



**Local Academy Council**  
**September 2024**

<b>Role</b>	<b>Governor</b>	<b>Responsibilities</b>	<b>Federation visits</b>	<b>Evidence</b>
<b>Chair</b>	Adam Kitching	<ul style="list-style-type: none"> <li>• Provide leadership to the board and is responsible for ensuring it functions effectively and remains focused on its core strategic functions.</li> <li>• Giving the governing body a clear lead and direction, ensuring that the governors work as an effective team and understand their accountability and the part they play in the strategic leadership of the Federation and in driving Federation improvement.</li> <li>• Attracting governors with the necessary skills and ensuring that tasks are delegated across the governing body so that all members contribute, and feel that their individual skills, knowledge and experience are well used and that the overall workload is shared.</li> <li>• Being a critical friend by offering support, challenge and encouragement, holding the headteacher to account and ensuring the headteacher's performance management is rigorous and robust;</li> <li>• Ensuring Federation improvement is the focus of all policy and strategy and that governor scrutiny, monitoring and challenge reflect Federation improvement priorities.</li> <li>• Ensuring that statutory requirements and regulations are met, that the Federation provides value for money in its use of resources and that governing body business is conducted efficiently and effectively.</li> </ul>	Half termly	LAC Minutes
<b>Vice Chair</b>	Debbie Pitt	<ul style="list-style-type: none"> <li>• Work closely with the Chair of Governors, supporting the chair in ensuring other governors are fully involved and the governing body work as a team. Along with all governors contribute towards corporate decisions.</li> <li>• Take on responsibilities delegated to them by the chair • Deputise for the chair in their absence</li> </ul>	Termly	LAC Minutes
<b>Distinctiveness</b>	Yvonne Burton	<ul style="list-style-type: none"> <li>• Ensuring Christian distinctiveness is embedded and upheld within every aspect of Federation life</li> <li>• An active ongoing involvement in SIAMS preparation and follow-up</li> <li>• Monitor collective worship and RE</li> <li>• Attend LDLT and Leeds DET church Federation specific training</li> <li>• Attend the Head teacher's appointment</li> </ul>	Half termly	Governor Report of Visit
<b>Safeguarding</b>	Rev Chris Butler	<ul style="list-style-type: none"> <li>• Ensure the Federation complies with statutory guidance on safeguarding</li> <li>• Make sure there is an effective child protection policy in place</li> <li>• Monitor s Safeguarding Audit / plan</li> <li>• Appoint a member of staff to be the designated safeguarding lead</li> <li>• Make sure there are procedures in place to handle allegations against staff, volunteers and other children</li> </ul>	Half termly	LAC Mins Governor Report of Visit
<b>Appraisal</b>	Suresha Krishan	<ul style="list-style-type: none"> <li>• Ensure LAC is compliant with the Federation Teachers' Pay and Conditions Document (STPCD), which is updated annually</li> </ul>	Termly	



**Local Academy Council  
September 2024**

		<ul style="list-style-type: none"> <li>• Take account of employment law and guidance</li> <li>• Manage the annual review and approval of LDLT a pay policy</li> <li>• Appoint an external adviser for advice and support on the headteacher's appraisal</li> <li>• Manage the HT Appraisal against the relevant standards and their objectives ensuring objectives are set for the headteacher</li> <li>• Make a recommendation on the headteacher's pay (where relevant)</li> <li>• Ensure the headteacher receives a written report of their appraisal</li> <li>• Ensure LDLT appraisal process for teachers (including headteachers) is in place and that relevant documentation is available to teachers</li> <li>• Make sure the headteacher carries out their duties in respect of appraising other teachers (including recommendations on pay)</li> </ul>		
<b>H&amp;S</b>	Adam Kitching	<ul style="list-style-type: none"> <li>• Ensure the Federation has a health and safety policy</li> <li>• Ensure the Federation is meeting its legal responsibilities</li> <li>• Ensure the Federation complies with the Health and Safety at Work etc. Act 1974</li> <li>• Ensure the Federation complies with the Regulatory Reform (Fire Safety) Order 2005</li> <li>• To complete termly internal/external inspections with H&amp;S Co-ordinator</li> <li>• To review all H&amp;S annual inspections and risk assessments outcomes</li> </ul>	Half termly	LAC Mins Governor Report of Visit
<b>SEN</b>	Debbie Pitt	<ul style="list-style-type: none"> <li>• Approves the SEN information report and SEND policy</li> <li>• Make sure that a child with SEND gets the support they need – this means doing everything possible to meet children and young people's SEND</li> <li>• Ensure arrangements are in place in Federation to support pupils at Federation with medical conditions</li> <li>• Ensure the Federation produces and publishes its Federation SEN information report online</li> <li>• Publish information about the arrangements for the admission of pupils with disabilities, the steps taken to prevent them being treated less favourably than others, the facilities provided to assist access, and their accessibility plans</li> <li>• Make sure there's a qualified teacher designated as the special educational needs coordinator (SENCO) for the Federation.</li> </ul>	Half termly	LAC Mins Governor Report of Visit
<b>Finance</b>	Debbie Pitt	<ul style="list-style-type: none"> <li>• Sets financial priorities</li> <li>• Ensuring proper use of financial resources</li> <li>• To monitor expenditure and income</li> <li>• Approves and monitors the annual budget</li> <li>• Approval of salary changes</li> <li>• To report variances</li> <li>• To monitor budget software with Office manager</li> </ul>	Termly	LAC Mins Governor Report of Visit



