



# JOHN MILTON ACADEMY TRUST

Ambition • Aspiration • Excellence



**Bacton**  
Primary School

WORKING TOGETHER, STRIVING 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

**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 on behalf of our communities working within an ethical and socially-responsible framework. We have high **aspirations** for all learners - irrespective of starting point or context – and these expectations are embedded in our provision, our 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.

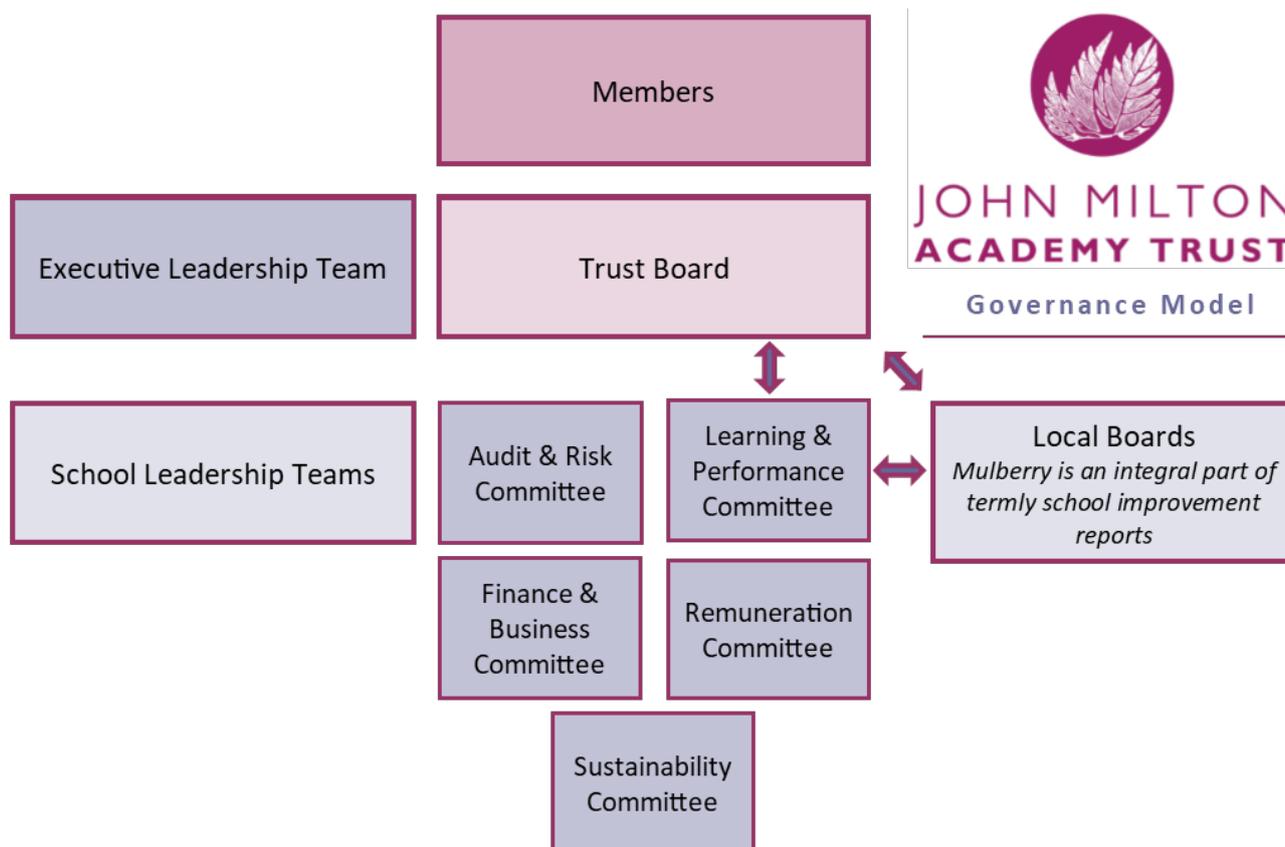
If, having read the enclosed information, you are interested in applying to join a Local Board, please complete the application form. The details you provide will allow us to assess your skills and personal suitability to act as a Local Board member for a JMAT school and also to match you to a school 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.

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## A Trust Structure



## B Terms of Reference for Local Improvement Boards (LIBs)

### 1. Role of the Local Improvement Board

The John Milton Academy Trust has Local Improvement Boards (LIBs) at all schools in order to stay rooted within the local communities and provide the necessary support and challenge at a local level.

Local Improvement Boards support school leaders to make accelerated progress. They also ensure that the resources of the school, and the support and challenge being provided by the Trust, are used effectively and have a positive impact.

