Tywardreath LMC

TPAT Local Monitoring Committee (LMC)

Terms of Reference

This document represents the structure for Local Monitoring Committees (LMCs) and should be read and used in conjunction with the TPAT SoDA.

The LMC has the following monitoring responsibilities:

Standards

- Ensure that the trust's vision, ethos and strategy is adopted and applied by school leaders.
- Work with senior leaders to identify areas for improvement and develop strategies to address them in line with the trust's strategic objectives.
- Monitor school performance and improvement through regular reviews of performance data, including exam results, attendance rates, and pupil progress.
- Monitor that the adopted curriculum is being provided to pupils in an appropriate manner for the school's context.
- Monitor the effectiveness of policies and procedures in place
- Establish a strong relationship with the headteacher in order to provide effective support and challenge, including providing feedback to their performance management process.

SEND

- Ensure that the trust policy for pupils with special educational needs and disabilities (SEND) is implemented and adapted to the specific school context where necessary.
- Seek assurance that staff are trained to implement pupil strategies and support plans.
- Designate a link committee member to take leadership responsibility for SEND.
- Work in partnership with the Special Educational Needs Coordinator (SENCO) and other stakeholders across the MAT community to ensure that pupils with SEND are well-supported and included in all aspects of school life.
- Monitor the overall effectiveness of the school's SEND provision, referring to pupil outcomes and other relevant data.

Stakeholder engagement

- Consult stakeholders – parents, staff and pupils – and use insights to inform decision-making.
- Help stakeholders to understand the trust's values and vision for the future.
- Foster a culture ensuring the school is at the centre of the community.
- Monitor the effectiveness of policies and procedures in place with a specific focus on the Equalities policy and action plan.

Safeguarding

- Foster a culture that prioritises the safety and wellbeing of all pupils and staff in the school.
- Ensure that the adopted safeguarding policies and procedures reflect the safeguarding challenges and context of the school.
- Monitor the implementation of safeguarding policies and the effectiveness of procedures.
- Designate a link committee member to take leadership responsibility for safeguarding.
- Monitor the effectiveness of policies in relation to the school's estate, including receiving outcomes of relevant audits.

Membership of the LMC

The LMC will be made up of 15 members:

LOCAL Monitoring Committee			
Type of member	Number	Term of Office	How they are appointed
Parent	2 Per committee or 3 if more than 2 schools covered by LMC	Up to 4 years	Parents shall be elected by the parents of registered pupils of the school. They must be a parent of, or have parental responsibility for, a pupil at the school at the time of election.
Staff	max 2 for each school	Up to 4 years	Staff shall be elected by the staff of the school.
Co-opted	max. 9	4 years	Co-opted members are appointed by the committee.
Trust	max. 2	4 years	Trust members may be appointed by the Board of Trustees in certain circumstances – these positions are not filled unless required.

Headteachers report to the LMC and attend all meetings, however they do not form part of the membership (therefore do not form part of the quorum or contribute to the number of staff members on the committee).

No more than one third of committee members in post will be staff members of the school.

The Trust Board reserves the right to appoint 2 Trust members to the committee in certain circumstances.

- A suitably experienced Chair and Vice Chair will be elected from within the committee, on an annual basis (no school member of staff will be eligible to stand for these positions).
- The term of office for all committee members will be 4 years – staff will only hold office for as long as they work for the school. Parents whose Child(ren) leave the school may continue to hold office until the end of their term if they so wish.
- Subject to remaining eligible, members may be re-appointed or re-elected at the end of their term. Any committee member seeking re-appointment/election will need to ensure they are able to demonstrate their positive impact on the work of the LMC.
- Committee members will cease to hold office if absent without permission from all meetings held within a period of 6 months.

Meetings

The LMC will meet at least **3** times per academic year.

Additional or more frequent meeting may be held as circumstances require such as training needs, or at the request of the Trust Board.

The location of meetings will be determined in advance and committee members can join in person or virtually.

All meetings will be scheduled by the Clerk/Governance Officer to the LMC and agendas will be set in conjunction with the Clerk/Governance Officer, Chair and Headteacher.

Attendance at the LMC meetings will be published on the school website.

The Trustees may terminate the appointment of any committee member whose presence or conduct is deemed by the Trustees not to be in the best interests of the school or Trust. This is in line with the requirements of the Trust's Code of Conduct.

