



Information for Members, Trustees and local Governors

This document is intended as a guide to how we will organise ourselves at the 3 levels of governance during the current academic year.

Each school has a unique identity, with different priorities and its own Development Plan. Discussions at LGB meetings, although within a common framework, will inevitably be unique to each school.

The trust has joined the National Governance Association and trustees and local governors are able to access the member area of the site which provides useful advice on a wide range of subjects. (Members may access the public area of the site.)

A list of useful reference sources, including a glossary of terms, is included here.

Please let us know if there is further information you would find useful.

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INFORMATION COMMON TO ALL

Expectations

All those involved in governance are expected to follow the CPP Code of Conduct and have regard to the CPP Governance Privacy Notice.

Communication and Privacy

To ensure security of information, all those involved in governance will be provided with either a trust or school email address. Personal email addresses should not be used for communication on trust or school matters once these addresses are available. Once all contact details have been collected, a Governance contact list will be circulated as appropriate.

All those involved in governance are expected to abide by the Staff and Governor Acceptable Use policy regarding safe storage of information.

The following documents can all be found on the trust website:

- CPP Code of Conduct
- CPP Privacy Notice
- Staff & Governor Acceptable Use Policy (As part of the Online Safety Policy)

All meetings

A minimum of 14 days' notice will be given for all meetings (in practice a calendar will be agreed at the start of each academic year).

Apologies for absence should be sent to the clerk as soon as possible to ensure that the quorum for each meeting can be met.

Agendas and supporting papers will be circulated electronically 7 days in advance of meetings wherever possible.

Decisions will normally be reached by a show of hands at each meeting.

Approved draft minutes will be circulated within 2 weeks' of the meeting date where possible.

Expenses

The trust will follow the guidance in the School Governance (Roles, Procedures and Allowances) (England) Regulations for all those involved in governance.

No one may claim for loss of earnings but claims for other unavoidable expenses (eg childcare or travel) in connection with school or trust business will be considered on an individual basis by the chair of the Trustee Board who is responsible for approving claims. Claim forms available from the clerk.

INFORMATION FOR MEMBERS

Membership	5 in post. Minimum of 3, no maximum. Additional Members must be approved by the Secretary of State. No one employed at the trust may be appointed.
Term of office	Indefinite. Can resign at any time.
Termination of Membership rules	Articles of Association 14 -15
Chair	No requirement to appoint a permanent Chair but must elect a Chair for the annual meeting. No provision in the Articles of Association for the chair to have a casting vote.
Vice chair	Not required.
Meeting frequency	One per year - Annual General Meeting to receive accounts and reports.
Additional/emergency meetings	Any other meetings as thought necessary.
Quorum for meetings	2 Members. Members may appoint a proxy to attend meetings (contact the clerk for form of words).
Meeting duration	Ideally no more than 2.5 hours. If a meeting seems likely to go over this, those present will be asked if they prefer to continue or to reconvene or hold business over till the next scheduled meeting.
Meeting arrangements	Agendas will be drawn up by the EHT and SBM. Wherever possible papers will be circulated electronically 7 days in advance and approved minutes will be available within 2 weeks of the meeting date. No provision in Articles of Association for telephone or video conferencing.
Absences	Apologies for absence should be sent to the clerk as soon as known (ideally with 7 days' notice).
Training	None needed but welcome to join any training sessions and learning walks arranged for local governors or trustees.

