



JOHN MILTON ACADEMY TRUST

Ambition • Aspiration • Excellence



Bacton
Primary School

WORKING TOGETHER. AIMING HIGH



Cedars Park
Primary School

NO LIMIT TO LEARNING



Mendlesham
Primary School

LEARNING FOR LIFE



Stowupland
High School

OUTSTANDING PROGRESS FOR ALL

Local Board Information and Application Form

Bacton
Primary School

Cedars Park
Primary School

Mendlesham
Primary School

Stowupland
High School

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Ambition • Aspiration • Excellence

Local Board Application

Thank you for your interest in becoming a Local Board member with the John Milton Academy Trust. We are pleased to have the opportunity to provide you with more information about the Trust and the role of the Local Board.

As a Trust, we have a passionate belief in nurturing ambition and promoting aspiration and excellence in all aspects of our work.

Our **ambition** is rooted in civic duty and civic leadership and this is applied from pre-school through to adult learning. We recognise the value of resources and assets across the Trust and continue to explore and develop these, ethically and responsibly, on behalf of our communities. We have high **aspirations** for all learners - irrespective of starting point or context – and inclusive practice is embedded in our expectations, our learning offer and its delivery. **Excellence** permeates all aspects of our work and we have embraced innovation, research and partnership working in order to advance education for public benefit and provide a path where others may follow.

We will always seek to recruit members to our Local Boards who can bring experience and contribute to the support and challenge operating in our schools. Members will attend at least one meeting per term and take part in agreed school visits focusing on specific areas such as Pupil Premium, SEN and safeguarding. Feedback from members will contribute to an evidence-base for self-evaluation and school improvement and the Trust will offer training and support to help Local Board members fulfil their roles successfully.

If, having read the enclosed information, you are interested in applying to join a Local Board, please complete the application form. The details you provide will allow us to assess your skills and personal suitability to act as a Local Board member for a JMAT school and also to match you to a school that has a vacancy. Please note, however, that where an individual is deemed unsuitable, the applicant will be informed that the Trust is unable to progress their application. More detailed reasons may not be provided.

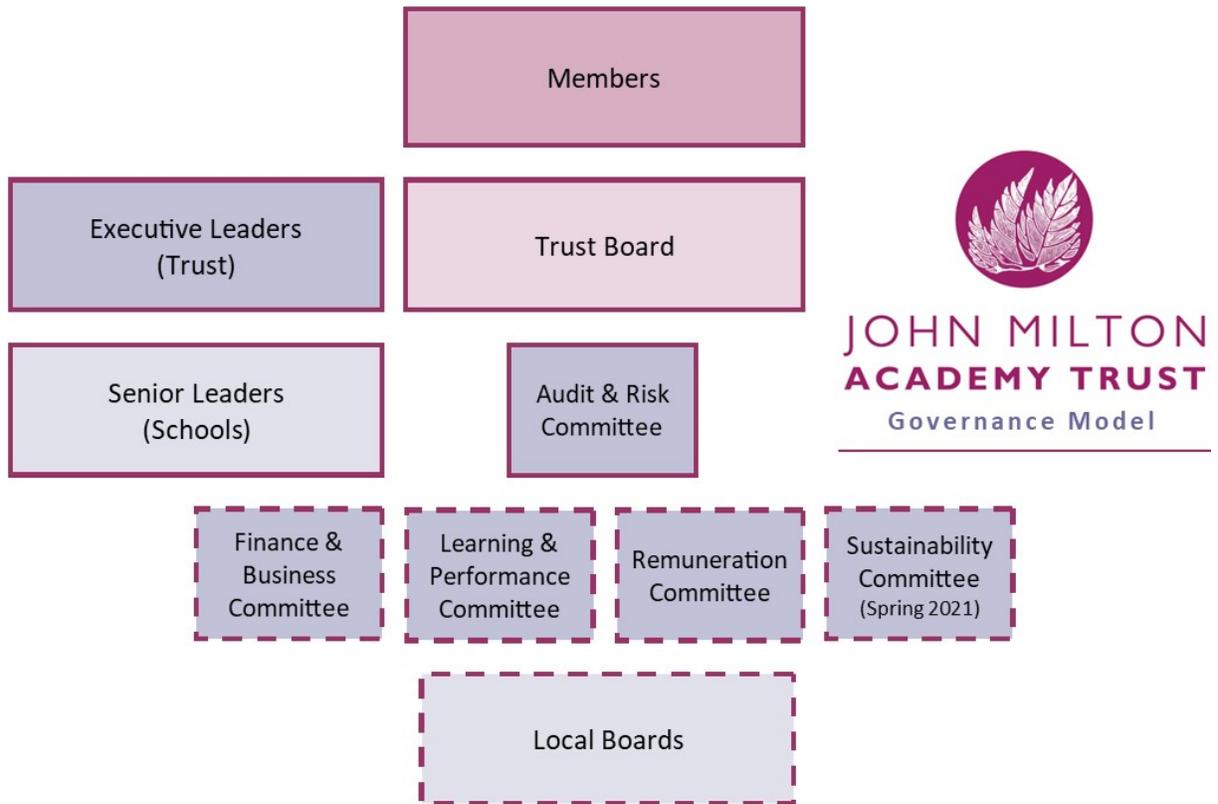
We have a number of long-serving members across the Trust and applicants will, therefore, be joining a group of highly committed and experienced practitioners.

