

Within Weaver Trust, Local Education Committees (LECS) are a vital resource, providing local context, challenge and support to the Headteacher / Executive Headteacher and Head of School and respective senior leaders to ensure the very best local offer is provided to the children in each School regardless of each pupil’s ability, or starting point.

The LEC is a sub-committee of Weaver Trust Board. As such, it will share its ethos and aims to inspire children and staff, to believe in themselves and their ability, so they achieve their full potential, and with agreed values of being innovate, responsible and caring.

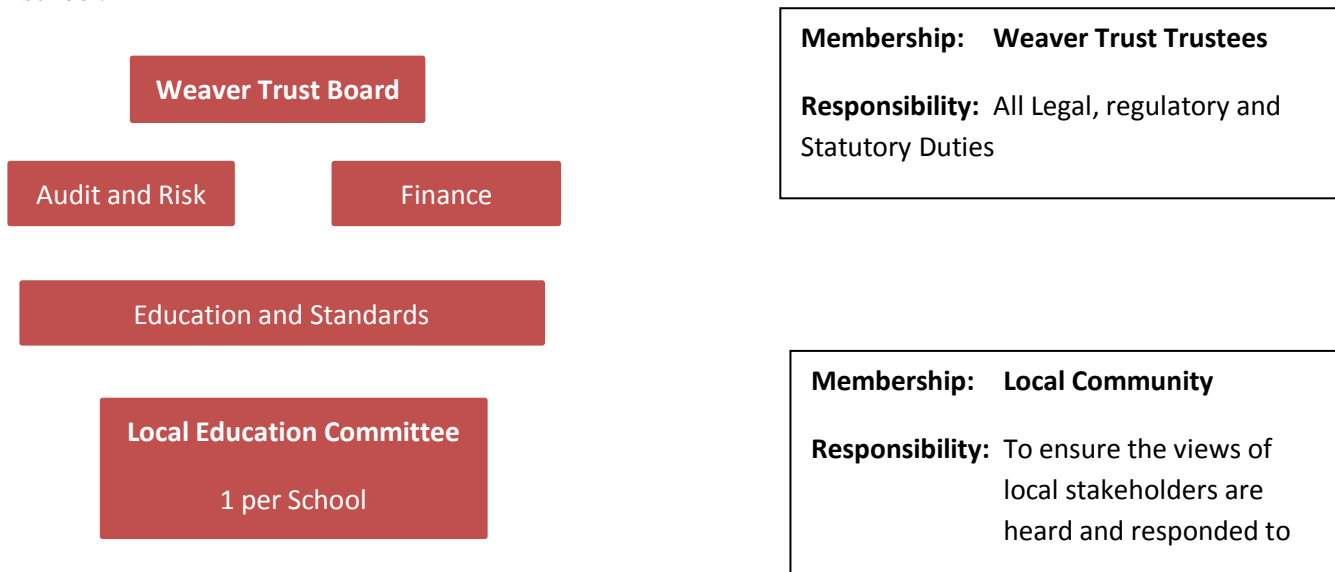
The LEC has an effective role in both challenge and support to the school, staff and pupils, acting as a strong consultative body, with the shared aim of achieving the Trust’s vision for our pupils. The legal responsibilities and accountabilities are held by the Trust Board and often delegated to the Executive Team.

Regular meetings happen between the CEO of the Trust and the Headteacher / Executive Headteacher and Head of School for each school, and information from such meetings and the Minutes of the LEC meeting are shared with the Trust Board.

Each half term, the Chairs from each of our school’s LEC’s will meet with a member of the Trust board to share good practice and as a forum to feedback updated information and similarly receive a Trust update.

This handbook is designed to give you information to support you in your role as a member of a LEC at one of the schools in the Trust.

Weaver Trust Board has established two additional sub-committees to assist it in fulfilling its legal responsibilities (shown below). In addition, an LEC has been established at each School to perform the key role of local engagement and to both support and challenge the school.



