 The Clerk, in liaison with the Chair of the LGB will provide a summary of the issues discussed, recommendations made and meeting minutes of the LGB meeting to the next meeting of the SGS Academy Trust Board.

- 5.2 Where any power or function of the Trustees has been exercised by the LGB, the LGB shall report to the Board in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the Trustees immediately following the taking of the action or the making of the decision.

Date of last review:	April 18
Date of last approval:	16 May 2018
Approved by:	Board of Trustees
Review interval:	Annually
Next review due by:	May 2019