

## Governance

Executive LGB	LGB
<ul style="list-style-type: none"><li>• is responsible for its own processes and these of the LGB in line with the legal requirements as set down in the Articles of Association and, for academies, the Master Funding Agreement</li><li>• is responsible for its own training and for ensuring that all required training is undertaken by the LGBs</li><li>• is responsible for succession planning and the recruitment of Exec and local Governors to ensure an appropriate balance of skills and effectiveness</li><li>• members are responsible for declaring any business interests they have in relation to the cluster or schools – a template for recording these interests at Exec LGB meetings can be found at Appendix 6.</li><li>• contributes to the recruitment of the Exec and LGB Chairs</li><li>• is responsible for evaluating its own processes and effectiveness and those of Local Governing Bodies</li></ul>	<ul style="list-style-type: none"><li>• Chair of the LGB is a member of the Exec LGB and is responsible for reporting to the Exec LGB on all relevant matters</li><li>• Delegates oversight responsibilities for safeguarding, Progress and Attainment, Premises / Health and Safety, Behaviour and Attendance to LGB members who undergo relevant training and act as a liaison between the school, LGB, reporting to the Exec LGB as required</li><li>• members are responsible for declaring any business interests they have in relation to the cluster or schools – a template for recording these interests at Exec LGB meetings can be found at Appendix 6.</li><li>• is responsible for evaluating its own processes and effectiveness and those of Local Governing Bodies</li></ul>

## Communication across the shared governance and strategic planning

Executive LGB	LGB
<ul style="list-style-type: none"> <li>• Exec LGB Chair and Exec Principal are responsible for ensuring Exec and Local Governors have all the information they require to be well informed about both the schools and United Learning</li> <li>• Exec LGB Chair and Exec Principal are also responsible for ensuring the views of the Exec LGB are well communicated to United Learning.</li> <li>• is responsible for submitting agendas / papers / minutes for Exec LGB meetings to the appropriate Education Director</li> <li>• is responsible for ensuring the activities of the Exec and Local LGB are communicated clearly to the school community</li> <li>• is responsible for overseeing the implementation of the Boards' strategic vision as it applies to the schools / cluster</li> <li>• jointly with Exec Principal is responsible for developing the clusters / schools' Strategic Plans</li> <li>• jointly with Exec Principal oversees the development and regular updating of the schools' / clusters Development/Improvement Plans.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide information about the schools performance to the Exec Govs as required.</li> <li>• Support the Exec Govs in developing the schools development / improvement plans and 5 year strategic plan.</li> <li>• Is responsible for engaging with leaders, staff, pupils, parents and the wider school community</li> </ul>

## Overall Academic Progress

Executive LGB	LGB
<ul style="list-style-type: none"><li>• is responsible for supporting the cluster and the schools within it in self-evaluation of significant strengths and weaknesses (academic and other achievements, personal development, and governance, leadership and management)</li><li>• is responsible for knowing and understanding the strategic response of the cluster and schools within it to the recommendations of the last inspections and any significant changes in the quality of education or care</li><li>• is responsible for knowing, understanding and challenging the overall quality of pupils' achievements and learning (achievement, attainment, progress, attitudes)</li><li>• is responsible for knowing, understanding and challenging the achievement and learning of different groups of pupils (such as special needs, looked after children, racial groups, students with disabilities, students with English as an Additional Language, highly able students and students facing financial disadvantage), and the provisions that are in place to support them.</li></ul>	<ul style="list-style-type: none"><li>• Supports the Exec Governors in understanding the strengths and areas for improvement in the school, particularly in the delegated areas of attendance / behaviour; safeguarding; premises and Health and Safety; staffing and finance and progress and attainment.</li></ul>

