



GOVERNANCE | LOCAL TRUST COMMITTEES

Local Trust Committees

Scheme of Delegation and Terms of Reference

Approved by Learn Academies Trust Board on: 9 March 2026



Local Trust Committees (LTC)

We have renamed the local level of governance to Local Trust Committee (LTC) to strengthen clarity and ensure greater alignment and consistency across our governance structure within the Trust.

Local Trust Committees work at local level to provide support, to monitor and to challenge educational experience and performance. They engage with key stakeholders, including the local community and the church, and support alignment with Learn Academies Trust's strategy, approach, ethos and values.

Structure and Governor Categories

It is recognised that people from many walks of life can make a valuable contribution to the raising of educational standards and so the Local Trust Committee includes a range of different categories of individuals. No matter what kind of governor you are, you will have the same role and responsibilities within the Local Trust Committee. A governor's term of office is 4 years.

Your Local Trust Committee may be made up from:

- **Parent Governors:** these are almost exclusively parents or carers of children at the academy. They are elected by parents; voting is only required if there are more nominations than vacancies. If fewer nominations than vacancies, then these are elected unopposed.
- **Staff Governors:** these are selected by election from teaching and support staff who are paid to work at the academy.
- **Headteacher:** they are an *ex officio* governor of the Local Trust Committee by virtue of their office.
- **Foundation Governors - Church Schools:** PCCs have the first option to nominate for all LTC governor posts in VA and VC schools. However, if a PCC is not able to nominate a sufficient number of people, then the LTC can provide nominees for the remaining vacant posts. The details of the nominees are shared with the respective PCC a month before being taken to the Trust Board. Foundation governor appointments must also be agreed by the DBE.
- **School Governors:** these are recommended to the Trust for appointment by the Local Trust Committee. They are people who, in the opinion of the Local Trust Committee, have the skills required to contribute to the effective governance and success of the academy.
- **Foundation ex-officio:** they are a member of the Local Trust Committee by virtue of their office.
- **Observers:** they are not LTC governors but are requested, by the LTC, to attend LTC meetings because of the particular skills or experience they possess. They do not have a vote when decisions are required to be made. You will quite often see the School Finance & Operations Managers (FOM) and Area Directors of Schools (ADS) attend LTC meetings under the category of 'Observer'.

Each Local Trust Committee must not be smaller than seven governors and no larger than nine governors as smaller boards can be more cohesive and dynamic. The exception to the size of the LTC applies only to Voluntary Aided schools; they must have at least ten governors to comply with the DBE guidance (2025) and no more than twelve. Each LTC must include:

Voluntary Aided Schools:

- A minimum of two Parent Governors
- One Staff Governor (from the school and not the wider Trust)
- The Headteacher;

- A minimum of 6 Foundation Governors, including Foundation ex-officio Governors.
- As many additional School Governors as they consider necessary but ensuring the below:
 - Voluntary Aided schools must have such number of Foundation Governors, including the Foundation ex-officio Governors to outnumber all other governors by two as from DBE guidance (2025); and
 - The Board total does not exceed twelve.

Voluntary Controlled Schools:

- A minimum of two but no more than 5 Parent Governors
- One Staff Governor (from the school and not the wider Trust)
- The Headteacher
- Two Foundation Governors, including Foundation ex-officio Governors
- As many School Governors as necessary, providing board total does not exceed nine.

Non-Church Schools:

- A minimum of two but no more than 5 Parent Governors
- One Staff Governor (from the school and not the wider Trust)
- The Headteacher
- As many School Governors as they consider necessary, providing board total does not exceed nine.

Foundation Governors

Local Foundation Governors also represent the Diocese of Leicester and the local Church on the Local Governing Body of a Church of England academy. Their role includes promoting the Church School ethos and the Christian distinctiveness of Church of England academies, including provision for collective worship and Religious Education. Further information on Foundation Governor appointments, roles and responsibilities can be found on the Leicester DBE website:

www.leicesterdbe.org

All new Local Governors, including Local Foundation Governors, are required to complete the Learn Academies Trust application form and the necessary safeguarding checks before being appointed. Foundation Governors are also required to follow the DBE application procedure (Academies within a Multi-Academy Trust) and complete the DBE application form.