The Constitution of the LEC

Governors are recruited for the skills and attributes that they bring to the LEC, which consists of:

Headteacher / Head of School

1 Staff Governor

2 Parents

No less than four (4) but no more than six (6) Co Opted Members

To support the LEC, a member of the Trust Board may attend any meeting, as an associate governor. Where an Executive Headteacher is in post, to support the Head of School, they will also attend LEC meetings in an associate capacity.

It is vital that all LEC members recognise the role they play to support and further the aims and objectives of this LEC sub-committee. Staff and Parent governors are not there to further specifically the aims of those two groups of people.

Code of Conduct

LEC members are expected to act with integrity, professionalism and with confidentiality at all times. Appendix 1 is the LEC Code of Conduct and members must sign to agree to these terms on an annual basis. Also LEC members should familiarise themselves with the Nolan Principles related to positions of public office.

The Trust Board

The Trust Board has the overall responsibility for the Trust and is accountable to Ofsted and the Department for Education regarding the educational performance of the Trust and individual schools within it.

For clarity, the Trust Board is therefore responsible for the following (although this is not an exhaustive list) and none of these responsibilities are delegated to LECs:

- Educational Performance
- Financial Position
- Employment legislation
- Health & Safety
- Safeguarding

The Trust Board comprises of nine Trustees, who typically meet six times a year to help in fulfilling their responsibilities. The Board ensures that its Trustees have the cross section of required skills and experience to cover their combined responsibilities.

Further background information relating to Trust Governance, and details of who the Trustees are, is shown on the Trust website at www.weavertrust.co.uk

The Central Education Team

The Central Education Team is led by the CEO, who manages a team of Trust-wide professionals, including a Director of Education, Teaching and Learning Lead, Safeguarding Lead and Attendance Lead. This team has been created to offer support and challenge, but also to ensure consistency across our schools, resulting in the best possible outcomes for each of our children.

The CEO also has delegated authority to perform executive governance functions at the School (such as setting Headteacher's performance management targets) regularly reviewing progress including outcomes which are reported back to the Trust Board regularly.

Each school is closely supported by the Director of Education, who works very closely with senior leaders throughout the year. Quality assurance activities will include overseeing the development and implementation of the curriculum and evaluating the impact of school improvement initiatives. learning walks, book scrutinies and data analysis for accuracy and consistency and checking the school is fulfilling its statutory duties.

Key Contacts

Headteacher / Head of School

This will be your day-to-day contact point with the School and the directly accountable person to the LEC.

Executive Headteacher

This person would be the main point of contact if you have a serious issue or concern in the absence of the Head of School, or if you feel that your issue or concern relates to the Head of School.

Chief Executive Officer

This person would be the main point of contact if you have a serious issue or concern in the absence of the Headteacher or Executive Headteacher, or if you feel that your issue or concern relates to the Headteacher or Executive Headteacher. The CEO will know the school very well and should be your initial point of contact if you have queries that cannot be resolved by the LEC or Headteacher or Executive Headteacher.

Chief Finance Officer

The Chief Finance Officer is responsible for providing strong leadership for our Trust, ensuring our financial systems are robust, including financial planning, management of financial risks, record keeping and financial reporting. They have oversight of all school finances and those of the Trust.

Chair of the Trust Board

Should you have concerns about the CEO, please email: chair@weavertrust.org and they will discuss your concerns in full and deal with them appropriately.

Links with the Trust Board

At Weaver Trust, we work in an open and transparent way and this is reflected in how we share information between LECs and the Trust Board. Governor Hub is used as the portal to access documents relevant to our Trust.

In addition to this, there will be a standing Board agenda item where an opportunity will be provided to raise any issues for the attention of the Trust Board via the CEO. Similarly, a Trust update will be shared with the LEC, to develop a deep understanding of the direction of travel for our Trust.

Following each LEC meeting, the clerk of your LEC will upload minutes to Governor Hub, so they are easily accessible.

The Clerk to the Trust co-ordinates the practical and structural elements of LECs, for example by working with school Headteachers to ensure that the membership of LECs is complete and to ensure appropriate clerking arrangements are in place. The Trust clerking is provided by Edsential.

