



# Interaction & Communication

— Academy Trust —

# Local Governing Body Policy

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## **General Policy Statement**

At the Interaction and Communication Academy Trust (ICAT) we intend to provide a safe, secure, caring environment where everyone is valued and respected equally. We aim to provide an inclusive education where children develop independent learning skills and are taught according to need whatever their age, gender, background, beliefs or abilities.

National legislation re disabilities, race relations and special education needs, and Safeguarding underpin this policy, which has also taken into consideration national, local and school policies on Special Educational Needs, Gifted and Talented, Equal Opportunities and Health and Safety.

## **The ICAT Academies Local Governing Bodies**

There are certain key principles that underpin the work of the Local Governing Body. These include the three main roles:

- to provide a strategic view of the school
- to act as a critical friend
- to assist the CEO in ensuring accountability
- adhere to the 'Seven Principles of Public Life'
- adhere to the Statutory and ICAT implemented policies/documents

Headteachers/Principals and Local Governors work very hard for the benefit of the pupils in their care. It is important to engender positive working relationships if this partnership is to be successful, remembering that in all their work, all Local Governors are equal and share equal responsibility. A definition of partnership is:

"A working relationship that is characterised by a shared sense of purpose, mutual respect and the willingness to negotiate. This implies a sharing of trust, information, responsibility, skills, decision making and accountability."

How can we achieve this?

### **The Principal should:**

- share information with the Local Governors, whether it be good or bad
- trust the Local Governors to act professionally regarding this information and any discussion that may take place in the Local Governing Body meetings or Committee meetings
- be familiar with legislation to help the Local Governors to make the right decisions
- encourage the Local Governing Body to improve (through training and self-review) and be a part of the planning process
- know and value individual Local Governors' skills and talents
- encourage all Local Governors, new and experienced, to participate fully in the business of the Local Governing Body

- promote the role of the Local Governor in school and in the community, so that staff and others understand the purpose and responsibilities of the school Local Governor.

**The Local Governor should:**

- attend meetings regularly, making the Local Governing Body meeting a personal priority where possible
- read the paperwork prior to the meeting
- be prepared to develop deeper understanding, where necessary, of specific, key areas within school i.e. safeguarding or Looked After Children.
- observe confidentiality and never discuss an individual teacher or pupil at a meeting or the content of a discussion outside the Governing Body
- put the interests of the pupils and staff at the heart of their actions
- be willing to learn by visiting the school as often as possible
- understand the difference between governance and management and never step over the “invisible line”, remembering that a Local Governor is not an inspector
- be a supportive ear for parents but not the receiver of complaints
- be committed to training and agree to undertake appropriate training in order to develop their own skills and support the development of the team of Local Governors
- be an ambassador for the school, publicly supporting its aims, values and ethos
- never say or do anything publicly that would embarrass the academy or the principal
- adhere to the Trust Scheme of Delegation
- adhere to other statutory documents such as the Academy Financial Handbook

It is the Local Governors' duty to be involved in quality assuring the curriculum delivery in the school. Monitoring the curriculum delivery and maintaining quality teaching and quality learning must be an integral part of their involvement. The Principal will be responsible for regularly providing information to the Local Governors, but this must never replace their role in coming into school and meeting individual subject leaders on a regular basis.

**Practice**

Regarding the Curriculum the Local Governors will:

- be informed by the Principal in their report of all curriculum changes, adaptations and developments twice each term and discuss these implications if any
- be informed of and discuss any training in specific curriculum areas
- be involved in the monitoring of the curriculum areas through feedback from the principal
- regularly visit the academy and spend time observing the subject leader teaching
- discuss the curriculum area with the subject leaders after the lesson observation
- feedback to the governing body
- be involved in any subject INSET if appropriate
- monitor subject development in relation to the Academy Improvement Plan

## Performance

The role of all Local Governors will be effective when:

- the pupils receive quality teaching and learning in all subject areas
- curriculum monitoring is effective
- subject leaders feel supported by their involvement with the link curriculum Local Governor
- the curriculum is balanced and relevant throughout the school
- pupil's needs are being addressed through curriculum enrichment and equality of opportunity is available
- the development of the subjects is linked to the Academy Improvement Plan and priorities are met and reviewed.

## Local Governing Body Expenses Allowances

In accordance with the new Academies Financial Handbook the Local Governing Body agreed that the following allowances could be paid to members of the Local Governing Body who attend either a meeting of the full Local Governing Body or a meeting of one of the Committees.

### Travel Expenses

Travel expenses to be paid at the rate specified by H M Revenue & Customs which are as follows in January 2018 and updated on an annual basis:

#### Public Transport

The rate of travel by public transport shall not exceed the amount of the ordinary fare or any available cheap fare, and where more than one class of fare is available the rate shall be the second-class fare.

#### Motor Vehicles

A statutory system of Approved Mileage Allowance Payments (AMAPs) applies for employees using their own vehicles for business journeys, as follows:

Cars and vans: on the first 10,000 miles in the tax year @ 45p per mile

On each additional mile above this @ 25p per mile

Motorcycles @ 24p per mile

### **Care Arrangements for Children and Elderly or Dependent Relatives**

An allowance of £10 per hour (to include travel time to and from meetings) will be paid for care arrangements up to a maximum of £30 for anyone meeting of the full Governing Body or meeting of one of the Committees

All expenses should be claimed on the official Governors' Expenses Claim Form and authorised by the Principal/Chair of Governors.

Payment will be by the Academy.