Local CAST Board (LCB)
Terms of Reference

Aims

To support the work of the Plymouth CAST Board of Directors and the school, by undertaking the responsibilities assigned to the Local CAST Boards via the Scheme of Delegated Authority (SODA). The role of the LCBs (Local CAST Board) is critical in support of good governance, operating within a standardised and robust framework.

To carry out the monitoring activities as set out in the Local CAST Management Plan through a set cycle of half termly meetings and report to the Board of Directors as requested.

Constitution

1.1. The MAT Board of Directors resolved to establish Local CAST Boards to provide oversight and scrutiny of the governance and educational performance of individual schools within the Trust.

1.2. The Local CAST Board's Terms of Reference are agreed by the Board of Directors and can only be amended with the approval of the Board of Directors.

Membership and Quorum

2.1 The Local CAST Board will consist of a minimum of four governors. Foundation Governors, who will be elected by the Bishop, (the Abbot, in the case of St Mary's, Buckfast) shall outnumber all other members by two, to ensure the preservation and development of the Catholic character and ethos of the school and the Trust.

2.2 Other Governor roles required as part of the constitution are as follows: Parent Governor (elected by the parent community), Staff Governor (elected by the staff) and if desired, Co-opted Governors (appointed by the Local CAST Board).

2.3 The members of the Local CAST Board shall hold office from their date of appointment for four years or until resignation or removal. The Board of Directors shall review Local CAST Board membership on an annual basis at the start of each academic year.

2.4 The Chair of the Local CAST Board will be elected annually from the Foundation Governors.

2.5 The Clerk will be in attendance at all meetings (or a temporary, suitably qualified alternative, as agreed by the Trust)

2.6 A quorum exists when three members are in attendance, two of whom are Foundation Governors, and a third who is a voting member.

2.7 The quorum for the purposes of the removal of a Governor (in line with the Scheme of Delegated Authority) or a vote on the removal of the Chair of the Local CAST Board shall be any two-thirds (rounded up) of persons who are at the time entitled to vote on those matters. It is the role of the Chair to manage the meeting and voting on the issue of the removal of a Governor.

2.8 Parent Governors are to be recruited through an open election process.

2.9 Staff Governors are to be recruited through an open election process.

Meetings

3.1 The Local CAST Board will meet six times per year.

3.2 Administration of LCB meetings will be managed by the Clerk

3.3 The Clerks shall provide each member of the Local CAST Board, with all papers to be considered at the meeting, at least seven full days before the meeting.

3.4 In addition to voting in person at a meeting, Governors are able to vote on matters via video or telephone conferencing, provided they have been party to the full discussion.

3.5 The Clerk shall prepare minutes within one week of each meeting. Minutes should be sent to the Chair and Headteacher for an accuracy check. Once returned, the minutes should be uploaded to Governor Hub. Part 2 minutes should be stored on GovernorHub in a Clerk-only restricted folder.

Conflict of Interest

4.1 Any member of the Local CAST Board who has, or can have, any direct or indirect duty or personal interest which conflicts, or may conflict, with his/her duties as a member of the Local CAST Board, shall disclose that fact to the Local CAST Board as soon as he/she becomes aware of it.

Operational Matters at Trust Level and Local CAST Board Level

5.1 The Local CAST Board shall comply with the obligations set out in the Scheme of Delegated Authority (SoDA), Schedule of Accountability and the Governance

Management Plan, which deal with the day-to-day operations of the Local CAST Board.

5.2 The Local CAST Board will adopt and comply with all policies, protocols, and procedures of Plymouth CAST.

5.3 All Governors will act with integrity, objectivity, and honesty in the best interests of the school and Plymouth CAST. Foundation Governors shall always act in furtherance of responsibilities to the Bishop and Abbot (in the case of St Mary's, Buckfast).

5.4 Plymouth CAST reserves the right to stand down a Local CAST Board, subject to the approval of the Bishop or his representatives, and appoint an Interim Academy Board (IAB) in one or more of the following circumstances:

- There has been a serious breakdown in management or governance
- Identification of weak governance
- In response to the outcome of a review of governance
- In response to the outcome of an Ofsted inspection where the school receives an inadequate judgement
- Any identified safeguarding concern within the school

5.5 On appointment of an IAB, the Local CAST Board is fully disbanded, and all delegated responsibilities pass to the IAB with immediate effect. The School Improvement Officer will work in partnership with the IAB to determine priorities and set targets, in line with the Scheme of Delegated Authority.

5.6 The Directors have the absolute discretion to review and amend the Scheme of Delegated Authority at least annually giving due consideration to the views of the Local CAST Board.