

RESPECT | RESPONSIBILITY | RESILIENCE

Local Advisory  
Board (LAB)  
Recruitment Pack

## What does the Local Advisory Board do?

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.

The Local Advisory Board follows an agreed Scheme of Delegation which is available on our website ([www.cumbriaeducationtrust.org](http://www.cumbriaeducationtrust.org)). The Scheme sets out the requirements of the Trust and details where the Trustees delegate responsibility to the LAB members in the decision-making for the School.

## 5 reasons to volunteer as a LAB member



Directly observe the results of your decisions



Enhance the educational opportunities of local children



Collaborate with professional individuals from various backgrounds



Experience a sense of belonging to your local community



At a time when schools are in need of help, you will make the difference

## What commitment is required?

We want our LAB members to be an active part of our school community.

To fulfil the role, you will need to:

- attend regular LAB meetings (four meetings each year)
- visit the school termly to take part in monitoring visits
- do some background reading
- take part in induction training and ongoing development throughout your term of office, including attending the annual CET Governance Conference
- take part in Discipline Committees for any permanent exclusions or suspensions over 15 days per term
- apply for an enhanced DBS certificate.

## What criteria do you need to satisfy to become a member of the Local Advisory Board?

We are looking for a range of local people with different skill sets who have a sense of community spirit. Advantageous sectors of experience include Finance and Business Management, Legal and Compliance, HR, Education, Safeguarding and Health. The post is voluntary and is a rewarding way of contributing to a positive future for local children.

Key characteristics we look for:



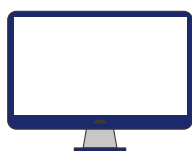
enthusiasm about the success and well-being of local schools, its staff and pupils



the opportunity to work alongside other members in the best interests of local schools and their communities



great team-building skills who will actively promote and support the school's vision and values



basic computer skills (meetings may be a mixture of online meetings or in person meetings)

3-4 years

able to commit to a term of membership of three years (parent LAB member) or four years (LAB member)



able to attend four meetings a year and get involved with various training opportunities



apply for an enhanced DBS certification check (CET will support on this)

## How is the LAB constituted?

Type of member	No.	Term of office	Elected by who
CEO	1	Indefinite	N/A - by appointment as CEO
Headteacher	1	Indefinite	Appointment as Headteacher by CEO/Trust Board
Sponsor Board member (including Chair and Vice Chair)	Max 7	4 years	By the CET Board resolution
Parent Board Member	2	3 years	Seconded parent volunteer - applications to be considered by CET Board Directors* *If there are more than 2 applications, an election will take place with all parents eligible to vote
Staff Board Member	1	3 years	Staff election** ** If only one member of staff is nominated, they are automatically elected

## How to become a LAB member

- > Complete the Expression of Interest form
- > Complete the Pro-Forma for the Getting Information for Schools website
- > Sign the Privacy Notice
- > Sign the CET LAB Code of Conduct
- > Provide a pen portrait and headshot of yourself for the school website
- > Meet with the Designated Safeguarding Lead (DSL) of your school for safeguarding training.

Please submit your application to Mrs L Hewson, Governance Professional, at [lhewson@cumbriaeducationtrust.org](mailto:lhewson@cumbriaeducationtrust.org).



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[www.cumbriaeducationtrust.org](http://www.cumbriaeducationtrust.org)

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