Functions delegated to Local Boards are outlined in the Scheme of Delegation. Please note that, in a MAT, some functions which may be carried out by a Local Authority Governing Body are carried out by executive staff. This is the case with estate compliance, finance and some elements of safeguarding (SCR checks, personnel records and safeguarding files, for example). To facilitate a transparent and cohesive approach, designated LIB members are invited to attend the audits and checks undertaken by the Trust and to receive reports from both internal and external auditing.

### 2. Membership

Membership will be determined by the Trust Board, but suggestions are welcomed from Local Improvement Boards and the school.

Parent members are not a requirement as representation is covered through the Articles by the appointment of two parent trustees. However, parents are not precluded from applying to join a Local Improvement Board.

### 3. Constitution and Terms of Office

- Members of the LIB (to be known as members) will hold office for the period that the LIB is in existence, although individual members may resign at any time;
- All LIB governors will be appointed by the Trust, although suggestions from the school and Local Improvement Board are welcomed and encouraged;
- The Trust may, and will, make additional appointments to the LIB at any time to support the continued development of the school;
- The Trust may remove any members for reasons of incapacity or misconduct. This includes non-attendance at meetings and issues covered by the Trust's Code of Conduct;
- It is for the Trust and LIB to suggest the frequency of meetings, but all meetings must be agreed and recorded on the Trust's calendar;
- The LIB, once constituted, will receive draft agendas for consideration and substantive items may be included to ensure that rapid progress can be made. All meetings will be professionally clerked;
- It is for the Chair of the LIB to determine the regularity of meetings, in consultation with the CEO, although it is anticipated that the Local Improvement Board will meet approximately every half-term during term time to ensure the pace of improvement is maintained. As part of this half-termly schedule, some meetings may be with the Learning and Performance Committee when the LIB will discuss the School Improvement Report;
- LIB members will commit to attending all meetings, unless personal circumstances prevent this - in which case the clerk will be informed in advance of the meeting;
- All LIB members and any staff member of the Trust's school improvement or central team may attend meetings of the LIB;
- Where confidential matters are being discussed, it will be for the LIB to determine whether non-members should be present;
- The quorum for all meetings of the LIB will be three members;
- The Chair and/or Vice Chair of the LIB (together with senior staff at the school) will attend a meeting of the Learning and Performance Committee at least once per term to review the progress made.

### 4. Three Core Functions of Governance

The Local Improvement Board is a committee of the Trust. Its responsibilities with respect to the three broad functions of governance are outlined below:

- **Clarity of Vision, Ethos and Strategic Direction;**
- **Holding Executive Leaders to account for the educational performance of the School and its pupils, and the performance management of staff;**
- **Overseeing the financial performance of the school and making sure money is well spent, including the pupil premium.**

### 5. Responsibilities

Whilst it should be noted that the Trust Board remains accountable for all aspects of the school's performance, the LIB will be fully supported in fulfilling its responsibilities by the CEO and central team in addition to the Executive Headteacher/Head of School/Headteacher.

With specific respect to Safeguarding (along with other compliance checks) LIB members will be encouraged to undertake visits to coincide with those of Trust personnel.

### 6. 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 LIB will be withdrawn.

## 7. 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 the online portal, 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.

## 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 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 Local Board has an important role to play in the development of the school, and in supporting and challenging the Headteacher in their 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 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

- a) 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;

- b) 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;
- c) We understand our responsibility to operate in line with the Terms of Reference for Local Advisory Bodies and to follow Trust policies;
- d) 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;
- e) 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;
- f) 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;
- g) 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**

- a) We acknowledge that accepting a position as a local member involves commitment and a significant amount of time and energy;
- b) 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);
- c) We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to;
- d) We will get to know the school well and respond to opportunities to involve ourselves in school activities;
- e) We will visit the school, with all visits arranged in advance with the headteacher and undertaken within the framework established by the Trust Board;
- f) We will consider seriously our individual and collective needs for induction, training and development, and will undertake relevant training in agreement with the Trust;
- g) 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;
- h) 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**

- a) We will develop effective working relationships with school leaders, staff, parents and other relevant stakeholders from our local community;
- b) 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;
- c) 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**

- a) 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;
- b) We will exercise the greatest prudence at all times when discussions regarding school/Trust business arise outside meetings;
- c) We will continue to maintain confidentiality, even after we leave office.

## 6. Conflicts of interest

- a) 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;
- b) We will also declare any conflict of loyalty at the start of any meeting should the situation arise;
- c) 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;
- d) 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).	
<b>Selflessness</b>	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.
<b>Integrity</b>	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.
<b>Objectivity</b>	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.
<b>Accountability</b>	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.
<b>Openness</b>	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.
<b>Honesty</b>	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.
<b>Leadership</b>	Holders of public office should promote and support these principles by leadership and example.