



## Role description – LAB Member

Local Advisory Boards (LABs) are crucial elements of Maiden Erlegh Trust's work with schools and communities. LAB members are key partners to both the school and the Trust and help secure the best possible education for all learners, and best possible working environment for staff, in line with our Vision and Ethos.

### **The Local Advisory Board of each school has the following core functions:**

Ensuring accountability, by:

- Monitoring progress towards targets
- Engaging with stakeholders
- Contributing to school improvement planning and self-evaluation

Ensuring financial probity, by:

- Monitoring spending against the academy budget
- Ensuring value for money is obtained
- Ensuring risks to the organisation are managed

### **Specific duties of LAB members in Maiden Erlegh Trust Schools**

To contribute to the work of the LAB in ensuring high standards of achievement and wellbeing for all children and young people in the School.

Members of a LAB play a key role in supporting the Trustee Board to fulfil their statutory, contractual and regulatory duties. As a member of a LAB, you will share equally with the other members of the LAB the responsibility of exercising the powers and responsibilities delegated to the LAB by the Trustee Board. Details of these powers and responsibilities are set out in the Scheme of Delegation.

Members of the LAB's will have the following duties:

- Ensuring good governance of the School
- Safeguarding and promoting the values of the School.
- Supporting the Headteacher of the School and being a critical friend
- Monitoring the achievement, quality of teaching and behaviour and safety within the School
- Monitoring the School's finances
- Being diligent in the role of LAB Champion for one or more areas of school operation as requested by the chair. In particular, monitor progress against the key areas of the School Improvement Plan and review the school's self evaluation. Ensure that records of meetings with school leaders are made to the standards required
- Ensuring meaningful engagement with the School's key stakeholders e.g. parents/carers, pupils/students and staff and the local community, and that representative feedback is sought and considered.
- Ensuring the celebration of the school's successes and progress, in school and in the community.
- Ensuring that Trust policies are adhered to and that any annexes meet local requirements
- Ensure that the LAB structure is appropriate to the school's size, the members have the necessary skills to carry out their obligations and that they reflect the diversity of its stakeholders
- Ensure that all members of the LAB receive appropriate induction on their appointment and that they continue to receive appropriate advice and information



## Person specification for the role of LAB Member

### **Personal qualities**

- Commitment to the ethos and values of Maiden Erlegh Trust.
- Commitment to the education and welfare of children and young people.
- Commitment to equal opportunities and the promotion of diversity.
- Independence of thought and sound judgment.
- Ability to work as part of a team.
- Commitment to seeking and taking account of the views of stakeholder community (e.g. parents/pupils/students/local community).
- Respect for the work and views of other LAB members and staff.
- Willingness to devote time, enthusiasm and effort to the duties and responsibilities of a LAB member.
- Willingness to make and stand by collective decisions, even if s/he offered an alternative view during discussions.

### **Aptitude and skills**

- Understanding and acceptance of the duties and responsibilities of a LAB member
- Ability to evaluate and interpret management information and other data/evidence.
- Ability to challenge the School in a constructive manner
- Eagerness to reflect and learn.

### **Knowledge/experience**

Specific knowledge/experience/interest in at least one of the following:

- Finance
- School education in England.
- Data analysis and/or research
- The management of change.
- Monitoring and evaluating performance
- Risk management
- Health and Safety

### **Other requirements**

- Willingness to attend meetings of the LAB and other meetings as required
- Willingness to undertake training and participate in evaluation of the LAB's work.

The Maiden Erlegh trustee board and its LABs have a code of conduct underpinned by the seven principles of public life as identified by the Nolan Committee: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.