

# Local Board member – role description

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**Responsibility:** The Local Board is responsible to the Board of Trustees

**Role responsibilities:** As a member of the Local Board you will take responsibility for contributing to the academy's vision and future strategy, ensuring that it complements the trust's vision and values. A key part of the role is to ensure that the academy maintains strong community links and effective communication with all stakeholders, including parents and carers. Local Board members are also responsible for monitoring pupil wellbeing, admissions, complaints and concerns. You may also be asked to participate in formal procedures relating to the exclusion of pupils/students and complaints for which full training will be given.

**Person specification:**

- To empathise with the mission, vision and values of the University of Brighton Academies Trust and be committed to ensuring that everyone connected to the academy achieves excellence;
- To understand, or be willing to learn about, some of the complex issues associated with the education of our pupils/students such as Special Educational Needs and Disabilities, disadvantaged pupils/students and Looked After Children;
- To attend four formal Local Board meetings per academic year (meeting times vary by academy);
- To be willing to attend other working party meetings as required by the business of the Local Board (up to 6 additional meetings);
- To be willing to attend training events (1-2 per year) and to complete specific on-line training courses;
- To be willing to be involved in the life of the academy, for example, by attending community and celebration events;
- To take part in regular monitoring of areas of pupil wellbeing through pre-arranged visits during the academy day, usually 3 times per year, and report back to the Local Board;
- To be willing to participate in hearings relating to the exclusion of pupils/students;
- To be willing to participate in the formal stage of complaints procedures;
- To be willing to read a considerable amount of paper;
- To have a willingness and ability to be enquiring and also to know when to be supportive of management and fellow Local Board members;
- To be willing to comply with the Trust Code of Conduct for Trustees and Committee members.

**Appointment process:**

All appointments to Local Boards are subject to the recommendation of the Local Board for approval by the Board of Trustees.

As part of the initial recommendation process candidates will normally be asked to meet with the Chair of the Local Board to discuss their expression of interest.