

## **JOB DESCRIPTION**

### **Local Advisory Board Member**

<b>Grade/Salary:</b>	Voluntary
<b>Hours:</b>	At least three Local Advisory Board meetings per year Committee meetings (if a member of that committee) Focused visits to academy Remote involvement via email/telephone Regular review of reports and documentation
<b>Location:</b>	Meetings and visits at the relevant academy
<b>Term of Office:</b>	Four years
<b>Disclosure:</b>	DBS clearance and completion of Trust's Register of Business Interests (with publication on Trust website)
<b>Overall purpose</b>	<p>The role of those serving on Local Advisory Board is an important one, ensuring there is local accountability for the performance of the academy and that the academy serves its local community. The Local Advisory Board are part of the strategic leadership of the academy but do not make day to day decisions how the academy is run; this is the job of the principal and other senior staff</p> <p>Responsibility for governance of the Trust and its academies rests with the Trust Board which delegates authority for many functions to the Local Advisory Board as set out in the Scheme of Delegation and Terms of Reference. Therefore, those serving on an Advisory Board are accountable to the Trust Board. Local Advisory Board Members should follow the guidance in the DfE Governance Handbook which sets out the principles of good governance but should bear in mind that some of the legal duties and strategic functions rest with the Trust Board</p>

#### **Main duties and responsibilities**

1. To champion the trust vision and values in the academy and to ensure the spiritual wellbeing of the pupils
2. To determine the educational and spiritual character, mission or ethos of a particular Academy (to the extent that it is not inconsistent with that of the Academy Trust) in collaboration with the Principal
3. To appoint LAB members with specific responsibilities for special educational needs, safeguarding and LAC, pupil premium, H & S
4. To appoint a Clerk to the Local Advisory Board
5. To review and amend Academy specific policies (in line with the Trust prescribed delegated responsibilities for this)

6. To implement an auditable means whereby the Academy can receive and react to pupil, parent and community feedback
7. To provide a perspective and viewpoint of the stakeholder group they represent to the principal and senior leadership team of the Academy;
8. To be familiar with and note progress against the academy improvement plan
9. To monitor the effectiveness of the academy's SEND provision
10. To monitor the deployment and impact of Pupil Premium, Year 7 Literacy and Numeracy Catch-up Premium (secondary) and Sports Premium (primary)
11. To monitor the implementation of the academy's behaviour policy
12. To ensure the safeguarding, wellbeing and health and safety of pupils and staff
13. To establish and maintain relationship with the local community, including parents.
14. Please refer to the full scheme of delegation for full details.

### **Core competencies**

- a) Work as a team
- b) Attend meetings and be prepared to ask questions, contribute to discussions and commit to agreed actions
- c) Be focused on problem solving and be ready to learn from past experiences
- d) Be respectful of the views of others and be open to new ideas and thoughts
- e) Treat all confidential information confidentially
- f) Act with integrity, avoiding any personal conflicts of interests
- g) Develop a deep understanding of the vision and ethos of the academy and of the roles played by all individuals in the fulfilment of this
- h) Understand the policies and procedures of the Trust and how these flow down to the Academies
- i) Act as an ambassador for the Trust and its academies and support them in public
- j) Commit to self-evaluation, training and development
- k) Adhere to the Nolan Principles in their conduct.

### **Chair of LAB**

The Chair of the LAB has no further delegation than any other LAB member. The only requirement as Chair are:

- a) Chair each meeting in an effective manner.

- b) Liaise directly with Chair of the Trust Board to ensure effective communication between the LAB and Trust Board.
- c) Receive notifications, as well as the CEO, from the Principal about pupil exclusions (as per the Trust exclusion guidance).