## Recruitment of staff

Executive LGB	LGB
<ul style="list-style-type: none"> <li>• when invited to do so (and would be expected in the case of senior leadership posts), supports the Exec Principal by joining appointment panels or otherwise contributing to the appointment process</li> <li>• contributes in close consultation to the appointment of the Exec Principal and Headteachers</li> <li>• using key performance data provided by the schools within the cluster stays fully aware of activity in terms of staff, staffing structures and more general HR data, and can support and challenge appropriately, overseeing strategic deployments and interventions</li> <li>• is responsible for knowing and understanding the training requirements for safer recruitment including Exec Governors' training</li> </ul>	<ul style="list-style-type: none"> <li>• Supports the Principal by joining teacher appointment panels and / or otherwise contributing to the appointment process.</li> <li>• All members hold relevant, up to date safer recruitment qualifications</li> </ul>

## Staff Professional Development

Executive LGB	LGB
<ul style="list-style-type: none"> <li>• monitors effectiveness of professional development through reports from the Exec Principal and supports and challenges appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>• monitors effectiveness of professional development programmes at school level in relation to those areas with KPIs by the Exec LGB</li> </ul>

## Performance Management

Executive LGB	LGB
<ul style="list-style-type: none"><li>• supports the Exec Principal in monitoring the performance management of staff at a strategic level over the cluster</li><li>• contributes to pay and bonus review processes</li><li>• contributes to performance management of the Exec Principal</li><li>• participates in appeals as part of the grievance, capability or disciplinary process.</li></ul>	

## Quality of Teaching

Executive LGB	LGB
<ul style="list-style-type: none"><li>• is responsible for knowing and understanding each school in the clusters own evaluation of the quality of teaching</li><li>• with the central office team is responsible for supporting and challenging the clusters in its programme of improvement</li></ul>	<ul style="list-style-type: none"><li>• Knows and understands the schools self-evaluation of the quality of T&amp;L, particularly in relation to its impact on delegated areas of responsibility</li></ul>

## Curriculum

Executive LGB	LGB
<ul style="list-style-type: none"> <li>• is responsible for agreeing the principles on which the schools in the clusters' qualifications and curriculum policies are based in line with guidance as prepared by United Learning</li> <li>• is responsible for knowing and understanding each school's own evaluation of the quality of its curricular and extra-curricular provision</li> <li>• is responsible for supporting, challenging and advising the schools in the cluster in the development and implementation of their curricula and qualifications framework and its extra-curricular provision</li> </ul>	

## Welfare and Child Protection

Executive LGB	LGB
<ul style="list-style-type: none"> <li>• Ensures that the Safeguarding Governor on each LGB is appropriately trained and monitors, supports and challenges Welfare and Child protection in the school including             <ol style="list-style-type: none"> <li>child protection</li> <li>exclusions</li> <li>serious disciplinary issues</li> <li>attendance</li> <li>behaviour</li> </ol>             in conjunction with the nominated local governors for these areas.           </li> <li>• Ensure that each LGB appoints a Safeguarding Governor and that the meeting cycle requires them to report to the Exec LGB on a termly basis.</li> <li>• Ensures that each LGBs Safeguarding Governor and the DSP for each school submits an annual statutory safeguarding report to the LA, following sign off by the Exec Chair</li> </ul>	<ul style="list-style-type: none"> <li>• appoints a Governor to have specific responsibility for welfare and child protection in the school, reporting to full LGB as appropriate</li> <li>• nominates a Governor (usually the Chair) to liaise with the LA or partner agencies</li> <li>• monitors, supports and challenges the welfare and child protection in the school including (i) child protection (ii) exclusions (iii) serious disciplinary incidents (iv) attendance and (v) behaviour</li> <li>• is responsible for knowing and understanding the school's own evaluation of the quality of spiritual, moral, social and cultural development of pupils</li> <li>• is responsible for ensuring the school is compliant with regulations which ban corporal punishment.</li> </ul>

<ul style="list-style-type: none"> <li>Is responsible for ensuring that the LGBs monitor and hold the schools to account for their evaluation of the spiritual, moral, social and cultural development of pupils and that all statutory and advisory provisions relating to the promotion of modern British Values are met</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates awareness of emergent / local issues affecting pupils at the school and responsible for understanding the schools own evaluation of the effectiveness of its actions in these areas</li> </ul>
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## Health and Safety

