

Local School Committee (LSC) Member Role Description

The Local School Committee (LSC) has delegated responsibility from the Trust Board as outlined in the Scheme of Delegation. The LSC is an advisory board and expected to work in the interests of the school and in line with the Trust's core purpose and One Trust Principles at all times.

Individual LSC Members may not act independently of the rest of the LSC. The Trust's mission and values should be the underlying focus of any discussion and LSC members will uphold the objects of the company and all policies and procedures established by the Board.

The role of the LSC is detailed in our Scheme of delegation and includes the following main duties:

- Take responsibility for challenging the Headteacher to account for ensuring the following areas are a priority of school life
 - Educational standards
 - Health and Safety audits and key data/information
 - Safeguarding local protocols, audits and data
 - Effective community and family engagement
 - Staff engagement, welfare and wellbeing
 - Student engagement, welfare and wellbeing
- Be aware of, understand and advocate for the school's progress by understanding:
 - The Self Evaluation Form and school PRAG (as validated by the CEO)
 - School Improvement Plan
 - CEO challenge day feedback, and external reviews including Ofsted judgement
- To act for the Board when requested as members of recruitment panels, appeals committees related to staff and student discipline and grievance or in relation to complaints
- Consider the implementation of Trust policies from the local perspective
- Monitor the implementation of Trust policy and local protocols
- Be visible at school events as a member of the school community
- Attend external review meetings as required and be familiar with the school's safeguarding arrangements, performance and key statutory information

LSC members hold a five-year term of office.

An LSC member will also be required to:

- undertake a satisfactory, enhanced DBS check and provide referees
- adhere to the Nolan Principles and Governance Code of Conduct
- declare eligibility, pecuniary interests and conflicts
- commit sufficient time to be involved in the LSC, including sub-committees and panels, as required
- make every effort to gain a good understanding of the school, as appropriate
- develop an effective working relationship with the Headteacher based on honesty, confidentiality, and mutual trust

- develop good working relationships with other stakeholders, such as families, the Trust Board, and the local community
- Attend induction and other training and development sessions.

LSC Meetings:

There will normally be four meetings per year of the LSC plus an additional challenge day.

- It is essential that all LSC Members make every effort to attend the meetings, and that if they are unable to do so they inform the Headteacher or the Clerk as soon as possible, with a reason, so the apologies can be noted in the minutes
- Before any meeting, it is essential that members read papers thoroughly, making a note of any questions or queries they have, or points to raise/clarify.

The role of LSC Member does not attract any remuneration, however necessary and reasonable travelling expenses can be reimbursed in line with the Trust Expenses policy (please ask the Clerk for details).

Staff and Parent LSC members:

- A staff member must be employed by the Trust at the time of appointment. Staff members relinquish their governance role upon leaving their employment with the Trust.
- A parent member must not be employed by the Trust and must be a parent / carer of a pupil registered at the school at the time of appointment.

The Seven Principles of Public Life

LSC Members at all times abide by the Seven Principles of Public Life as identified by The Committee on Standards in Public Life under the Chairmanship of Lord Nolan in 1995:

- **Selflessness.** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.
- **Integrity.** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- **Objectivity.** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **Accountability.** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness.** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- **Honesty.** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership.** Holders of public office should promote and support these principles by leadership and example.

Eligibility Criteria:

In accordance with the Articles of Association for the Trust:

- LSC members must be aged 18 or over at the date of their election or appointment
- No current student of the Trust can be appointed to serve as an LSC member

A person is disqualified from holding or continuing to hold office as an LSC Member in the following circumstances:

- They become at any time during their period of office incapable by reason of illness or injury of managing or administering their own affairs
- They have failed to attend the LSC meetings for a continuous period of six months, beginning with the date of the first meeting they failed to attend, without the consent of the LSC
- Is subject to a bankruptcy restrictions order or an interim order
- Has had an estate sequestered and the sequestration has not been discharged, annulled or reduced
- Is subject to disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986
- Is subject to an order made under section 429(2)(b) of the Insolvency Act 1986
- Is disqualified from acting as a Trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision)
- Has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he / she was responsible or to which he / she was privy or which he / she by his/ her conduct contributed to or facilitated
- Has, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of Charities Act 2011
- Included in the list kept under section 1 of the Protection of Children Act 1999(7) (list of those considered by the Secretary of State as unsuitable to work with children)
- Subject to a direction of the Secretary of State under section 142 of EA 2002(8) (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction)
- Barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006(9)
- Disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000(10)
- Disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010(11) for child minding or providing day care
- Disqualified from registration under Part 3 of the Childcare Act 2006(12)
- A person shall be disqualified from holding or continuing to hold office as an LSC Member if they have not provided to the Trust a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997. In the event that the certificate discloses any information which would, in the opinion of either the Chair or the Chief Executive Officer, confirm their unsuitability to work with children, that person shall be disqualified.