1. Authority

- 1.1. The Local Trust Committee (LTC) is a committee of the Trust Board, established under the Learn Academies Trust Articles of Association and the Trust's Scheme of Delegation. It operates under authority delegated by the Trust Board. The LTC is authorised to undertake the responsibilities set out in this Terms of Reference and any additional responsibilities delegated to it by the Trust Board from time to time.
- 1.2. The LTC is authorised to:
 - Request any information it requires from the Headteacher or other employees of the school in order to carry out its delegated responsibilities.
 - Request reports or data necessary to provide assurance to the Trust Board regarding standards, safeguarding, SEND, finance and other delegated matters.
 - Provide reports, advice and recommendations to the Trust Board, as required under the Terms of Reference.

The Trust Board retains the right to:

- Vary, withdraw or add to the LTC's delegated powers and responsibilities, in accordance with the Articles of Association and Scheme

of Delegation.

- Direct the LTC to hold an additional or extraordinary meeting at any time, specifying the purpose of that meeting.

Chair of Committee:	The Trust Board will appoint and remove LTC Chairs taking into account the LTC's recommendation, as set out in the Trust Scheme of Delegation.
Clerk:	The Trust Board will agree LTC clerking arrangements based on the recommendation of the Trust's Head of Governance and Compliance (HoGC). The HoGC or their delegate will consult with the LTCs and the CEO.
Membership:	The Trust Board will agree criteria and appoint LTC governors. LTCs will carry out elections for parent and staff representation. The Trust Board can appoint additional LTC governors at any time to support and strengthen the LTC.
Quorum:	50% of current membership rounded up (i.e, if 7 members, quorum will be 4)
Meetings:	<p>We will now be working to a four-meeting- cycle across the year: Autumn 1, Autumn 2, Spring Term, and Summer Term.</p> <p>The Autumn 1 meeting will be a short, focused session lasting no more than one hour. Its purpose is to review previous year results and focus on board development and appoint lead roles.</p> <p>All meetings to be held between 8:30am and 6pm on school days only.</p>

The Local Trust Committee has delegated responsibility for:

2. Standards

- 2.1. Ensure that the Trust's vision, ethos and strategy is adopted and applied by school leaders.
- 2.2. Work with senior leaders to review improvement strategies on identified areas, offering appropriate challenge to support the school in meeting strategic objectives.
- 2.3. Monitor school performance and improvement through regular reviews of performance data, including internal and statutory assessment results, attendance rates, and pupil progress.
- 2.4. Ensure that the Trust's curriculum is provided to pupils in an appropriate manner for the school's context.
- 2.5. Ensure that the required policies and procedures are in place and that the school is operating effectively in line with these policies.
- 2.6. Establish a strong relationship with the headteacher in order to provide effective support and challenge, including providing feedback to their performance management process.

3. Stakeholder engagement

- 3.1. Consult stakeholders (parents, staff and pupils) and use insights to inform decision- making.
- 3.2. Help stakeholders to understand the Trust's values and vision for the future.
- 3.3. Promote and build strong relationships with community organisations, local groups and relevant stakeholders to enhance opportunities and outcomes for pupils.
- 3.4. Provide the Trust board with insight into the challenges and opportunities faced by the school's local community.

- 3.5 Hold an annual parents' /carers' forum in person at the school to be attended by Governors, Headteacher and ADS.

4. Safeguarding

- 4.1. Foster a culture that prioritises the safety and wellbeing of all pupils and staff in the school.
- 4.2. Ensure that the adopted safeguarding policies and procedures reflect the safeguarding challenges and context of the school.
- 4.3. Monitor the implementation of safeguarding policies and the effectiveness of procedures.
- 4.4. Designate a link LTC Member to take leadership responsibility for safeguarding.
- 4.5. Monitor the school's estate, ensuring that appropriate policies are adopted and followed in order to keep pupils and staff safe.
- 4.6. Review the findings from the annual safeguarding audit.

