



## CHRIST THE KING CATHOLIC PRIMARY SCHOOL

### TERMS OF REFERENCE FOR LOCAL GOVERNING BOARD 2019

**Membership:** Subject to the Plymouth CAST Scheme of Delegation, the Local Governing Board (LGB) may regulate its proceedings as its members see fit.

**Quorum:** The quorum shall be three non-staff Governors.

**Meetings:**

- The LGB should meet at least six times in an Academic Year.
- Minutes of the LGB meetings should be drafted, approved and filed.
- An Action Sheet will be distributed to Governors within five working days of the LGB Meetings. Governors to advise Clerk of actions taken within 10 working days of receipt of Action Sheet.
- Before each meeting an Agenda shall be prepared by the Clerk for the Chairperson to agree in discussion with the Headteacher.
- An Agenda, draft minutes of the previous meeting and papers relevant to the forthcoming meetings should be circulated to Committee members seven days prior to the meeting.

**Responsibilities:** The role and responsibilities of the Local Governing Board are outlined in the Scheme of Delegation, more particularly in the table at Appendix I. The full Terms of Reference are as set out in the Plymouth CAST Scheme of Delegation dated 26th October 2018.

Governors will read and sign their copies of the Governors Handbook. By signing, Governors are committing time as set out in the Handbook. Governors must abide by the legislation set out in the GDPR law but more importantly, acknowledge the confidentiality of the Governor's position.

The Local Governing Board will adopt and comply with all policies, protocols and procedures of the Catholic and Anglican Schools Trust (CAST), the Bishop and the Diocesan Bishop as communicated to the Local Governing Board from time to time.

Signed as approved by:..... (Chair of Governors)

Date: .....

Next Review Date as dictated by Plymouth CAST