



## **SOUTH GLOUCESTERSHIRE AND STROUD COLLEGE** **ACADEMY TRUST**

### **LOCAL SCHOOL BOARD MEMBER ROLE DESCRIPTION AND** **PERSON SPECIFICATION**

#### **BACKGROUND**

South Gloucestershire and Stroud Academy Trust (SGSAT) is a company limited by guarantee and is constituted as a non-profit charitable trust. SGSAT is sponsored by South Gloucestershire and Stroud College. SGSAT has been established as a multi-academy trust.

Academy Schools are state funded schools in England which are directly funded by central government (specifically the Department for Education) and independent of direct control by the local authority. The majority of academies are secondary schools, but some primary schools also have academy status.

Academies are governed by the multi-academy trust, however, they must meet the same National Curriculum core subject requirements as other state schools and are subject to inspection by Ofsted.

As part of a Multi-Academy Trust, the Local School Board is a Committee of the SGSAT Board of Trustees. The Local School Board acts within a scheme of delegated authority and terms of reference, which outline its responsibilities.

#### **LOCAL SCHOOL BOARD MEMBERS' RESPONSIBILITIES**

The role of a Local School Board member is to contribute to the work of the Local School Board and SGS Academy Trust in raising the standards of achievement for all pupils. This involves supporting the strategic view for the school as defined by SGS Academy Trust, acting as a critical friend and ensuring accountability through School Board member Lead Roles and Quality Assurance activities.

#### **LOCAL SCHOOL BOARDS MEMBERS' DUTIES**

Local School Board members hold responsibilities as follows:

- a) To pupils, parents and the wider school and local community.
- b) As a Committee of the SGS Academy Trust, to the SGS Academy Trust Board, via the Chair of Local School Board.
- b) To the government, funding bodies and public for the use of public funds.

A Local School Board member must work as part of the Local School Board to undertake the following responsibilities:

- a) To ensure that the activities of the LSB are undertaken within the vision and direction for the School as set by the SGS AT Board. Ensuring that LSB activities support the School and considers student needs and prepares learners for progression into mainstream education, further/higher education and/or apprenticeships/employment
- b) To positively support and assist in the Schools Quality Assurance Activities through appropriate questioning and enquiry and report within SGA AT Board agreed protocols on outcomes of this involvement. School Board Lead roles to include Quality of Education, SEND, Pupil Premium, Personal Development (including Careers provision), Behaviour and Attitudes, Staff Wellbeing, Equality and Safeguarding to assist in the decision making of the SGS AT Board.
- c) To liaise with Leadership on the development of a strategy and review its implementation and effectiveness for regular and effective engagement and Stakeholder Voice of Parents, Students, Community and Staff (and in the case of the SGS Berkeley UTC Employers and Sponsors) and to report on outcomes of these activities to assist decision making by SGS AT Board.
- d) Through Lead Roles and School Board Quality Assurance Activities, to review implementation and compliance to statutory required policies and operational policies, as set by SGS Academy Trust Board.
- e) To note the Admissions Policy as approved by SGS AT Board and to assist with student admission Appeal process as required.
- f) To be involved in LSB Review Panels of Student Exclusions and Complaints and undertaking of necessary training to effectively undertake this role.
- g) To receive student progress and attainment data and national data, to note the approved budget and Risk Register information for contextual awareness for LSB activities.
- h) To be involved in annual LSB review of its own effectiveness and against its Terms of Reference on an annual basis.
- i) To work with the SGS Academy Trust to ensure that all LSB members receive appropriate training, are developed to fulfil their role within the LSB and undertake an annual LSB skills audit review.

### **PERSON SPECIFICATION**

Local School Board members should be able to demonstrate:

- a) An interest in education and in providing learning and development opportunities.
- b) Commitment to raising standards and seeking the highest quality provision for learners.

- c) Commitment to the School.
- d) A willingness to devote the necessary time and effort to the business of the School.
- e) An understanding of the role, in particular the distinction between governance and management.
- f) The ability and willingness to provide challenge by asking probing questions and to participate in robust debate.
- g) The ability to communicate effectively, to express ideas clearly and listen to others.
- h) The ability to work as a member of a team and to stand by the collective decisions of the Local School Board
- i) The ability to act as a critical friend to the School.
- j) A willingness to undertake appropriate training to develop skills and an understanding of the school, the Local School Board and the role of a Local School Board member.
- k) Commitment to the principles of equality and diversity.
- l) An interest in voluntary service to the community. (The role of a Local School Board member is voluntary and unpaid, although external training and related travel will be paid for).
- m) Adherence to the seven principles of public life laid down by the Nolan Committee. These are Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

### **ELIGIBILITY**

Upon appointment, Local School Board members will be asked to give a written undertaking to confirm their eligibility to be a Local School Board member, uphold the objects of the Trust as set out in the Articles of Association and all policies and procedures agreed by the Trust or Local School Board from time to time.

### **TIME COMMITMENT**

- a) To make all endeavours to attend all meetings of the Local School Board (at least five formal meeting per year. Additional engagement meetings may be required and participation in Quality Assurance activities in School will be required) and preparation time for such meetings. These meetings are normally held in an evening.
- b) Available to attend appropriate induction and training and development events to help improve knowledge and skills.
- c) Local School Board members are expected to undertake Lead School Board roles and take part in School Quality Assurance and Engagement Activities with Stakeholders
- d) Local School Board members may be invited to special occasions, such as assemblies, sports days, plays and presentations.
- e) A Local School Board members term of office is normally four years.

### **KEY RELATIONSHIPS**

- a) Chair of the Local School Board
- b) Other Local School Board members and Trustees of SGSAT
- c) Head Teachers and members of the Leadership Team
- d) Clerk to the Local School Board