Monitoring Activities

The LMC will ensure monitoring activities are undertaken on a regular basis with all LMC members playing an active role in undertaking monitoring.

Delegated Permissions

In the event of a need to make urgent decisions between meetings, the Chair of the LMC, in consultation with the Headteacher and the Trust, will take appropriate action on behalf of the LMC. The decisions taken and the reasons for the urgency will be minuted and explained fully at the next meeting.

The Chair of the LMC is authorised to invite attendance at its meetings persons to assist or advise on a particular matter or range of issues, including members of Trust staff.

All LMC members must be aware of and act within the remit of the delegated responsibilities afforded to them by the Scheme of Delegation Authority.

Quorum and Voting

The quorum for LMC meetings shall be 40% of the total number of committee members in post (rounded up to a whole number).

If a meeting cannot be held or cannot continue due to lack of a quorum during the meeting, the Chair will determine the time and date at which a further meeting will be held and will direct the Clerk to convene the meeting accordingly. The clerk will be expected to monitor quorum throughout the meeting and note the timings in the minutes.

It is generally expected and encouraged that decision making by the LMC should be by consensus and members recognise a collective approach to decision making. However, it is recognised that there will be occasions where a formal vote is necessary. Committee members shall have one vote each, where there is an equal division of votes, the chair of the meeting shall have the casting vote.

This is subject to any member of the LMC having an interest, loyalty or duty that conflicts, or is reasonably likely to conflict, with the interests of the LMC. In such cases the committee member must declare their interest for the particular item and must not vote on or be present for the vote on that item.

No resolutions or decisions may be rescinded or varied at subsequent meetings unless these have been incorrectly recorded by the clerk/governance officer or unless variation is a specific agenda item at a subsequent meeting.

The role of the Clerk/Governance Officer

The Clerk/Governance Officer shall be appointed by the LMC (in consultation with the Trust Head of Corporate Governance) and shall attend and service meetings, including circulating the agenda and papers before each meeting and preparing the minutes. The Clerk/Governance Officer will be responsible for the provision of advice, guidance and support; specifically regarding the implementation of the Scheme of Delegated Authority (SODA).

The Clerk/Governance Officer will circulate an agenda, papers and any joining instructions to every LMC member at least 7 full days in advance of the meeting.

Attendance at each meeting, matters discussed and recommendations for decisions will be recorded by the Clerk/Governance Officer in the minutes, these will be circulated as soon as possible after the meeting.

In the absence of the Clerk/Governance Officer, the LMC will approve a replacement for the meeting.

Minutes of LMC meetings

The minutes of the proceedings of a meeting of the LMC shall be drawn up and signed (subject to the approval of the committee members) at the next subsequent meeting by the Chair of the meeting. The minutes shall include a record of all appointments of committee members and all proceedings at meetings of the LMC, including the names of all persons present at each such meeting.

The minutes should also include details of decisions taken and actions agreed. The agreed actions from a previous meeting should be included in the agenda for the next meeting.

The LMC shall ensure that a copy of:

- the agenda for every meeting of the LMC;
- the signed minutes of every such meeting; and
- any report, document or other paper considered at any such meeting,

are, as soon as is reasonably practicable, made available at the school to persons wishing to inspect them. There may be excluded from any item required to be made available any material relating to a named teacher or other person employed, or proposed to be employed, at the School, a named pupil at, or candidate for admission to, the School and any matter which, by reason of its nature, the LMC is satisfied should remain confidential.

Policies

Most policies will be set by the Trustees, where there are school specific details to be added, ie sanctions within the behaviour policy, the Headteacher is responsible for ensuring these details are appropriately provided.

A policy approved by Trustees does not require approval at LMC but where appropriate and within the 4 S', the LMC will monitor the effectiveness of policies – for instance attendance, behaviour and uniform.

There may be some policies that are not yet Trust-wide policies, these may need to be discussed by the LMC on a case by case basis.

Conflicts of Interest

A committee member who has a duty or personal interest which conflicts or may conflict with their duties as a member of the LMC shall disclose that fact to the LMC as soon as they become aware of it.

They also should notify the Chair at the start of any meeting where that conflict relates to an agenda item.