5. SEND

- 5.1. 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.
- 5.2. Seek assurance that staff are trained to implement pupil strategies and support plans.
- 5.3. Designate a link LTC Member to take leadership responsibility for SEND.
- 5.4. Work in partnership with the Special Educational Needs Coordinator (SENCO) and other stakeholders across the Trust community to ensure that pupils with SEND are well- supported and included in all aspects of school life.
- 5.5. Monitor the overall effectiveness of the school's SEND provision, referring to pupil outcomes and other relevant data.

6. Financial Oversight

- 6.1. Appoint an LTC member who will oversee Finance.
- 6.2. Review performance against annual agreed budget for the school.
- 6.3. Provide challenge to ensure school stays within school budget.
- 6.4. Monitor the use of Pupil Premium and Sport Premium.
- 6.5. Support the Trust Board in its monitoring and evaluation of the delivery of any central services or functions provided or procured by the Trust.

7. Christian Distinctiveness – applicable to schools with a CE Foundation

- 7.1. Challenge and support leaders to ensure the distinctive character of worship and religious education are strong.
- 7.2. Challenge and support leaders on ensuring strong partnerships with the parish church, diocese and wider community.
- 7.3. Oversee the school's readiness for SIAMs inspection, supporting leaders on showcasing the impact of the Christian vision.
- 7.4. Support and challenge leaders to ensure that the school's Christian vision and values are rooted in the local community and lived day-to-day in the decisions made.

These Terms of Reference must be reviewed by the Trust Board annually.

Approved by Learn Academies Trust
Board on:

9 March 2026

1. Nomination and Appointment

- 1.1. LTCs are to nominate the Chair for the next academic year at the penultimate LTC meeting of the current year to ensure that nominations are received in time for the last Trust Board meeting of the academic year.
 - Please note that Learn Academies Trust employees should only act as Chair in exceptional circumstances and such nominations only put forward after

consultation with the Learn Academies Trust Governance Lead.

- In line with DBE policy, Foundation *Ex-Officio* Members are also exempt from acting as Chair or Vice Chair due to their pastoral role and possible conflicts.
- 1.2. The nominee is to provide a paragraph detailing their skills and experience to the Learn Academies Trust Governance Lead for inclusion on the agenda at the last Trust Board meeting of the academic year.
 - 1.3. Trust Board to review and approve appointments at the last Trust Board meeting of the academic year.
 - 1.4. Vice Chairs to be elected by the LTC at the first meeting in the new academic year.

2. Application Form

Thank you for your application to become a Learn Academies Trust LTC Chair. Please provide the details requested below and email your completed form to the Trust's Clerk, Pippa Darbourne, at pdarbourne@learnat.uk subject line 'LTC Chair Nomination'. The Trust Board will consider nominations at the last Trust Board meeting of the academic year and advise appointments thereafter.

Name	
School	
<p>Please include a paragraph outlining your skills and experience for this role:</p> <div style="border: 1px solid #ccc; height: 300px; margin-top: 5px;"></div>	

1. Membership and Quorum

- 1.1. The Panel shall comprise a minimum of three Local Trust Committee (LTC) governors.
- 1.2. Any paid employees of the school who are also LTC governors are unable to be members of the Pay Panel.
- 1.3. Pay recommendations will be received by the Panel from the Headteacher.
- 1.4. Pay Panel members will be excluded from membership of the LTC's Pay Appeal Panel, where convened to consider a pay appeal.
- 1.5. The quorum for the LTC Pay Panel is three members.
- 1.6. All meetings of the LTC Pay Panel will be minuted.

2. Delegated powers and purpose of Panel

- 2.1. The LTC Pay Panel has the delegated authority of the Board of Trustees to determine salary progression for eligible teaching staff following recommendation by the Headteacher.
- 2.2. In considering the pay progression for eligible staff, the Panel will
 - Ensure that the process followed by the Headteacher is fair and equitable and in accordance with the Trust's Pay Policy.
 - Ensure that pay progression is based upon evidence that teachers meet the relevant standards and objectives set.
 - Make clear and accurate records of the reasoning for decisions about staff pay.