**Local Academy Council**  
**September 2024**

<b>Sports Premium</b>	Richard Hajjawi	<ul style="list-style-type: none"> <li>• Monitor effectively do leaders use the Primary PE and Sport</li> <li>• Monitor the allocation of resources and consequent audit trail</li> <li>• Monitor Premium and measure its impact on outcomes for pupils</li> <li>• Ensure governors hold leaders to account for impact</li> </ul>	Termly	LAC Mins Governor Report of Visit
<b>Pupil Premium</b>	Tim Scholes	<p>A pupil premium link governor should be familiar with the pupil premium: what it is, why it has been set in place, how it is allocated, how it is calculated, and which groups of pupils attract the premium.</p> <ul style="list-style-type: none"> <li>• Monitor the allocation of resources and consequent audit trail</li> <li>• Monitor PP allocation to ensure it effectively narrows the attainment gaps between disadvantaged pupils and other pupils</li> </ul>	Termly	LAC Mins Governor Report of Visit
<b>Quality of Education</b>	Clare Millar		Half termly	LAC Mins Governor Report of Visit
<b>Maths</b>	Suresha Krishan	<p>Ensure there is curriculum policy outlining the intent, rationale and implementation alongside provision for all pupils</p> <p>Make sure enough teaching time is provided for pupils to cover the National Curriculum and other statutory requirements</p> <p>Scrutinise evidence from the Subject Leader to evaluate the impact of leadership on outcomes</p>	Termly	LAC Mins Governor Report of Visit
<b>English</b>	Clare Millar	<p>Ensure there is curriculum policy outlining the intent, rationale and implementation alongside provision for all pupils</p> <p>Make sure enough teaching time is provided for pupils to cover the National Curriculum and other statutory requirements</p> <p>Scrutinise evidence from the Subject</p>	Termly	LAC Mins Governor Report of Visit
<b>Curriculum</b>	Tim Scholes	<p>Ensure there is curriculum policy outlining the intent, rationale and implementation alongside provision for all pupils</p> <p>Make sure enough teaching time is provided for pupils to cover the National Curriculum and other statutory requirements</p> <p>Make sure your Federation has an up-to-date policy for relationships education and consults parents/carers if the policy is reviewed or changed</p>	Termly	LAC Mins Governor Report of Visit
<b>Music</b>	Adam Kitching	<p>Monitor the Federation Music Plan</p> <p>Ensure there is curriculum policy outlining the intent, rationale and implementation alongside provision for all pupils</p> <p>Make sure enough teaching time is provided for pupils to cover the National Curriculum and other statutory requirements</p> <p>Scrutinise evidence from the Subject Leader to evaluate the impact of leadership on outcomes</p>	Termly	LAC Mins Governor Report of Visit
<b>Attendance</b>	Adam Kitching	<p>The Behaviour and Attendance Link Governor is responsible for monitoring the Federation 's behaviour and attendance policies and to support the Federation in creating an inclusive culture in which all children can learn and thrive.</p>	Termly	LAC Mins Governor Report of Visit



**Local Academy Council**  
**September 2024**

		<p>Ensure there is a clear, written Federation Attendance Policy in place which is published on the Federation website and made accessible for parents.            Monitor attendance audit, action plan            Scrutinise and challenge attendance data            Ensure there is a clear, written Federation Behaviour Policy in place published on the Federation website and made accessible for parents.            Scrutinise and challenge behaviour data</p>		
<p><b>Well-being &amp; Vulnerable Learners</b></p>	<p>Richard Hajjawi</p>	<ul style="list-style-type: none"> <li>• Ensure there is a staff behaviour policy or code of conduct in place</li> <li>• Ensure the Federation has a designated teacher to promote the educational achievement of looked after children (LAC) and previously LAC. Make sure they undertake appropriate training</li> <li>• Ensure the Federation complies with the Equality Act 2010 and the Public Sector Equality Duty (PSED) and publishes equality objectives and information about how it's doing this</li> <li>• Ensure arrangements are in place for supporting pupils with medical conditions, and ensure that the Federation has a policy on this</li> <li>• Make sure the Federation complies with the Federation Food Standards</li> </ul>	<p>Termly</p>	<p>LAC Mins Governor Report of Visit</p>