Contents

A	Trust Structure	page 2
B	Terms of Reference	pages 2-4
C	Code of Conduct	pages 5-7
D	The Seven Principles of Public Life (Nolan Principles)	page 7
E	Exemplar Application Form	pages 8-11

(please download the separate Application Form available on the website if you would like to apply)

A Trust Structure



B Terms of Reference for Local Advisory Bodies (LABs)

1. Membership

- A LAB will comprise at least four in number (including the HT) but, as an advisory body, there is no statutory requirement. The maximum number should be eight.
- A LAB should consist of the following members:
 - Chair
 - Vice Chair
 - The HT (or Head of School) of the relevant JMAT School
 - Up to a maximum of five other individuals who may be co-opted onto the LAB for a period of up to three years (these could include Trust appointments in the manner of a LIB or local members recommended by the LAB or school and agreed with the Trust)
- All those recruited will be members of the LAB for a period of up to three years. The Chair will hold office for one year.
- A parent representative is not required and will be fulfilled at Trust level. However, a co-opted member may be a parent.

- The quorum for a meeting is a minimum of three members of the LAB (including the Headteacher).
- Each LAB will meet once a term as a minimum (some of these meetings can be virtual).
- LAB members will be given the option to sit on additional JMAT Trust Committees e.g. sustainability.

2. Purpose

- To support the HT and contribute to the following areas in relation to the specific JMAT school:
 - implementing the Trust's vision and ethos within the context of the school;
 - implementing the school's SID Plan and the impact this is having on pupil outcomes and achievements as evidenced through the Risk Tool;
 - acting as a local sounding board for planned curriculum and education developments;
 - developing and nurturing effective business links to promote careers education, success and aspiration.
- To provide feedback on plans and school developments through agreed evidence-gathering sessions linked to school improvement, including pupil perception meetings (termly).
- To provide support and feedback on safeguarding, SEND and pupil premium through targeted and agreed evidence-gathering sessions (linked to Trust and external QA) contributing to Risk Tool judgements.
- To contribute to community relationships and marketing, including attendance at Trust / school / community events, etc. In particular, to:
 - work with staff, students and parents/carers to celebrate all achievements at the school;
 - support the JMAT School in effective communication with all its stakeholders to promote inclusion, including the website;
 - make the school a hub of the community and organise and host local community forum events;
 - support student recruitment, transition and transfer.
- To act as an ambassador for the school and the Trust.
- To nominate an appropriate member of the LAB to act as an occasional member of any relevant initial or appeals panels as necessary when dealing with student or staff complaints or disciplinary matters.
- To contribute to the school's development by attending the Learning and Performance Committee of the Trust to discuss the school's performance.
- To fulfil additional roles as required by the MAT.

3. Responsibilities

- The LAB will be an advisory body. LAB members will only fulfil statutory functions when working alongside Trustees (Hearings, Appeals etc). The majority on any statutory panel will be Trustees.
- The LAB will contribute to school improvement through evidence-gathering, particularly in relation to pupil feedback (either through on site visits, virtual meetings or online scrutinies).
- The LAB and HT will engage in challenge and support to produce a termly Risk Tool.