Committee members must remove themselves from any discussions in which it is possible that a conflict will arise between their duty to act solely in the interests of the school and any duty or personal interest. This includes both actual and perceived conflicts of interest or where their loyalty or objectivity could be called into question.

Any committee member who is also an employee of the Trust shall withdraw from that part of any meeting of the LMC at which their remuneration, conditions of service, promotion, conduct, suspension, dismissal or retirement are to be considered.

The Clerk/Governance Officer must also withdraw if their remuneration, conditions of service, promotion, conduct, suspension, dismissal or retirement are to be considered.

The Clerk shall ensure that committee members interests are kept up to date on the school website in line with the DfE publication of interests guidance.

Individual committee member roles

Individual roles will be assigned to committee members, aligned with their skills, areas of interest and capacity:

Chair of committee, vice chair of committee, safeguarding, SEND, pupil premium,

Name of appointed person:	
Area of responsibility:	**Chair of Local Monitoring Committee (LMC)**
Duties and responsibilities:	To ensure the business of the LMC is conducted properly, in accordance with the TPAT SoDA and Trust policies. To ensure meetings are run effectively. To establish an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. In the event of a tied vote in a meeting the Chair may vote again as a 'casting vote'. To work with the Clerk/Governance Officer to plan meeting agendas and ensure the accuracy of the minutes. The Chair may take urgent action on behalf of the LMC if it is not possible to convene a full extra-ordinary meeting. Such actions should be communicated to the full LMC in a timely fashion. To support the committee members to fulfil their roles and ensure appropriate induction for new members. To communicate effectively and openly with all stakeholders. To be aware of the health and wellbeing of the staff and take all appropriate actions to support this initiative. To escalate issues/seek support from TPAT specialists to ensure effective governance. To uphold the ethos and values of the School and TPAT. To participate in relevant personal development to improve skills and knowledge
Key staff contacts:	Headteacher

Development and training expectations:	Attendance at TPAT Chairs Forums
Role review date:	Summer Term each year (in preparation for election in the Autumn Term.)

Individual Committee member role Descriptions: Appendix 1

Name of appointed person:	
Area of responsibility:	**Vice Chair of Local Monitoring Committee (LMC)**
Duties and responsibilities:	To stand in for the Chair when they are unavailable and to hold the "casting vote" if relevant. To have an effective working relationship and communication with the Chair and Headteacher To work alongside the Chair as part of succession planning To participate in relevant personal development to improve skills and knowledge
Key staff contacts:	Headteacher
Development and training expectations:	
Role review date:	Summer Term each year (in preparation for election in the Autumn Term.)

Name of appointed person:	
Area of responsibility:	**Safeguarding**
Duties and responsibilities:	Meet regularly with the designated safeguarding lead Report back to the LMC about activities to inform them in order to facilitate scrutiny and impact of safeguarding; and ensure compliance with statutory duties Ensure that safeguarding deficiencies are brought to the LMC Monitor that the safeguarding and child protection policy is being followed in practice; and feed into any policy review where necessary Report to the LMC so that they can ensure resources are effectively allocated or where changes might be required Ensure that the LMC are kept aware of the safeguarding risks to young people in the school Ensure that there is a consistent approach to safeguarding and child protection across the school Ensure that the curriculum for safeguarding reflects the risks for the young people in the area Ensure that safer recruitment processes are in place Ensure that the Single Central Record is compliant Participate in relevant personal development to improve skills and knowledge
Key staff contacts:	Designated Safeguarding Lead
Development and training expectations:	Appropriate safeguarding training

Role review date:	When KCSIE is updated.

Name of appointed person:	
Area of responsibility:	**Pupil Premium**
Duties and responsibilities:	To have a good understanding of the use of Pupil Premium by the school To meet with key staff to discuss and understand the use of pupil premium and the impact of the spend To report back to the LMC following monitoring activities Keep the LMC fully informed about issues and actions with regards to pupil premium Participate in relevant personal development to improve skills and knowledge
Key staff contacts:	
Development and training expectations:	
Role review date:	

Name of appointed person:	
Area of responsibility:	**SEND**
Duties and responsibilities:	To meet with the SENCO termly to monitor the progress and effectiveness of the SEND policy To monitor the effectiveness of communicating with parents To be aware of the changes to the code of practice and its impact on the school
Key staff contacts:	SENDCO
Development and training expectations:	
Role review date:	