**Community Inclusive Trust (CIT)**

**Terms of Reference**

**Local School Boards (LSBs)**

## 1 Constitution, Remit and Responsibilities

1.1 The LSBs have been established by the Board of Trustees of the CIT (the Board) to:

- Undertake on behalf of the Board of Trustees "overview and assurance" responsibilities linked to a range of aspects of the educational and other performance of the school.
- Report the established levels of assurance (Confidence) to the Trust Board three times a year.
- Undertake on behalf of the Trust Board responsibilities for additional aspects of their schools which fall under the headings of:
  - ❑ **Community**
  - ❑ **Concerns**
  - ❑ **Celebration**
  - ❑ **Communication**
  - ❑ **Culture**

  Details of these aspects are set out in Schedule 1.

## 2 Membership

2.1 The LSB shall have up to 10 members with the following composition:

- Head Teacher
- Two parents
- One member of the school staff
- A minimum of two and up to six "Community" representatives

2.2 Appointments to the LSB shall be for a period of up to four years, which may be extended for further periods of up to four years, provided the governor still meets the criteria for membership.

2.3 The LSB shall at the first meeting of each academic year propose a member to act as Chair of the LSB (the Chair) for the duration of the academic year. Appointment of LSB Chairs will be subject to ratification by the Trust Board Chair. The LSB will elect a temporary replacement from among the members present at the meeting in the absence of the Chair. The Chair, or the temporary replacement Chair, cannot be an employee of the Trust / school. * However, when a non-staffing member solution is not possible, a member of CIT central staff (not a member of the executive leadership team ELT) may carry out this role. This should be for as short a period as possible, whilst the Board seeks the appointment of a suitable Chair.

The CEO can appoint a member of the ELT or an appropriately skilled member of the CIT Central Team as Interim Chair. However, the Director of Governance and the CEO will be required to report at each Trust Board meeting where they are appointing a new LSB Chair along with timescales. The Trust Board are able to implement an end date as they see appropriate.

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2.4 The Governance Professional or his or her nominee shall act as the Secretary of the LSB and will ensure that the LSB receives information and papers in a timely manner to enable full and proper consideration to be given to the issues.

2.5 The LSB may invite attendance at meetings from persons who are not LSB members to assist or advise on a particular matter or range of issues. Such persons may speak with the permission of the Chair but shall not be entitled to vote.

## 3 Resignation and removal

A person serving on the LSB shall cease to hold office if:

3.1 He/she resigns their office by giving notice in writing to the Governance Professional or Chairman.

3.2 The LSB resolves, by a majority of the votes of the members present and voting at a properly convened and quorate meeting, to terminate a member's appointment where the member's continued membership or conduct is considered not to be in the best interests of the Trust. The member concerned shall not participate in the discussion or vote on the matter.

3.3 Following a breach of the LSB Code of Conduct, the LSB resolves to terminate the member's appointment in accordance with clause 3.2.

3.4 Following a member's failure to attend two of the four LSB meetings without apologies having been submitted to and accepted by the LSB at the relevant meeting, the LSB resolves to terminate the member's appointment in accordance with clause 3.2.

## 4 Proceedings of LSB meetings

4.1 The LSB will meet as often as is necessary to fulfil its responsibilities, but at least three times a year.

4.2 Any two LSB members can request that the Chair convenes a meeting by giving no less than 14 days' prior notice.

4.3 The minimum number of members (the quorum) for the transaction of the business of the LSB shall be a majority of the LSB members.

4.4 Every matter to be decided at a meeting of the LSB must be determined by a majority of the votes of the members present and voting on the matter.

4.5 Resolutions shall be decided by majority vote.

4.6 Each member present in person shall be entitled to one vote. Where there is an equal division of votes the Chair shall have a casting vote.

4.7 A register of attendance shall be kept for each LSB meeting and published annually.

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## 5 Authority

5.1 The LSB is authorised by the Trust Board to carry on any activity authorised by these Terms of Reference as detailed in Schedule 1.

## 6 Minutes of meetings

6.1 The Governance Professional shall minute the proceedings and resolutions of all LSB Meetings, including the names of those present and in attendance and those absent with and without presented reasons and apologies.

6.2 Draft minutes of LSB meetings shall be circulated promptly to all members of the LSB. Once approved, minutes should be circulated to all other members of the LSB unless in the opinion of the LSB Chair it would be inappropriate to do so.

## 7 Reporting Responsibilities

7.1 The LSB shall report to the Board on its proceedings after each meeting using the template provided of the School On A Page report (SOAP) which the LSB, in conjunction with the Governance Professional, will complete.

## 8 Other matters

8.1 Have access to sufficient resources in order to carry out its duties, including access to the Clerk for assistance as required.

At least annually, review its constitution and way of working to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the CIT Trust Board for approval.

**Approval date: October 2026**

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## Schedule 1

## LSB responsibilities

**Community**
To ensure that the school is at the heart of its community and maximises the potential of what the community has to offer its pupils.

**Concerns**
To ensure that transparent mechanisms are in place for staff, pupils, and parents to express their concerns and, when appropriate, to act as an independent local point of contact for signposting people to the right channels for dealing with their issues. There will always be at least one LSB member on appeal panels.

**Celebration**
To ensure that celebrating staff, pupils and parents remain a priority for the school. To lead initiatives to promote and celebrate achievements within the school or more widely.

**Communication**
To work with staff, pupils, and parents to make sure that the school effectively communicates to all stakeholders, so that everyone feels part of school life and has the opportunity to access information and events. This includes the presentation of the school website and social media channels.

**Culture**
To ensure that the school has a positive culture which explicitly reflects the Trust's values and supports student achievement, lifelong learning for all members of its community and strong safeguarding practice.

| **Assurance - Local School Boards reported to Trust Board** |
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| **Vision, Ethos and Strategic Direction of the school:** the effectiveness of the school's strategic planning and the progress being made towards its key improvement priorities. Compliance re: key policies. |
| **Curriculum:**<br>**Intention:** appropriateness of curriculum<br>**Implementation: staff** development in place to support implementation<br>**Impact:** strong pupil achievement - pupil groups, etc. |
| **Stakeholder engagement:** parents and the community |
| **Safety and Safeguarding:** effective Health and Safety management; effective safeguarding practices and culture; effective behaviour management; effective attendance management. |
| **Premises and asset management:** effectiveness of stewardship of premises and assets |
| **School food:** take-up of school lunches. |
| **Equalities Objectives:** align the school's strategic development and improvements with the Trust's published Equalities Objectives |