



Local Academy Governor Role Description

The Sycamore Trust is a multi-academy trust directly accountable to the Secretary of State for Education for its schools, through its Board of Trustees. The Board of Trustees has established a Local Academy Committee (LAC) for each school within the Trust, to which some responsibilities are delegated.

The primary role of the Local Academy Committee is to provide support and challenge to the Head Teacher in ensuring every child makes good or better progress and that parents & carers are fully involved in their child's education. To maximise the ability of the local governors to focus on this key area the LAC is not required to manage financial resources, staffing, Health and Safety or many of the other areas traditionally associated with a maintained school governing body as these issues are dealt with at a Trust level.

Local Governors are expected to:

Contribute to the strategic direction of the school and Trust by contributing to discussions at LAC meetings which consider:

- Vision and values;
- Clear and ambitious strategic priorities and targets;
- Access of children, including those with special educational needs, to a broad, balanced and engaging curriculum;
- Ensuring all groups and individuals are making good or better progress;
- The quality of teaching;
- The implementation of the trust's policies;
- The development of links with the local community; and
- The establishment of mechanisms to promote good parent/carer/family relations

Hold the senior leaders to account by monitoring the school's performance.

This includes:

- Agreeing the outcomes from the school's self-evaluation and ensuring they are used to inform the priorities in the school's action and improvement plan;
- Considering all relevant data and feedback provided on request by school leaders and external sources on all aspects of school performance;
- Asking challenging questions of school leaders;
- Ensuring senior leaders have implemented the required policies and procedures and the school is operating effectively according to those policies;
- Acting as a link governor on a specific issue, making relevant enquiries of the relevant staff, and reporting to the LAC on the progress on the relevant school priority; and
- Listening to and reporting to the school's stakeholders: pupils, parents, staff, and the wider community.

When required, serve on committees of the Trust to:

- Appoint staff in the school;
- Hear discipline, admissions and appeals cases

Follow the principles and commitments set out in the Trust's Code of Conduct for Trustees and Local Governors:

- The role of a Local Governor is largely a challenge and scrutiny role; they do not manage a school day-to-day, but are required to oversee its long-term development in conjunction with the Trust.

Knowledge and skills:

- The LAC relies on a variety of experiences and perspectives.
- No specific prior knowledge is required, and volunteers have a range of skills and backgrounds.
- Training and support is available for new and existing Local Governors and is free of charge.

Time commitment:

- The average time commitment is 5-10 hours per term. This includes meetings, background reading and school 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 four years (even if your child leaves within this period) and you would be eligible to be reappointed twice. However, as a volunteer you can resign at any time if your circumstances change.

Safeguarding:

- The Sycamore MAT 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 Academy Committees 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).

Commitment:

- Meetings take place at 4.30pm termly, sometimes on Teams.
- Partners will be issued with a MAT email address to use for correspondence.
- Members of the LAC will fully understand their role and are committed to the amount of time and energy the role involves.
- Each member of the Academy Committee will be actively involved in the role and accept their fair share of responsibilities.
- Full effort will be given to the attendance of meetings. Where a Governor cannot attend a meeting, they will contact the clerk in advance to give their apologies.
- All relevant training and inductions will be undertaken in a prompt and efficient manner.
- Governors will visit the school, with visits being arranged beforehand with the Headteacher and undertaken within the framework established by the Committee.

PARENT GOVERNOR – NOMINATION FORM

a) Please complete this section if you wish to nominate someone else:

I wish to nominate the person named below as a candidate for Parent Governor.

My name is:

My address is:

My child's name (in full):

Signature of the person making the nomination:

I have approached the person I have nominated and he/she is willing to stand for election and has confirmed below:

Nominee's Name:

Nominee's address and telephone number:

Nominee's child's name (in full):

I have read the notes on disqualification and I am eligible to stand.

Signature of person nominated:

b) Please complete this section if you wish to nominate yourself:

I wish to nominate myself as a Parent Partner:

Name:

Address:

The name of my child is (please provide full name):

Signed:

I have attached a supporting statement of around 100 words (Tick)

PLEASE NOTE:

- To be valid, the completed nomination form must reach the Returning Officer by the close of school on **2.5.25**
- **Nominees will submit a statement in support of their candidacy (of around 100 words in length), which will be sent out with the ballot papers should a ballot be required.**
- **You should return your statement with this form.**
- In this election the Returning Officer is **Mrs S Howard**
- You will be asked to complete a disclosure form about your eligibility to become a Local Academy Governor as part of the school's safeguarding procedures