- The LAB Chair/Vice-Chair will attend the Trust's Learning and Performance Committee, together with the HT as required.
- The LAB will support the HT in local engagement and be an unequivocal advocate for the school and the Trust.
- The LAB will contribute to wider meetings if required - eg RSC, Ofsted, LA, DfE

4. Frequent Absence

Should a member submit apologies for, or not attend, more than two consecutive meetings, the Chair will seek confirmation of the member's commitment. If that confirmation is not forthcoming, then membership of the LAB will be withdrawn.

5. Reporting

Attendance at each meeting, and a summary of the action points, will be recorded by the JMAT clerk. The action points will be forwarded to the Trust via GovernorHub. Any matter of significant importance can, and should, be raised with Trust staff at JMAT Centre or, if applicable, with the Chair of the Trust.

6. Additional and Alternative Arrangements

JMAT Action Group (JAG)

The standard model for local arrangements will be the Local Advisory Board. In some cases, however, the Trust may decide to run a JAG alongside the Local Advisory Board. The purpose will be to maximise progress through additional support and ensure that actions are having sufficient impact. A JAG will meet half-termly and will comprise the Chair of the LAB, the Headteacher and the CEO, with input from school improvement partners as required. Where a JAG is in place, this group will determine and oversee LAB visits to the school.

Local Improvement Boards (LIB)

Some schools may benefit from more intensive support over a fixed period of time and a **Local Improvement Board** rather than a LAB may operate. A LIB, by virtue of its composition, can provide greater levels of support and challenge with school improvement partners, external advisers and some executive personnel appointed as members of the LIB. It will be for the Trust to determine the most appropriate body for each school and to make the required appointments. Unlike a LAB, the LIB may have some delegated, statutory functions and there are separate Terms of Reference for Local Improvement Boards.

C Code of Conduct (Local Boards)

1. Introduction

The Trust Board is the responsible and accountable body for the three functions outlined below:

- Establishing the strategic direction by:
 - Setting the vision, values and objectives;
 - Agreeing the school improvement strategy with priorities and targets;
 - Meeting statutory duties.
- Ensuring accountability by:
 - Appointing executive leaders;
 - Monitoring progress towards targets;
 - Performance managing Executive Headteachers, Headteachers and Heads of School;
 - Engaging with stakeholders;
 - School self-evaluation.
- Ensuring financial probity by:
 - Setting the budget;
 - Monitoring spending against the budget;
 - Ensuring value for money is obtained;
 - Ensuring risks to the organisation are managed.

These three functions of governance are fulfilled through the work of the Executive Team, Trust Committees and the Board itself. Further details are outlined in the scheme of delegation and JMAT policies.

The Local Advisory Board fulfils a different, but complementary function. It does not have statutory responsibility or accountability either for school leaders or the school itself. However, the LAB has an important role to play in the development of the school, and in supporting and challenging the Head teacher in his/her assessment of the school's progress. At Local Board level, there is a particular focus on learning and performance.

Although JMAT benefits from being a local Trust, the Local Advisory Board also presents a real opportunity to look at community issues and involvement and explore how the school can fulfil its civic duty and enrich the locality it serves.

2. Role and Responsibilities

1. We understand and accept the legal entity of the Trust Board and the role of senior leaders and the Executive Headteacher/Headteacher/Head of School/ as the lead professionals within each school;
2. We accept that we have no legal authority to act individually or collectively and therefore we will only speak on behalf of the Local Advisory Board or the Trust when we have been specifically authorised to do so;
3. We understand our responsibility to operate in line with the Terms of Reference for Local Advisory Bodies and to follow Trust policies;
4. We accept that all LAB members need to be able to offer relevant skills and experience, but our role is not to make judgements in relation to the quality of learning and teaching;

5. We understand that we may be asked to undertake specific, designated roles in order to support the school's evidence gathering for self-evaluation and that additional training may be required;
6. We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school and the Trust. Our actions and comments within the school, the local community, the wider community and on social media will reflect this;
7. We have a duty to act fairly and without prejudice and will conduct matters as openly as confidentiality allows in line with the Nolan Principles for Public Life.

3. Commitment

1. We acknowledge that accepting a position as a local member involves commitment and a significant amount of time and energy;
2. We will each involve ourselves actively in the work of the Local Board, and accept our fair share of responsibilities, including working with Trustees if required (statutory panels);
3. We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to;
4. We will get to know the school well and respond to opportunities to involve ourselves in school activities;
5. We will visit the school, with all visits arranged in advance with the headteacher and undertaken within the framework established by the Trust Board;
6. We will consider seriously our individual and collective needs for induction, training and development, and will undertake relevant training in agreement with the Trust;
7. We accept that, in line with Nolan Principles, our full names, date of appointment, terms of office, role(s) on the Local Board, attendance records, relevant business and pecuniary interests will be published on the school's website;
8. In the interests of transparency, we also accept that information will be collected and logged on the DfE's national database of governors (GIAS).

