

# Local Board member: Role description

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## Governance structure:

The University of Brighton Academies Trust is a multi-academy trust, which is a collaborative structure where a group of schools is governed through a single set of trustees. The Trust is directly accountable to the Secretary of State for Education for its academies, through its Board of Trustees. The Board of Trustees has established a Local Board for each academy within the Trust, to which a broad range of responsibilities are delegated.

### 1. Role:

The key responsibilities of Local Boards are:

## Vision and strategy

1. To endorse and implement the trust's vision, values and mission in a way that is appropriate to the specific context and characteristics of the academy
2. To contribute to and approve the development of the vision and values of the academy, ensuring that they are complementary to that of the trust
3. To contribute to and approve the development of the academy's strategic development plan; and to monitor and evaluate its implementation
4. To receive and consider regular reports on strategic issues affecting the academy from the academy principal
5. To work with the academy principal to enable productive relationships, creating a sense of trust and shared ownership of the trust's strategy, vision and operational performance
6. To consider and approve all academy-specific policies
7. To act as a communication channel between academy stakeholders and the Board of Trustees, highlighting issues, concerns and risks and to submit a report of the Local Board's work for consideration by each Board of Trustees meeting

## Pupil well-being

8. To contribute to the monitoring of safeguarding in the academy, including regular reviews of the Single Central Record and the implementation of safeguarding procedures
9. To convene an Admissions Sub-Committee to consider and approve all annual and in year admissions decisions (see separate terms of reference)
10. To monitor the academy's admissions policy, and propose amendments to the Board of Trustees
11. To contribute to the monitoring of pupil attendance and behaviour in the academy
12. To convene review panels for exclusions (see separate Terms of Reference)
13. To assist with the identification of strategies for engaging parents/carers and community stakeholders to improve attendance and behaviour
14. Where applicable, to monitor the academy's hardship fund and ensure that an annual audit is completed

## Community

15. To consider, approve and monitor the academy's community engagement strategy
16. To identify ways to keep the academy at the heart of the community and to act as a key link between the two
17. To contribute to the identification of and monitor income generation activities
18. To act as an independent point of contact for staff, pupils and parents/carers to express their concerns including participating in informal resolution of complaints
19. To monitor complaints and concerns, undertaking investigations as required by the trust's complaints procedure
20. To convene review panel for Stage 3 of complaints procedure (see separate Terms of Reference)
21. To be a source of support and constructive feedback to the Principal for academy and community issues

## **Staff**

22. To convene disciplinary, grievance and other related staffing panels in accordance with the trust's HR policies

## **Celebration**

23. To ensure that the celebration of staff, pupils and parents and carers is a priority for the academy.

## **Communication**

24. To be well-informed about, and respond to, the views and needs of key stakeholders, particularly parents and carers
25. To be proactive in consulting, and responding to, the views of a wide group of stakeholders when planning and making decisions
26. To anticipate, prepare for and welcome stakeholder questions and ensure that these are answered in a relevant, appropriate and timely manner
27. To ensure that the views of all stakeholders are sought, and give clear and timely feedback on how their views have been taken into account through regular general, or specific, surveys

## **Accountability**

28. To establish such short-term working groups as the Local Board considers appropriate to enable it to fulfil its responsibilities
29. To undertake any other specific duties and advise on such matters requested by the Board of Trustees or Chief Executive
30. To have due regard within its decisions to the need to eliminate unlawful discrimination, advance equality of opportunity, and foster good relations between different people, in accordance with the public sector general duty of the Equality Act (2010)

## **2. Follow the principles and commitments set out in the Trust's Code of Conduct for Trustees and Members of Local Boards.**

The role of a Local Board member is largely a thinking and questioning role; they do not manage an academy day-to-day, but are required to oversee its long-term development in conjunction with the Trust.

### **Knowledge and skills:**

Local Boards rely on a variety of experiences and perspectives. No specific prior knowledge is required, and we are seeking volunteers with a range of skills and backgrounds. Training and support is available for new and existing members and is free of charge.

### **Time commitment:**

The average time commitment is 10-15 hours per term. This includes meetings, background reading and academy visits.

Under Section 50 of the *Employment Rights Act 1996*, if you are employed, then you are entitled to 'reasonable time off' to undertake public duties; this includes school governance. 'Reasonable time off' is not defined in law, and you will need to negotiate with your employer how much time you will be allowed.

### **Term of appointment:**

The normal term of appointment is three years and you would be eligible to be reappointed once. However, as a volunteer you can resign at any time if your circumstances change.

### **Expenses:**

You may claim for necessary out of pocket expenses (such as travel costs) incurred as a result of fulfilling your role as a member of the Local Board. Payments do not cover loss of earnings.

### **Safeguarding:**

The University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Members of Local Boards are expected to hold or be willing to obtain Enhanced DBS check or Enhanced check for Regulated Activity with the Disclosure & Barring Services (previously the Criminal Records Bureau).