INFORMATION FOR TRUSTEES

Membership	Appointed by Members. Minimum of 3, maximum of 9. Members may appoint further 2 trustees by special resolution – Secretary of State’s approval needed. Those employed at the trust must not exceed one third of the total number of trustees. Trustees may themselves appoint co-opted trustees subject to the above provision regarding employees of the trust.
Term of office	4 years but can be reappointed/re-elected.
Disqualification rules	Articles of Association 68-80
Chair	Must be elected annually. Can be re-elected. Cannot be an employee of the trust. Has casting vote in event of a tie.
Vice chair	Must be elected annually. Cannot be an employee of the trust.
Meeting frequency	6 times per year. Calendar of meetings to be agreed in T6.
Additional/emergency meetings	Any 3 trustees may request an additional meeting (contact the clerk).
Quorum for meetings	3 trustees (except in circumstances where decisions are to be taken on removal of trustees or chair of trustees – quorum then is 2/3 of those in post.) The Interim CEO, or in exceptional circumstances his deputy, must also be present at meetings.
Meeting duration	Ideally no more than 2.5 hours. If a meeting seems likely to go over this, those present will be asked if they prefer to continue or to reconvene or hold business over till the next scheduled meeting.
Meeting arrangements	Agendas will be compiled by the chair, the Interim CEO and TBM. Trustees may ask for other items to be included on the agenda or raise these under Any Other Business. Wherever possible papers will be circulated electronically 7 days in advance and approved minutes will be available within 2 weeks of the meeting date. Telephone or video conferencing is allowed but no proxies.
Committees	May establish committees (in addition to LGBs) but composition must include a majority of trustees.
Absences	Apologies for absence should be sent to the clerk as soon as known (ideally with 7 days’ notice).
Training	Will be provided in house as needed. Welcome to join training sessions arranged for local governors. Ask TL if any further training needs identified.

INFORMATION FOR LOCAL GOVERNORS

Membership	7 governors. Associate governors may be appointed subject to agreement by the Trust Board. Visitors/observers may be invited.
Headteacher (1)	Ex officio
Staff governor (1)	Elected by staff at the school. Trust board to organise election.
Parent governors (2)	Elected by parents at the school. Trust board to organise election.
Co-opted governors (3)	Appointed by trust board on basis of skills.
Term of office	2 years but can be reappointed/re-elected.
Disqualification rules	Articles of Association 68-74, 77-79, 97-98
Chair	Appointed by trustees in T6. 1 year term but can be reappointed. Cannot be a member of staff. No provision in the Articles of Association for the chair to have a casting vote.
Vice chair	Not required.
Meeting frequency	6 times per year. Calendar of meetings to be agreed in T6.
Additional/emergency meetings	Any 4 governors may request an additional meeting (contact the clerk).
Quorum for meetings	4 governors. The Headteacher, or in exceptional circumstances his/her deputy, must also be present.
Meeting duration	Ideally no more than 2 hours. If a meeting seems likely to go over this, those present will be asked if they prefer to continue or to reconvene or hold business over till the next scheduled meeting.
Meeting arrangements	Agendas will be compiled by the CoG and Headteacher. Governors may ask for other items to be included on the agenda or raise these under Any Other Business. Wherever possible papers will be circulated electronically 7 days in advance and approved minutes will be available within 2 weeks of the meeting date.
Absences	Apologies for absence should be sent to the clerk as soon as known (ideally with 7 days' notice).
Training	Delivered via Trust Ask CoG if any training needs identified.
Monitoring pair visits	3 per year. Dates and times to be agreed with school leaders. (Usually on governance calendar)

	Short written report to be submitted to Headteacher for clearance.
Monitoring pair responsibilities (3 pairs)	<p><u>Leadership / Resources</u></p> <p>Focusing on</p> <ul style="list-style-type: none"> ➤ Leadership and management ➤ Staffing – deployment , appraisals & CPD ➤ Finance & Budget monitoring ➤ Facilities / premises ➤ Safeguarding (overall responsibility) <p><u>Quality of Education</u></p> <p>Focusing on</p> <ul style="list-style-type: none"> ➤ Pupil outcomes ➤ Quality of teaching, learning and assessment ➤ Curriculum ➤ EYFS ➤ Inclusion (Including SEN and Disadvantaged) <p><u>Welfare</u></p> <p>Focusing on</p> <ul style="list-style-type: none"> ➤ Safeguarding (including compliance – policy, Single Central Record, etc.) ➤ Health & Safety (Including mental health/wellbeing) ➤ Personal Development & Behaviour and Attitudes <p><i>All monitoring pairs must use the school strategic document during their visits to challenge school leaders based on the areas identified as school priorities.</i></p>

Reference sources and further reading

National Governance Association

The trust has purchased membership of the NGA for local governors and trustees and Members may access the public area of the site. This is a valuable source of advice and guidance on a wide range of topics.

