

# THE LEARNING ACADEMY TRUST

## Local Advisory Boards

### CODE OF CONDUCT



The Principal/Headteacher (or their named representative) is responsible for the day to day management of the Academy, the implementation of policy and the operation of the curriculum. Local Advisory Board members have a responsibility for monitoring and keeping under review, the policies, plans and procedures within which the Academy operates.

#### 1. Principal's responsibilities

- Day-to-day management of the Academy
- Implementation of policy
- Operation of the curriculum

#### 2. Local Advisory Board members' responsibilities

- Monitoring and keeping under review, the policies, plans and procedures within which the Academy operates as detailed in the Local Advisory Board Scheme of Delegation and SEF.

#### 3. Ethos (amend to reflect each Academy's ethos)

- The main aim of our Academy is to raise the educational achievement of all its' pupils.
- Our Academy is a happy, caring environment where success is achieved by our drive to raise standards for lifelong learning
- The health, safety and welfare of all our children are of paramount importance to all the adults who work in our Academy. Our children have the right to protection, regardless of age, gender, race, culture or disability. They have a right to be safe in our academy.

#### 4.

- The LAB will contribute most effectively to this aim by focusing on its' three roles:
  - To provide a view of the strategic direction of the Academy
  - To act as a critical friend by providing support and challenge to the Academy
  - To hold the Academy to account for the educational standards it achieves and the quality of the education it provides

#### 5.

- All Local Advisory Board members have equal status. Although Local Advisory Board members are appointed and elected by different groups, their central concern is the welfare of the Academy as a whole.

#### 6.

- Local Advisory Board members have an overarching duty to act fairly and without prejudice at all times.

#### 7.

- In so far as they share responsibility with the Board of Directors and represent them in the employment of staff, Local Advisory Board members should fulfil all reasonable expectations of a good employer.

**8.**

- Local Advisory Board members should consider carefully how their own decision might affect other academies and be mindful we work as part of a wider educational community.

**9.**

- Local Advisory Board members should conduct themselves in an open and transparent way within the stated policies of the Academy Trust.

**10.**

- Local Advisory Board members do not act alone but as members of a corporate team. Individual Local Advisory Board members have power only when it is designated specifically to them.

**11.**

**Commitment**

- Being a Local Advisory Board member involves significant amounts of time and energy. Careful regard should be paid to this when agreeing to serve or to continue to serve on the LAB.
- New LAB members should be committed to the role, and should review their capacity with their mentor three months after their appointment to confirm or review their commitment, prior to agreement of their appointment by TLAT Board of Directors.
- All Local Advisory Board members should involve themselves actively in the work of the LAB and accept a fair share of the responsibilities, including service on committees and working parties.
- Regular attendance at meetings is essential.
- Local Advisory Board members should know the Academy well and take opportunities to visit it and become involved in Academy activities.
- Local Advisory Board members must take an active part in the termly Self Evaluation Process, and respond honestly and transparently to undergo self evaluation, and evaluation of the performance of the LAB as a whole.

**12.**

**Relationships**

- Local Advisory Board members should strive to operate as a team in which constructive working relationships are actively promoted.
- Local Advisory Board members should develop effective working relationships with the Principal, Principals representative, staff, parents, the LA, other Trust members and their local community.

**13.**

**Visiting the Academy**

- The Academy has a visits policy which all Local Advisory Board members should refer to.
- Local Advisory Board members do not have an automatic right to enter the Academy without prior appointment. However, they are expected to arrange visits to the Academy in order to see Academy Policies in action and to understand how the Academy works. All LAB members should be accompanied by their mentor for the first three visits to the Academy as part of their induction process, as appropriate.
- All Local Advisory Board members must visit the Academy regularly.
- The total number of visits per term should be agreed in advance with the Principal. Too many visits can be disruptive to pupils' learning.
- The date and timing of a visit should be arranged in advance with the Principal and other staff involved.