4. Relationships

1. We will develop effective working relationships with school leaders, staff, parents and other relevant stakeholders from our local community;
2. We will express views openly, courteously and respectfully in all our communications (verbal and written) with other LAB members, Trustees and all employees of the Trust;
3. We will support the Chair in ensuring that there is appropriate conduct both at meetings and at all other times when discussing, or responding to school or Trust business.

5. Confidentiality

1. We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school;
2. We will exercise the greatest prudence at all times when discussions regarding school/Trust business arise outside meetings;
3. We will continue to maintain confidentiality, even after we leave office.

6. Conflicts of interest

1. We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the Local Board's business in the Register of Business Interests. If any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time. In the event of any uncertainty, we will accept

the decision of the professional clerk. We accept that the Register of Business Interests will be published on the school/trust's website;

2. We will also declare any conflict of loyalty at the start of any meeting should the situation arise;
3. We will always act in the best interests of the school and the Trust and will not be a representative of any group or individual;
4. Where LAB members are also parents/carers of children in the school, we will ensure that personal experiences, views or issues relating to the school (or views of any other parents/carers) will not be presented, or referred to, in LAB meetings.

7. Breaches of this Code of Conduct

We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions.

D The Seven Principles of Public Life (Nolan Principles)

(Originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).	
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.

E Exemplar Application Form

(please download the separate Application Form available on the website if you would like to apply)

Please provide the information set out below (using BLOCK CAPITALS if completing by hand)

Section One – Personal Information	
Title:	Click or tap here to enter text.
Fist Name:	Click or tap here to enter text.
Second Name:	Click or tap here to enter text.
Address:	Click or tap here to enter text.
Email Address:	Click or tap here to enter text.
Contact Phone Number:	Click or tap here to enter text.

Section Two - Commitment	
School you wish to be considered for:	Choose an item.
Phase of school you are interested in:	Choose an item.
How did you find out about our Local member vacancies?	Click or tap here to enter text.
Have you ever been or are you currently a governor?	Choose an item.
<i>If yes, please provide details:</i>	
Prior school 1: a. Name b. Address c. Type of governor d. Dates from and to	a. Click or tap here to enter text. b. Click or tap here to enter text.
	c. Type of governor Click or tap here to enter text.
	d. From: Click or tap to enter a date. To: Click or tap to enter a date.
Prior school 2: a. Name b. Address c. Type of governor d. Dates from and to	a. Click or tap here to enter text. b. Click or tap here to enter text.
	c. Type of governor Click or tap here to enter text.
	d. From: Click or tap to enter a date. To: Click or tap to enter a date.
Are you committed to:	<ul style="list-style-type: none"> • Reading all paperwork circulated; • Attending meetings (at least four per year); • Respecting confidentiality at all times; • Attending training sessions; • Becoming involved and getting to know the school; • Helping the local community and increasing learning opportunities; • Attending additional events as required; Choose an item.

Section Three – Personal Experience to evidence your suitability	
<p>In this section, please outline your experiences, skills and qualifications from your:</p> <ul style="list-style-type: none"> • Current and previous occupation • Involvement with voluntary groups • Community/work activities • Interests 	<p>Click or tap here to enter text.</p>

Section Four – Experience and Skills (Please indicate areas in which you feel you have experience and expertise at a senior level)			
Financial Planning / Accounting	<input type="checkbox"/>	Strategic Planning / Problem Solving	<input type="checkbox"/>
Safeguarding	<input type="checkbox"/>	Presentation, Training and Development	<input type="checkbox"/>
Pupil Premium, LAC and Vulnerable Groups	<input type="checkbox"/>	Project management / Contracting Services / Purchasing / Negotiation	<input type="checkbox"/>
Faith and Character Education	<input type="checkbox"/>	Mediating / Counselling	<input type="checkbox"/>
ICT / Computers	<input type="checkbox"/>	Marketing / PR	<input type="checkbox"/>
Health & Safety / Building Maintenance / Security	<input type="checkbox"/>	Public Speaking / Event Organisation / Administration	<input type="checkbox"/>
Personal Development, Behaviour and Welfare	<input type="checkbox"/>	Research and Statistics / Data Analysis	<input type="checkbox"/>
Teaching, Learning and Outcomes	<input type="checkbox"/>	Legal	<input type="checkbox"/>
Human Resources / Recruitment	<input type="checkbox"/>	Community Development	<input type="checkbox"/>
Other (please state):	Click or tap here to enter text.		

