

Shaftesbury Education Local Advisory Boards

Terms of reference

Effective Date: September 2024

Contents

1. Introduction	3
2. Shaftesbury Education Local Advisory Board Adherence To Charity Object	5
3. Trustees' Powers and Responsibilities	6
4. Shaftesbury Education Local Advisory Boards	6
5. Delegated Powers	14
6. Conflicts of Interest	16
Appendices	18

1. Introduction

1.1 As a charity and company limited by guarantee, Shaftesbury is governed by a Board of Trustees who are responsible for, and oversee, the management and administration of the organisation and the educational settings run by the Charity. This Protocol and Delegation (the Protocol) will apply to all settings for which the Charity is responsible and details for each individual setting and any specific matters relating to that setting will be set out in Appendix One of the Protocol. Any reference to “the settings” in the Protocol will be a reference to the settings of Nash College, Victoria Education Centre (VEC) and Mille College.

1.2 The Trustees are accountable to external government agencies including the Charity Commission and the Department for Education (DfE) (including any successor bodies) for the quality of the education they provide, and they are required to have systems in place through which they can assure themselves of quality, safety and good practice. In addition, the Trustees are accountable to the Education and Skills Funding Agency (ESFA) for the receipt and application of public funds provided under the terms of a Master Funding Agreement (and any subsequent variation) and Supplemental Funding Agreements entered from time to time in relation to each setting.

1.3 To discharge these responsibilities, the Trustees have appointed a Chief Executive Officer (the CEO) and a team of Directors with the delegated authority and responsibility to manage the operation and administration of the Charity and to hold to account the Head Teachers of each setting for their academic and financial performance. In addition, the Shaftesbury Directorate have delegated to the Head Teacher of each setting the authority and responsibility to manage the operation and administration of that setting subject to the overarching responsibility of the CEO and Executive Team (Shaftesbury Directorate).

1.4 The Trustees acknowledge the role the settings play within their local communities and acknowledge the value of maintaining a good working relationship with the settings. Consequently, and in accordance with the obligations detailed in the Master Funding Agreement, the Trustees have established Shaftesbury Education Local Advisory Boards (SELABs) for each setting. To facilitate the relationship between Trustees and SELABs the Director for Education will endeavour to meet with the SELABs at least 3 times a year. The purpose of the SELAB is to contribute to the work of the Charity and the setting in raising standards of achievement for all pupils and engaging with and establishing links with the parents of the pupils registered at the setting. This involves:

1.4.1 Providing support and advice to the Head Teacher of the setting, acting in an advisory capacity as detailed at clause 4.13;

1.4.2 Undertaking the responsibilities as detailed at clause 5; and

1.4.3 Supporting the maintenance of the unique characteristics of each setting and establishing strong links with the community the setting serves, especially the parents of the pupils registered at the school/college as detailed in clause 4.13.

1.4.4 Advising the Trustees in relation to the performance of and issues at the setting as detailed at clause 4.13.

1.5 This Protocol has been put in place by the Trustees from the Effective Date as stated on the title page.

1.6 The Trustees will have the absolute discretion to review the Protocol periodically and to alter any provisions of it. Before making any material changes to the Protocol, the Trustees shall consult the bodies affected. In considering any material changes to the Protocol or any framework on which it is based, or any material change to the composition of the SELAB, the Trustees will have regard and consider any reasonable views of the Head Teachers of the settings and the SELAB and seek their consent to the proposed changes. Such consent is not to be unreasonably refused.

1.7 References to “Head Teacher” shall include Head of School and/or Principal and/or Head of College and shall be reference to the Head Teachers named in Appendix One.

1.8 “Members of the Shaftesbury Education Local Advisory Board” means the individuals who are appointed under clause 4.1.

2. Shaftesbury Education Local Advisory Board Adherence To Charity Object

2.1 The Shaftesbury Education Local Advisory Board (SELAB) shall act consistently with the Charity's object which is as follows:

TO ASSIST OR EDUCATE ANY PERSON IN CHARITABLE NEED, AND IN PARTICULAR BUT WITHOUT LIMITATION ANY DISABLED PERSON AND THE PARENTS, GUARDIANS AND CARERS OF SUCH PEOPLE BY WHATEVER MEANS; AND TO PROVIDE FACILITIES, SUPPORT, ADVICE AND ASSISTANCE FOR CHRISTIAN CONGREGATIONS, OTHER CHRISTIAN GROUPINGS AND COMMUNITY GROUPS SEEKING TO ALLEVIATE CHARITABLE NEEDS, IN EACH CASE IN A MANNER WHICH AUTHENTICATES THE CHRISTIAN FAITH AND ITS MORAL PRINCIPLES IN A SPIRIT OF LOVE AND PRACTICAL CHRISTIAN SERVICE. FOR THE PURPOSES OF THESE OBJECTS 'CHRISTIAN FAITH' MEANS THE CHRISTIAN FAITH AS REVEALED AND EXPRESSED IN THE HOLY SCRIPTURES BOTH OLD AND NEW TESTAMENTS.

