

# GLEBE PRIMARY SCHOOL UNITED LEARNING ACADEMY



## Terms of Reference Local Governing Body Committee

The Terms of Reference work in tandem with the United Learning Local Governing Body Handbook and the United Learning Scheme of Delegation and set out the processes for Glebe Local Governing Board.

Name	Position	Term of Office	Responsibilities
Karen Crutchfield	Head teacher	N/A	
James Dempster	Chair Trustee Appointed	Nov 2023 – Oct 2026	<ul style="list-style-type: none"> <li>Safeguarding</li> <li>Leadership &amp; Management</li> </ul>
Jo Findlay	Vice-chair Co-opted Governor	Nov 2023 – Oct 2026	<ul style="list-style-type: none"> <li>Safeguarding &amp; E-Safety</li> <li>Special Educational Needs and Disabilities [SEND]</li> </ul>
Anna Kosiacki	LGB Member Parent Governor	Nov 2023 – Oct 2026	<ul style="list-style-type: none"> <li>Well Being</li> <li>Teaching &amp; Learning Committee</li> </ul>
Celina Tickner	LGB Member Co-opted Governor	Nov 2023 – Oct 2026	<ul style="list-style-type: none"> <li>Pupil Premium</li> <li>Well Being</li> <li>Teaching &amp; Learning Committee</li> </ul>
Ian Jones	LGB Member Co-opted Governor	Nov 2023 – Oct 2026	<ul style="list-style-type: none"> <li>Finance</li> </ul>
James Eaton	LGB Member Co-opted Governor	Nov 2023 – Oct 2026	<ul style="list-style-type: none"> <li>Site &amp; Facilities</li> <li>Health &amp; Safety</li> </ul>
Katherine King	LGB Member Co-opted Governor	Nov 2023 – Oct 2026	<ul style="list-style-type: none"> <li>Teaching &amp; Learning Committee</li> </ul>
Lim Phoon	LGB Member Co-opted Governor	Nov 2023 – Oct 2026	<ul style="list-style-type: none"> <li>Digital Strategy</li> </ul>
Sarah McCorry	LGB Member Co-opted Governor	Nov 2023 – Oct 2026	<ul style="list-style-type: none"> <li>Early Years Foundation Stage [EYFS]</li> </ul>
Carla Nisbet	Clerk to Governors	N/A	

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### Terms of office

**The Chair** is appointed on a three year term by the United Learning Trust.

**A Vice-Chair** is appointed by the LGB. This is a legal requirement for Academies and should be agreed each Autumn term by the LGB for a one year term or otherwise as agreed with the LGB.

**LGB Members** are appointed for a three or four year term as agreed by LGB and terms are renewable on an annual basis.

If you have served three terms [nine years] you may wish to consider offering your services to another United Learning school?

### Constitution of LGB

The LGB should have a minimum of six, and maximum of fifteen governors

Glebe's LGB has nine governors on their LGB comprised of:

- 1 x Chair
- 1 x Vice Chair
- 1 x Parent Governor
- 7 x Co-opted Governors [which includes Vice Chair]

### Staff in Attendance

Karen Crutchfield [Head teacher] Rachel Domagala [School Business Manager] and Steven Williams [Premises Manager] regularly attend LGB meetings.

The Head teacher is entitled to attend all committee meetings

### Committee Quorum

Committees are free to determine their own quorum but as a minimum this must be not less than three governor members of the LGB committee present.

### Meetings

The LGB will arrange its own cycle of full LGB meetings. The LGB should meet three times (termly) each year as a minimum

### Attendance

United Learning wish to remind all LGB members that two consecutive meetings without accepted apologies results in automatic disqualification

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**Minimum Training Expectations**

All LGB Members should carry out the following training:

- Induction
- Safeguarding
- Prevent Duty
- Safer Recruitment

Whilst not mandatory, it is also recommended that LGB members carry out Exclusions and Complaints training also so that they may sit on panels if required to do so.

**LGB Sub-Committees**

The LGB is split into sub-committees which feedback to the LGB on a regular basis.  
Each committee should have its own Terms of Reference in place.

**Declaration of Interest**

It is the responsibility of all LGB members to advise the committee of any declarations of interest.

**Terms of Reference to be reviewed annually**