

Role description for the Chair of the Local Advisory Board

All Trustees and Local Advisory Board members are part of the leadership and management of the Trust and their allocated school.

The chair should facilitate the Local Advisory Board (LAB) working as a team to challenge, support and contribute to the effective leadership of the school. As well as leader of the LAB, the chair is at times a confidante, a manager, a critical friend, a cheerleader, an ambassador, an arbitrator, and possibly a mentor and coach; the balance of these roles adopted will depend on the situation at hand and in particular the experience and strengths of the headteacher.

Role Purpose: Leading governance in an allocated Trust school

To provide leadership to the LAB and ensure that LAB members fulfil their functions for the proper governance and ethical leadership of the school

Leading governance in schools

To ensure the LAB members;

- Know the school and represent equally all pupils/students and staff
- Understand and apply Trust Policy and the Scheme of Delegation
- Work as a cohesive group which abides by the values and ethos of the Trust and the school
- Act as advocates for the school with all stakeholders and the community
- Have a shared sense of purpose.
- Monitor the achievement, quality of teaching and behaviour and safety
- Contribute to school improvement and self-evaluation
- Monitor spending against the school budget
- To lead the LAB in monitoring the headteacher's implementation of the school SIP.

Leading and developing the team

To ensure;

- All LAB members receive appropriate induction, ongoing training as needed and have a thorough understanding of their role.
- All members of the LAB act reasonably and in line with the Trust's agreed code of conduct.
- LAB members feel valued and encourage their development.

Holding the Headteacher to account

The Chair will

- Build a professional relationship with the headteacher which allows for honest conversations, acting as a sounding LAB and ensuring there are no surprises at meetings.
- Have an active role in the Trust committee structure, ensuring an effective link with the Trust Board.
- Meet regularly with the Headteacher
- Ensure all LAB members, and the Trust, receive information fit for purpose
- Where required, represent the LAB in its dealings with external partners and be an advocate for the school.



- Ensure that complaints made to the LAB are dealt with in a timely and effective manner.

Leading the Local Advisory Board

The Chair will:

- Ensure strong governance of the School
- Ensure that safeguarding and equality requirements are implemented effectively
- Ensure that all members uphold the values and ethos of the school and Trust.
- Work with the Trust and School to ensure that policies and any annexes meet local requirements
- Ensure that all members implement Trust and school policy, including the Scheme of Delegation
- Support the Headteacher of the School and being a critical friend
- Monitor the quality of education, behaviour and attitudes to education, safety and outcomes of the school.
- Support and challenge school leaders so that leadership and management is effective.
- Monitor the School's finances
- 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
- Work to secure the positive engagement with the school's community and key stakeholders e.g. parents/carers, pupils/students and staff

Leading the Local Advisory Board Champions

The Chair will:

- Ensure Champion roles are allocated appropriately and in line with key School Improvement Areas (by the start of each academic year).
- Be diligent in their own role as LAB Champion for one or more areas of school.
- Support and monitor the work of LAB Champions so the identified School Improvement Plan areas are monitored effectively and that success is celebrated and improvements are being made in a timely way.
- Ensure that records of meetings with school leaders are made to the standards required.

Leading Local Advisory Board business

- With the clerk and the headteacher, to plan for the LAB meetings, ensuring that agendas focus on the LAB's key responsibilities and strategic priorities and reducing unnecessary paperwork.
- Chair meetings effectively and promote an open culture on the LAB that allows ideas and discussion to thrive whilst ensuring clear decisions are reached as quickly as possible.
- Collaborate with the clerk to establish effective working procedures and sound committee structures.
- Ensure that decisions taken at the meetings of the governing body are implemented.
- Ensure the website is compliant (including in terms of attendance at meetings and training records)

Other

- Work effectively with their Trust mentor

- Ensure own training is relevant and up to date (and attend Trust training sessions).
- Work with the Trust to ensure there is effective information sharing.
- Attend school functions (plays/sports days/prize giving) as appropriate and encourage other LAB members to do so.

What skills/attributes should a chair have?

Maiden Erlegh Trust abides by the principles of ethical leadership and Chairs must abide by the seven principles of public life and ensure that LAB members do so:

1. **Selflessness** School and college leaders should act solely in the interest of children and young people.
2. **Integrity** School and college leaders must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. Before acting and taking decisions, they must declare and resolve openly any perceived conflict of interest and relationships.
3. **Objectivity** School and college leaders must act and take decisions impartially and fairly, using the best evidence and without discrimination or bias. Leaders should be dispassionate, exercising judgement and analysis for the good of children and young people.
4. **Accountability** School and college leaders are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
5. **Openness** School and college leaders should expect to act and take decisions in an open and transparent manner. Information should not be withheld from scrutiny unless there are clear and lawful reasons for so doing.
6. **Honesty** School and college leaders should be truthful.
7. **Leadership** School and college leaders should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles, and be willing to challenge poor behaviour wherever it occurs.

Candidates for chair should be able to demonstrate a good selection of the skills/attributes set out below:

- Commitment to the school and the Trust
- Commitment to ethical and values-led leadership
- Good understanding of the environment in which the school is operating and wider education policy
- Understanding of up to date requirements of Ofsted, DFE, ESFA
- Personal integrity
- Negotiation and diplomacy skills
- Strong communication skills
- Good organisational skills
- Ability to think strategically
- Ability to prioritise
- Ability to chair meetings well
- Ability to have courageous conversations and make courageous decisions
- Ability to build and get the best out of a team
- Capacity to process information quickly and understand relevant data
- Ability to delegate
- Willingness to be transparent and ask for help if required