Section Five – Current / Previous Occupation	
Occupation:	Click or tap here to enter text.
Employer:	Click or tap here to enter text.
Date employed from:	Click or tap here to enter text.
Date employed to:	Click or tap here to enter text.
Previous employer: (if less than three years)	Click or tap here to enter text.

Section Six – Potential conflicts of interest	
<p>Are you related by birth, marriage or otherwise to anyone who is, or is envisaged to be:</p> <ul style="list-style-type: none"> • A Trustee of the John Milton Academy Trust, • A Local member of any one of its schools, • An employee of any of its schools / Central Office, or • A supplier of its services to any of its schools / Central Office? 	<p>Choose an item.</p> <p>If yes, please provide full details Click or tap here to enter text.</p>
<p>Are you related to a pupil at the school you wish to be considered for?</p>	<p>Choose an item.</p>

Section Seven – References	
<p>Please provide details of two referees, one should be your present/most recent employer. Your referees should know you well in a personal and professional capacity. They must not be a Trustee of the John Milton Academy Trust or a member of your immediate family.</p>	
<p>Referee One:</p> <ul style="list-style-type: none"> a) Name b) Address c) Telephone Number d) Email e) Nature of Relationship 	<p>Click or tap here to enter text.</p>
<p>Referee Two:</p> <ul style="list-style-type: none"> a) Name b) Address c) Telephone Number d) Email e) Nature of Relationship 	<p>Click or tap here to enter text.</p>

Section Eight – Declaration	
<p>I confirm that the information provided is correct to the best of my knowledge and that I consent to it being used for the purpose of carrying out due diligence and vetting checks for the in order to establish that I am a suitable person to be a Local member of John Milton Academy Trust.</p> <p>By signing this form, I am also agreeing to abide by the Code of Conduct for Local Boards.</p>	
<p>Signed:</p>	<p>Click or tap here to enter text.</p>
<p>Name:</p>	<p>Click or tap here to enter text.</p>
<p>Date:</p>	<p>Click or tap here to enter text.</p>
<p>Please ensure all sections are fully completed before submitting your form.</p>	

Section Nine – Equalities Monitoring				
We are committed to have an inclusive representation of Local members for our schools. We positively welcome applications from all members of the community. How would you describe yourself?				
Gender:	Click or tap here to enter text.	Age:	Choose an item.	
Ethnicity:	Choose an item.	Religion and Beliefs:	Choose an item.	
Disability: <i>The law states that a person is disabled if they have “a physical or mental impairment which has a substantial long term adverse effect on a person’s ability to carry out normal day-to-day activities”.</i>	Do you consider yourself to have an impairment of this type?		Choose an item.	
	If yes, please tick any of the following descriptions that may apply to you:			
	Physical impairment	<input type="checkbox"/>	Learning difficulty	<input type="checkbox"/>
	Sensory impairment	<input type="checkbox"/>	Long standing illness	<input type="checkbox"/>
	Mental Health condition	<input type="checkbox"/>	Other (please state)	Click or tap here to enter text.
This section will be separated from the rest of the application form. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this equalities section will only be used for monitoring purposes and will not be used in assessing and or scoring your application. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act.				

Please return your completed form:

by post to -

Sarah Stringer
 Executive Assistant
 John Milton Academy Trust
 JMAT Centre
 Church Road
 Stowupland
 Stowmarket
 IP14 4BQ

by email to -

sstringer@johnmiltonacademytrust.co.uk

For the purposes of the Data Protection Act 1998, the John Milton Academy Trust is the data controller for the personal information supplied on these forms and for ensuring that this information is processed under the terms of the Act. The Trust will hold all personal information you supply securely and will only make it available to those that need to see it as part of the application process. All personal information supplied in this form will be destroyed when it is no longer needed for the purpose of the due diligence process.

The Privacy Notice for Volunteers, Trustees and Local Board Members is available on our website: www.johnmiltonacademytrust.co.uk