

**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	
Jo Findlay	Co-chair Trustee Appointed	Sept 2025 – Aug 2028	<ul style="list-style-type: none"> <li>Safeguarding &amp; E-Safety</li> <li>Special Educational Needs and Disabilities [SEND]</li> <li>Complaints</li> </ul>
Sarah McCorry	Co-chair Trustee Appointed	Sept 2025 – Aug 2028	<ul style="list-style-type: none"> <li>Early Years Foundation Stage [EYFS]</li> <li>Exclusions</li> </ul>
Ian Jones	Vice Chair Co-opted Governor	Nov 2023 – Oct 2026	<ul style="list-style-type: none"> <li>Finance</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>
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> <li>Pupil Premium</li> </ul>
			<ul style="list-style-type: none"> <li></li> </ul>
Carla Nisbet	Clerk to Governors	N/A	

GLEBE PRIMARY SCHOOL  
UNITED LEARNING ACADEMY



**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 seven governors on their LGB comprised of:

2 x Co-Chairs

1 x Vice Chair

1 x Parent Governor

4 x Co-opted Governors [which includes the 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

GLEBE PRIMARY SCHOOL  
UNITED LEARNING ACADEMY



**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**