



## Estuary Academy Island Local Governing Body Sub-group Terms of Reference 2025-2026



Approved by Estuary Academy Island Local Governing Body Sub-group on 9th October 2025

---

### **Role of the Estuary Academy Island Local Governing Body Sub-Group**

Estuary Academy Island Local Governing Body Sub-group is a sub-committee of Estuary Academy Local Governing Body and has been established to provide strategic leadership, ensure accountability and assurance by monitoring the educational performance of the school and oversight of the school's financial performance and will report to the Estuary Academy's main Local Governing Body which is, in turn, accountable to Alternative Learning Trust's Board of Trustees (Trust Board).

### **Membership**

The sub-group will be appointed by the Local Governing Body and will comprise no more than six Governors, including the Head of School as an ex officio Governor.

The Chair will be elected by Governors.

### **Attendance**

Where reasonably possible, the Executive Headteacher for the Kent and Medway hub, will be in attendance at meetings.

### **Quorum and Voting**

The quorum for each meeting shall be three Governors providing no more than one third are members of staff. Decisions shall be taken by a simple majority of those present and voting. The Chair will have a casting vote on an equality of votes.

### **Meetings**

Meetings will be held termly, in the first half of each term.

Unless otherwise agreed, the agenda and papers shall be circulated seven days prior to the meeting.

### **Minutes**

The Clerk will minute the proceedings and resolutions of the Local Governing Body sub-group.

The reviewed draft minutes of each meeting will be circulated within two weeks of the meeting.

## **Review**

A review of these Terms of Reference will be undertaken annually.

## **Delegated duties**

To enable the Estuary Academy Island Local Governing Body Sub-group to provide strategic leadership, ensure accountability and assurance and oversee financial performance, Governors will provide strategic oversight, monitoring and evaluation for the following areas of focus:

- School development plan
- Review of achievements and examination results
- Destinations
- Curriculum oversight/curriculum planning
- Designated Teacher Report
- Strategic priorities for each academic year
- Contextual Safeguarding
- Attendance
- Finance oversight and monitoring of budget to include Pupil Premium
- SEND
- Staffing and Staffing wellbeing
- Risk Register
- Receiving reports on the premises and Health and Safety issues
- Agreeing local policies as delegated in the Scheme of Delegation and agreeing the local information and procedures needed to implement Trust wide policies.