- Visits should have a clear focus, linked to Academy policy, a curriculum area or an aspect of the Academy Plan.
- Where a LAB member is to spend time in a classroom, this should be discussed with the class teacher beforehand so that both the Teacher and LAB member are clear of the purpose and structure of the visit.
- Local Advisory Board members should understand that their visits do not replace professional inspections or the monitoring role of the Principal. Local Advisory Board members should not make judgements about the effectiveness of the teaching that they see.
- If Local Advisory Board members are concerned about any aspects of what they have seen this should be passed to the Principal.
- After the visit, the Local Advisory Board member should report back, either orally or in writing to the LAB. When a written report is to be produced, it should be shared with the Principal before publication.

#### 14.

##### **Confidentiality**

- Local Advisory Board members must observe complete confidentiality when asked to do so by the LAB, especially in relation to matters concerning individual staff, pupils or parents.
- Whilst Local Advisory Board members are entitled to disclose the decisions made by the LAB, they should follow any agreed protocol for public disclosure of decisions, unless it has been agreed as a confidential item by the LAB. Local Advisory Board members are not entitled to identify the views expressed by individual named Local Advisory Board members.
- Local Advisory Board members should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside of meetings.
- Any comments to the press must be approved by the Principal and the Chair of Local Advisory Board.
- LAB members should observe at all times the use of the Social Media Policy in operation at the Academy.

#### 15.

##### **Conduct**

- Local Advisory Board members should express their views openly within meetings but accept collective responsibility for all decisions.
- Local Advisory Board members should only speak or act on behalf of the Academy Trust when they have been specifically asked to do so by a representative of the Board of Directors.
- All visits to Academy should be undertaken within the framework which has been established by the Board of Directors and agreed with the Principal.
- In responding to criticism or complaints relating to the academy, Local Advisory Board members should refer to the Academy's 'Complaints Procedure' for the correct procedure to be followed and advise the complainant accordingly.
- Local Advisory Board members have a responsibility to maintain and develop the ethos and reputation of the Academy. Their actions within the community should reflect this.
- Any pecuniary interest that a Local Advisory Board member may have in connection with the Trusts' business must be recorded in the Register of Pecuniary Interests.
- Where an interest is declared, the Local Advisory Board member must leave the meeting while the item is under discussion.

#### 16.

##### **Training and development**

- Local Advisory Board member training and development is essential. It benefits the Academy and individual Local Advisory Board members, and can help to develop effective teamwork.
- Local Advisory Board members are required to undertake training to further their individual interests and ability within the work of the Trust as a whole.

17.

### **Mentoring**

- An experienced Local Advisory Board member will act as a mentor to new Local Advisory Board members for the first three months of their appointment.
- Mentors can provide support and a listening ear for all aspects of the work of the LAB.
- Local Advisory Board members should be prepared to act as mentors, as required.

18.

### **Meetings**

- Individual Local Advisory Board members do not have any authority in the Academy.
- It is the collective decisions of all the Local Advisory Board members and the Board of Directors together that carry authority.
- The activities that Local Advisory Board members undertake outside meetings can be seen as preparation for the times when the LAB 'goes live' - in a meeting.

19.

### **Meetings Charter**

As a Local Advisory Board member I expect:

- people to attend regularly and be punctual and be asked to resign my position if I fail to attend 3 meetings without providing accepted apologies
- an agenda and relevant documents to reach me at least seven days before the meeting;
- an agenda that makes clear the purpose of each item;
- a Chair who keeps to the agenda, paces the meeting so that time is given to each matter in proportion to its importance, draws on all members for contributions and keeps discussions to the point;
- my contribution to be heard and others to contribute to the discussion;
- the decision making process to be quite clear;
- Local Advisory Board members to work together;
- Local Advisory Board members to take collective responsibility for decisions;
- Minutes that summarise views succinctly, record decisions accurately and are made available, in draft form, soon after each meeting.
- Local Advisory Board members to take part in the LAB SEF process to ensure the continuing reflection and development of the LAB performance.

Others can expect me to:

- attend regularly and be punctual;
- read the agenda, minutes and other papers before the meeting and note items I want to say something about;
- bring my papers to the meeting or request paper copies as relevant to the meeting from the Company Secretary, in advance, to enable the papers to be available to me at the meeting;
- make relevant and positive contributions;
- listen to and consider what other people want to say; and
- accept my share of collective responsibility, even for those decisions that I do not personally agree with.



The Learning Academy Trust

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*Outstanding Together*  
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