Chairing the LEC

In the Autumn Term meeting, each LEC will vote for one of their members to be Chair. The Chair cannot be the Headteacher or a member of staff from the School and will serve for 12 months, and may stand for re-election.

LEC Meeting Schedule

Each LEC is expected to meet at least every half term, and meetings will typically last 1 – 2 hours. The practical arrangements of each meeting will be coordinated by the clerk to the LEC.

Key Content

The key focus of the LEC is the educational performance covering behaviour, attendance, progress and attainment for every child within the school regardless of ability. It is therefore expected that the LEC will ensure the highest standards are delivered across each aspect of school, through clear communication of those standards which underpin high educational outcomes.

The following standing items are included on every LEC meeting agenda:

- Safeguarding
- Headteacher / Head of School's Report
- School Strategic Development Plan (SSDP) and Self-Evaluation Form (SEF)
- Trust information about the school – for example external reviews and RAG rating
- Trust Board information and feedback from any Trust networking, training etc
- Review and sign off policies in line with Scheme of Delegation
- Stakeholder feedback including community issues

- Publicity feedback, including newsletters and website update
- School events for LEC members to attend over next term
- Items to feedback to CEO

Headteacher / Head of School's Report

This is a key report for LEC members to consider and should provide members with an up-to-date and accurate picture of life at the School. Typically, a Headteacher / Head of School's report will contain the following:

- Contextual updates and information about the School
- Data and analysis of pupil progress and outcomes – including published end of key stage assessment
- Staffing and quality of education – including curriculum information; staff attendance; work done to develop staff wellbeing; SEND support, PP provision
- Progress against key issues in the SSDP
- Safeguarding
- Pupil attendance, behaviour and exclusions data for analysis
- Views of stakeholders
- Enrichment, pupil welfare and development
- Community involvement

Please remember, it is in your role as an LEC member to question this report and hold the Headteacher / Head of School to account for the standards within the school.

Committees

From time to time it will be necessary to convene committees for different aspects of the role of the LEC, including: Appraisal, Disciplinary, Complaints, Exclusion.

You will be supported through this by the Trust, in line with the Scheme of Delegation.

Appendix 1

LEC Council Code of Conduct

This code sets out the expectations and commitment required from the LEC to carry out its work within the school and the community.

The core functions of the LEC include:

- Working within the approved terms of reference and fulfilling any delegated duties as defined in the Trust Scheme of Delegation.
- Listening and responding to stakeholders.
- Reporting achievements and concerns to the Trust Board.
- Upholding the vision, values, and objectives of the Trust and the school.

Roles and Responsibilities

- We understand the purpose of the LEC and the role of the Headteacher.
- We will uphold the 7 principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership (<https://www.gov.uk/government/publications/the-7-principles-of-public-life>).
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school in a positive manner. Our actions supporting the school and the local community will reflect this.
- We will actively support and challenge the Headteacher where appropriate.
- We will make every effort to attend all LEC meetings and where we cannot attend, explain in advance why we are unable to.
- We will come to meetings having prepared by reading all information provided and framing questions to ask leaders.
- We will respond to opportunities to involve ourselves in school events.
- We will support the Chair in their role of ensuring appropriate conduct both at meetings and at all times.

Confidentiality

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside of school
- We will also respect the confidentiality of information that LEC Members have access to and keep confidential the affairs of the LEC and the Trust.

Conflicts of Interest

- We will declare any pecuniary or other business interest (including those related to people we are connected with) in line with the Trust Conflict of Interest Policy and, if any such conflicted matter arises in a meeting, we will leave the meeting while the relevant agenda item is being discussed.
- We accept that our names and the Register of Business Interests will be published on the school's website.
- We will act in the best interests of the school as a whole and not as a representative of any group.

The Clerk to the LEC will be responsible for ensuring that this Code of Conduct is kept under review. LEC members are expected to agree to the code of conduct by signing a copy of these annually.