<https://www.nga.org.uk/Home.aspx>

KCC website

This includes the monthly Governor Bulletin and the Governor magazine (published 3 times per year) providing advice and guidance on a range of subjects including changes in legislation.

<http://www.kelsi.org.uk/school-management/leadership/governors>

The EFA Academies Financial Handbook 2022

<https://www.gov.uk/guidance/academy-trust-handbook>

DfE Governance Handbook

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/925104/Governance_Handbook_FINAL.pdf

DfE Competency framework for Governance

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/583733/Competency_framework_for_governance_.pdf

School Governance (Roles, Procedures and Allowances) (England) Regulations

These contain advice on payment of governor expenses. Advice is also included in the CPP Finance policy.

<https://www.gov.uk/government/publications/school-governance-regulations-2013>

Ofsted School Inspection Handbook (2019 version)

<https://www.gov.uk/government/publications/school-inspection-handbook-eif>

Glossary and Acronyms Guide

<https://www.nga.org.uk/Guidance/Glossary.aspx#R>

The All Party Parliamentary Group for Education Governance and Leadership's 21 questions for multi academy trusts

<https://www.nga.org.uk/About-Us/APPG/Home/21Questions.aspx>

Governance Calendar (2022 – 2023)

	Sept 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	June 23	July 23	Aug 23
St Katherine's LGB 1700 – 1900		Monday 17th October 2022	Monday 28 th November 2022		Monday 30th January 2023		Monday 20th March 2023		Monday 15th May 2023		Monday 3rd July 2023	
Coxheath LGB 1730 – 1930		Tuesday 11th October 2022	Tuesday 29th November 2023		Tuesday 31st January 2023		Tuesday 21st March 2023		Tuesday 16th May 2023		Tuesday 4th July 2023	
Loose LGB 1700 - 1900		Wednesday 12th October 2022	Wednesday 30th November 2022			Wednesday 1st February 2023	Wednesday 22nd March 2023		Wednesday 17th May 2023		Wednesday 5th July 2023	
ECC Committee 1630-1830 <i>(LPS Staff Room)</i>			Monday 21 st November 2022				Monday 13th March 2023			Monday 26th June 2023		
Finance Meetings (Times TBA)			Wednesday 16 th November 2022				Monday 13 th March 2022			Wednesday 21 st June 2022		
F & A Committee 1600 – 1800 <i>(LPS Staff Room)</i>		Wednesday 5th October 2022	Wednesday 23rd November 2022		Wednesday 25th January 2023		Wednesday 15th March 2023		Wednesday 10th May 2023	Wednesday 28th June 2023		
Trust Board & Members 1730 – 1930 <i>(LPS Staff Room)</i>		Wednesday 19th October 2022		Wednesday 7th December (4-6pm) Members AGM (6.30- 7.30pm)		Wednesday 8th February 2023	Wednesday 29th March 2023		Wednesday 24th May 2023		Wednesday 12th July 2023	
Chair's Catch up Meetings 1600 - 1715		Thursday 13th October 2022		Thursday 1st December 2022		Thursday 2nd February 2023	Thursday 23rd March 2023		Thursday 18th May 2023		Thursday 6th July 2023	
School Holidays	Inset days 1 st & 2 nd Sept 2022	Half Term 22nd – 30th October 2022 Inset Day 21 st October		Christmas Holiday 17th Dec 2021 – 2 nd January 2023 Inset Day 3 rd January		Half Term 11th – 19th February 2023		Easter Holiday 1st – 16th April 2023	Half Term 27th May – 4th June 2023 Inset Day 5 th June			Summer Holiday 22nd July – 4th September 2023

Governor Monitoring Pair Visits (Dates and timings to be agreed by each LGB):

3 x Quality of Education visits – to include EYFS, SEND & Disadvantaged / 3 x Welfare visits – to include Health & Safety / 3 x Leadership visits – to include safeguarding & finance