Chair of Committee:	The Interim Local Trust Committee (ILTC) may be chaired by a member of the Central Executive Team.
Clerk:	The Trust Board will agree the ILTC clerking arrangements based on the HoGC's recommendation. The HoGC will consult with the CEO.
Membership:	The ILTC may include members of the Central Executive Team, members of the School Improvement Team, Trustees or Associate Trustees working towards recruiting and training Local Trust Committee (LTC) governors to form a LTC.
Quorum:	Three members.
Meetings:	The ILTC will be established for two terms in the first instance, with an option to extend on a termly basis until a fully functioning LTC can be established. Meeting cycle to be agreed until transferred to a LTC.
Purpose:	<p>In exceptional circumstances the current LTC may be removed, and an ILTC will be formed where a new school has a small or weak governance body, or where governance is considered at risk of failing in its responsibilities, or there are significant financial concerns.</p> <p>The ILTC provides interim expertise and high-quality governance to support future sustainable improvement, including promoting high educational achievement standards.</p>

The purpose of the ILTC is to operate as the Local Trust Committee in accordance with the Scheme of Delegation, LTC Terms of Reference and Learn Academies Trust Code of Conduct for Trustees and LTCs:

1. Standards

- 1.1. Ensure that the Trust's vision, ethos and strategy is adopted and applied by school leaders.
- 1.2. Work with senior leaders to review improvement strategies on identified areas, offering appropriate challenge to support the school in meeting strategic objectives
- 1.3. Monitor school performance and improvement through regular reviews of performance data, including exam results, attendance rates, and pupil progress.
- 1.4. Ensure that the Trust's curriculum is being provided to pupils in an appropriate manner for the school's context.

- 1.5. Ensure that the required policies and procedures are in place and that the school is operating effectively in line with these policies.
- 1.6. Establish a strong relationship with the headteacher in order to provide effective support and challenge, including providing feedback to their performance management process.

2. Stakeholder engagement

- 2.1. Consult stakeholders (parents, staff and pupils) and use insights to inform decision- making.
- 2.2. Help stakeholders to understand the Trust's values and vision for the future.
- 2.3. Promote and build strong relationships with community organisations, local groups and relevant stakeholders to enhance opportunities and outcomes for pupils.
- 2.4. Provide the Trust board with insight into the challenges and opportunities faced by the school's local community.

3. Safeguarding

- 3.1. Foster a culture that prioritises the safety and wellbeing of all pupils and staff in the school.
- 3.2. Ensure that the adopted safeguarding policies and procedures reflect the safeguarding challenges and context of the school.
- 3.3. Monitor the implementation of safeguarding policies and the effectiveness of procedures.
- 3.4. Designate a link ILTC Member to take leadership responsibility for safeguarding.
- 3.5. Monitor the school's estate, ensuring that appropriate policies are adopted and followed in order to keep pupils and staff safe.
- 3.6. Review the findings from the annual safeguarding audit.

4. SEND

- 4.1. 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.
- 4.2. Seek assurance that staff are trained to implement pupil strategies and support plans.
- 4.3. Ensure pupils with SEND have the resources they need to succeed.
- 4.4. Designate a link ILTC Member to take leadership responsibility for SEND.
- 4.5. Work in partnership with the Special Educational Needs Coordinator (SENCO) and other stakeholders across the Trust community to ensure that pupils with SEND are well- supported and included in all aspects of school life.
- 4.6. Monitor the overall effectiveness of the school's SEND provision, referring to pupil outcomes and other relevant data.

5. Financial Oversight

- 5.1. Appoint an ILTC member who will oversee Finance.
- 5.2. Review the annual budget for the school.
- 5.3. Provide challenge to ensure school stays within school budget.
- 5.4. Monitor the use of Pupil Premium and Sport Premium.
- 5.5. Support the Trust Board in its monitoring and evaluation of the delivery of any central services or functions provided or procured by the Trust.

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- 6.3. Oversee the school's readiness for SIAMs inspection, supporting leaders on showcasing the impact of the Christian vision.

6.4. Support and challenge leaders to ensure that the school's Christian vision and values are rooted in the local community and lived day-to-day in the decisions made.

7. Recruitment and training of LTC governors

7.1. Liaise with the ILTC Clerk and school leaders to hold parent and staff elections.

7.2. Create a recruitment campaign, seeking advice from the Governor team, for routes to consider.

7.3. Ensure all newly recruited LTC governors receive access to training to support their role.

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