SGS Forest High School
Local School Board (LSB)
Terms of Reference

Membership

The Local School Board (LSB) of SGS Forest High School will be comprised of 11 members.

The constitution shall be as follows:

- Up to 7 Local School Board Members
- 2 Parent Local School Board Members elected by parents and carers of students at the school. The Parent member can be a parent, grandparent or registered carer of a current student
- 2 Staff Local School Board Member elected by current members of staff at the school

The Chair of the LSB will be appointed by the Board of Trustees and shall be one of the 11 members of the LSB.

The Head of School will attend meetings of the Local School Board and provide reports ahead of each meeting.

Members of the LSB will be approved by the Board of Trustees.

The Vice-Chair shall be elected by the LSB from among its members annually. The Vice-Chair shall be eligible for re-election at the end of their term of office.

The members of the LSB shall, upon their appointment or election, sign the Code of Conduct, Eligibility Statement and Person Specification and Role Description documents on GovernorHub.

The structure of the LSB will be agreed by the Board of Trustees and may be amended from time to time.

The usual term of office for all members of the LSB will be 4 years.

Appointments to the LSB that are subject to election will take effect after ratification by the Board of Trustees.

Any member of the LSB may request the Chair to invite persons who are not members of the LSB to attend its meetings.

Accountability and Purpose

The LSB is a committee of the Board of Trustees and is accountable to the Board. The terms of reference of the LSB will be approved by the Board of Trustees. The Board may review and amend these terms of reference from time to time, but as a minimum these terms of reference shall be reviewed at least once in every twelve months.

These terms of reference provide the framework, together with the Scheme of Delegation, within which the LSB shall operate.

The functions and proceedings of the LSB shall be subject to regulations made by the Board from time to time.

The primary purpose and duty of the LSB is, as a local committee of the Trust Board, to further and promote fulfilment of the objectives of SGS Academy Trust for the School. The LSB shall do this by proactive local engagement, and through Lead Role Quality Assurance Activities advising and alerting the Board of Trustees to matters of recognition or concern as appropriate.

SGS Academy Trust shall support the LSB through effective engagement with the LSB (through the LSB Chair or otherwise), ensuring it is informed at all times of the objectives of the Trust for the School.

Role of the LSB

The role of the LSB is:

- To ensure that the activities of the LSB are undertaken within the vision and direction for SGS Forest High School as set by the Board of Trustees.

- To positively support and assist in the Schools Quality Assurance Activities through appropriate questioning and enquiry and provide reports within Board of Trustees agreed protocols, on outcomes of this involvement at Forest High School.

- The Local School Board will work on the 4S Principles as outlined by the NGA:
    - Safeguarding
    - Special Educational Needs and Disabilities (SEND)
    - Standards
    - Stakeholder Engagement

- The Local School Board will have lead roles assigned to members to support with the 4S Principles. Local School Board Lead Roles will operate with the aim of providing local oversight of priority areas as above and to assist and inform decision making of the Board of Trustees. These Lead roles will include:
    - Safeguarding
    - SEND
    - Careers
    - Health & Safety
    - Website

- To liaise with Leadership on the development of a strategy and review its implementation and effectiveness for regular and effective engagement and Stakeholder Voice of Employers, Parents, Students, Community and Staff and to

report on outcomes of these activities to assist decision making by the Board of Trustees.

- Through Lead Roles and School Board Quality Assurance Activities, to review implementation and compliance to statutory required policies and Forest High School operational policies, as set by the Board of Trustees.

- Quality Assurance Activities will be recorded in the Visits area of GovernorHub with a record of LSB members who attended and any actions resulting from the activity undertaken.

- To approve the Admissions Policy and to assist with student admission appeal process as required.

- To be involved in LSB Review Panels of Student Exclusions ensuring that relevant training has been undertaken.

- Be involved in LSB Review Panels as part of the Complaints Procedure.

- To receive Forest High School student progress and attainment data and national data for contextual awareness for LSB activities.

- To note the Approved Budget for Forest High School for contextual awareness for LSB activities.

- To note the Forest High School Risk Register for contextual awareness for LSB activities.

- Represent Forest High School at relevant SGS Academy Trust working groups when required.

- The LSB will review its own effectiveness against its Terms of Reference on an annual basis.

- Undertake an annual LSB member Self Evaluation and effectiveness review, including 360-degree review of the Chair of the LSB and report to the SGS Academy Board of Trustees using the approved template supplied by the Governance Professional.

- To undertake relevant training as agreed by the Board of Trustees to develop skills and knowledge to fulfil their role within the LSB and undertake an annual LSB skills audit review. This training will be available through GovernorHub.

Meetings & Quorum

- The LSB will meet as often as is necessary to fulfil its responsibilities but as a minimum, the LSB will meet 5 times per year.

- Additional non formal engagement activities will be scheduled outside of formal meetings.

- The quorum for any meeting of the LSB meeting is any four members of the LSB currently appointed. (Quoracy is based on Charity Commission Guidelines of one third of the total number appointed, plus one).

- Each member of the LSB shall have one equal vote. Where there is an equal division of votes, the Chair of the LSB will have the casting vote.

- All decisions reserved for the LSB shall be determined by the Board of Trustees and will be reviewed at least annually.

- In the absence of either the Chair or the Governance Professional at a meeting of the LSB, the LSB will agree a replacement time and date for the meeting.

- The agenda for each meeting shall be prepared by the Governance Professional in consultation with the Chair of the LSB and circulated together with all relevant agenda papers to all members seven days before the date of a meeting. The Chair may determine a shorter period is appropriate in cases of emergency.

- It is assumed that each member of the LSB has read any papers ahead of the meeting

- Any recommendations and decisions made at the meeting of the LSB will be recorded accurately in writing. These minutes will be forwarded by the Governance Professional of the LSB to members of the LSB seven days before the date of the next LSB meeting.

- Any Trustee of the Academy Trust may attend a meeting of the LSB.

Reporting Procedures

- The Governance Professional, in liaison with the Chair of the LSB will provide a summary of the issues discussed, recommendations made and meeting minutes of the LSB meeting to the next meeting of the SGS Academy Trust Curriculum & Quality Committee.

- Where any power or function of the Trustees has been exercised by the LSB, the LSB shall report to the Board in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the Trustees immediately following the taking of the action or the making of the decision.

Date of last review:	09 September 2025
Date of last approval:	15 October 2025
Approved by:	Trust Board
Next review due by:	08 September 2026