Executive LGB	LGB
<ul style="list-style-type: none"> <li>Ensures that the LGB appoints a Governor to have specific responsibility for Health and Safety and that the meeting cycle requires them to report to the Exec LGB on a termly basis</li> <li>Provide challenge to the LGB and school on H&amp;S issues</li> </ul>	<ul style="list-style-type: none"> <li>appoints a Governor to have specific responsibility for health and safety in the school, reporting to Exec LGB as appropriate</li> <li>monitors, supports and challenges the health and safety in the school</li> </ul>

## Provision of information

Executive LGB	LGB
<ul style="list-style-type: none"> <li>Is responsible for monitoring the quality of information provided by the LGB and by the school to the LGB</li> <li>Provide support and challenge to the LGB and to the school leadership / any other relevant stakeholder on the quality of information</li> <li>Review and sign off school policies(including those submitted by LGB) and monitor their implementation on an annual programme</li> </ul>	<ul style="list-style-type: none"> <li>is responsible for monitoring the quality information provided by the school</li> <li>is responsible for supporting and challenging the school on the quality of information</li> <li>is responsible for reviewing and producing school policies delegated by the Exec LGB and their implementation on an annual programme.</li> </ul>

## Handling of complaints

Executive LGB	LGB
<ul style="list-style-type: none"><li>• review on an annual basis each school's safeguarding policy on the recommendation of the charity's named Safeguarding Trustee</li></ul>	<ul style="list-style-type: none"><li>• is responsible for handling and monitoring of complaints</li><li>• is responsible for managing and hearing any appeals as part of the complaints process</li><li>• receives regular reports from the headteacher on all complaints.</li></ul>

## Review of local school policies, processes and procedures

Executive LGB	LGB
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	<ul style="list-style-type: none"> <li>• ensure adherence to regular cycle of school policy review e.g. SEN, data protection, complaints, equality statement</li> <li>• ensure that practice within the school reflects most up-to-date policy documents – if practice does not follow policy guidance then policies are not effective and should be reviewed</li> <li>• regular cycle of process scrutiny e.g. attendance registers, complaints log, work experience procedures</li> </ul>
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## Links with community, parents, carers and guardians

Executive LGB	LGB
	<ul style="list-style-type: none"> <li>• is responsible for monitoring the school’s links with community, parents, carers and guardians</li> <li>• is responsible for supporting and challenging the school to improve and develop links.</li> </ul>

## Finance

Executive LGB	LGB
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<ul style="list-style-type: none"> <li>receives summary management accounts from central office to ensure the Exec LGB is fully aware of the school's financial performance</li> <li>advises the Exec Principal on priorities of strategic plan based on budget assumptions</li> <li>contributes views in relation to priorities within the final budget</li> <li>is responsible, with the Exec Principal, for recommending capital expenditure priorities</li> </ul>	<ul style="list-style-type: none"> <li>no involvement unless called upon</li> </ul>
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## Buildings and Maintenance

Executive LGB	LGB
<ul style="list-style-type: none"> <li>monitors planned capital works and the impact of the strategic plan on the quality of school buildings</li> <li>is responsible, with the Exec Principal, for developing priorities for capital expenditure and large scale 'minor works' in line with the strategic plan</li> </ul>	

## Inspection

Executive LGB	LGB
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<ul style="list-style-type: none"><li>• understands the requirements of the inspection process and supports the Exec Principal and Principal</li><li>• is responsible for engaging fully with the inspection process</li><li>• communicates the outcomes of the inspection process with parents, carers and guardians.</li><li>• Quality assures SEF, ensuring all are familiar with its judgements</li></ul>	<ul style="list-style-type: none"><li>• Understands the requirements of the inspection process and supports the Exec Principal / Principal, particularly with delegated areas and especially safeguarding</li><li>• Responsible for understanding, critical friend regarding SEF</li></ul>
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