



LOCAL ADVISORY BOARD PROTOCOLS 2024-25

The Local Advisory Boards (LAB) act as an informal committee of the Trust Board. The LAB members are appointed by the Trust Board and carry out their function in relation to their respective school/academy on behalf of the Trust Board and in accordance with the policies determined by the Trust Board.

Role and Responsibilities

Each LAB member understands the purpose of the LAB and its role and accepts that: -

- LAB members have no authority to act individually, except when the LAB has given a member delegated authority to do so. LAB members will therefore only speak on behalf of the LAB when specifically authorised to do so.
- LAB members have collective responsibility for all decisions made by the LAB. This means that members will not speak against majority decisions outside any meeting.
- LAB members have a duty to act fairly and without prejudice.
- LAB members must strive to operate as a team in which constructive working relationships are actively promoted.
- LAB members must strive to develop effective working relationships with the Chief Executive, Headteacher, staff, parents and the local community.
- LAB members have a responsibility to maintain and develop the ethos and reputation of the school/academy. Their actions both as members of the LAB and within the local community should reflect this.

The Nolan Principles

LAB members should fulfil their duties in line with the seven principles of public life:

- Selflessness - Holders of public office should act solely in terms of the public interest.
- Integrity - Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
- Objectivity - Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- Accountability - Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
- Openness - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
- Honesty - Holders of public office should be truthful.

- Leadership - Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Confidentiality

- Each LAB member acknowledges that LAB paperwork, together with any other associated paperwork, is provided to them to inform participation in the LAB and consideration of the issues which relate and for no other purpose.
- LAB members must not disclose, copy, distribute or otherwise share any information provided to them in their capacity as a LAB member.
- If a LAB member resigns or is removed from the LAB, the duty of confidentiality will continue to apply.
- Although decisions reached at a LAB meeting are normally made public through the minutes, the discussions on which decisions are based must be regarded as confidential.
- LAB members should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside of the meetings.
- LAB members should not liaise with the media unless specifically asked to do so by the Chair of the Trust Board.
- LAB members should not engage with or initiate social media commentary that is critical of (or could be detrimental to) any aspect of CET, its schools, academies or any person connected to these organisations.
- Confidential information must be held securely. CET use Microsoft TEAMS to share documents for LAB meetings. Hard copies must be disposed of confidentially – your school/academy have facilities to support this.

Commitment

Being a LAB member involves a significant amount of time and energy.

All LAB members should involve themselves actively in the work of the LAB, and where necessary, the wider Trust, including service on committees as necessary.

Regular attendance at meetings and training sessions is essential.

LAB member commitment	• Meeting preparation • Meeting attendance (5 LAB meetings per year) • School visits (2 school visits per year) • Training and Development including CET Annual Governance Conference • LAB members support of Suspensions Committees / Permanent Exclusion Committees (if applicable)
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Training	• Complete all essential training • Undertake 2 pieces of non-essential training / role specific development
School Visits	• 2 school visits per year – Autumn term and Summer term
Attendance	• 4 out of 5 meetings a year minimum
LAB meeting preparation	• Read all documentation shared by school • Triangulate with visit notes • Generate minimum of 3 key questions from the analysis
Meeting contribution	• Ensure all pre-prepared questions are introduced directly or by others • Use economy of language to ensure focus on key points • Be kind, but direct with challenges • Do not accept superficial responses
Community role	• Positively reinforcing and meeting all the school rules (parent LAB members) • Actively promoting the school in the community

Conduct

- LAB members should express their views openly within meetings but accept collective responsibility for all decisions made.
- All visits to the school/academy should be undertaken within the framework which has been established by the LAB and agreed by the Trust Board.
- Before responding to criticism or complaints relating to the school/academy, LAB members must refer to the Chair of the LAB for advice and guidance.
- Any pecuniary interest that a LAB member may have in connection with LAB business must be recorded in the register of interests. Where an interest is declared, the LAB member must leave the meeting while the item is under discussion.
- All LAB members have equal status and members' conduct must reflect this.

Removal of a LAB member from the LAB

- In the event that evidence is available that a LAB member has breached the Code of Conduct, the Trust Board may by majority vote remove the LAB member from the LAB. The LAB member will be notified of the Trust Board's intention to consider that LAB member's removal, specifying the circumstances which the Trust Board considers justify removal and will be given an opportunity of making written representation to the Trust Board. If the Trust Board decides to remove the LAB member, they will be formally notified of their removal from the LAB by letter from the Trust Board.
- A LAB member shall cease to hold office if they are absent, without Apologies or prior discussion/agreement with the Chair, from three consecutive LAB meetings and the Trust Board Chair resolves that their position is vacated.