2.2 The SELAB will act consistently with the vision and values of the Charity.

2.3 The SELAB will support the Charity in the promotion of its Equality, Diversity and Inclusivity (EDI) Strategy, and particularly the delivery of the strategy at the setting.

2.4 The Charity will put measures in place to support the settings if the need arises. The SELAB acknowledges that the setting works collaboratively with other settings run by the Charity and the wider family of schools within their geographical area to share resources, knowledge and expertise as may be appropriate.

2.5 At all times, the Trustees, Director for Education and the Head Teacher, with the support of the SELABs shall ensure that the setting is conducted in accordance with the object of the Charity, as stated above, the terms of the Charity and any agreement entered with the Secretary of State for the funding of the setting.

3. Trustees' Powers and Responsibilities

3.1 The Trustees have overall responsibility and ultimate decision-making authority for all the work of the Charity. This is exercised through strategic planning and the setting of policy. It is managed through business planning, monitoring of budgets, performance management, the setting of standards and the implementation of quality management processes, which are implemented by the CEO and Shaftesbury Directorate.

3.2 The constitution, membership and proceedings of each Shaftesbury Education Local Advisory Board (SELAB) is determined by the Trustees. The Protocol expresses such matters as well as acknowledging the authority delegated to the SELAB to enable the SELAB to undertake the responsibilities detailed at clause 5.

3.3 To secure school improvement and high standards of teaching and learning, Trustees may appoint an improvement partner (the Director for Education) for the setting, who will support the Head Teacher in delivering the setting's improvement plan and targets.

4. Shaftesbury Education Local Advisory Boards

4.1 Membership

Each Shaftesbury Education Local Advisory Board (SELAB) shall consist of:

4.1.1 A minimum of two members appointed by the Trustees in accordance with clause 4.4 below.

4.1.2 Up to two parent members elected in accordance with clause 4.6 below.

4.1.3 One staff member elected in accordance with clause 4.7 below.

4.1.4 The Head Teacher.

4.2 SELABs may have up to 2 co-opted members to provide a particular skill, expertise or local link. The need for a co-opted member, and the nominee to fill such a position, shall be determined by the Trustees in consultation with the Head Teacher and the SELAB if appropriate. All approved appointments shall be for a period of one year from the date of appointment. The co-opted member shall act in accordance with the Protocol. Any specific remit

of the co-opted member may be agreed by the Director for Education, the Head Teacher and the SELAB subject to the approval of the Trustees.

4.3 Where co-opted member(s) are appointed, the number of members appointed by the Trustees must be in a majority of 2. Where this is not the case, Trustee appointments under clause 4.1.1 shall increase proportionately to ensure that a majority of 2 members are appointed by the Trustees.

4.4 Trustees will seek to appoint members to the SELAB with financial, business, human resources, educational, health and safety, marketing and/or buildings expertise. Prospective applicants must complete the form at Appendix Two and submit it to the Charity who will confirm the appointment following consideration by the Trustees. When making such appointments, the Trustees will always have regard to the expertise and local representation needed.

4.5 Trustees will seek to appoint a member to the SELAB who will represent the local community which the setting serves. We recognise the importance of diversity of talent where differences are valued and enhanced whilst delivering equity of opportunity as part of our inclusive culture. Such appointees will be nominated by the Head Teacher in consultation with the SELAB and invited to apply. The Trustees must approve any such appointment. Where the Trustees will not approve the nomination, reasons must be given. In such circumstances, the Trustees retain the power to appoint their own nominee.

4.6 Parent, close family member or guardian members of the SELAB shall be elected by parents of registered pupils at the setting and each parent member must be a parent of a pupil at the setting at the time when they are elected.

The Head Teacher shall make all necessary arrangements for and determine all other matters relating to an election of the parent members including any question of whether a person is a parent of a registered pupil at the setting. Nominations shall be invited from the parents of registered pupils at the setting. Where the post is contested, the election shall be by a secret ballot.

The arrangements made for the election of the parent members of the SELAB shall provide for every person who is entitled to vote in the election to have an opportunity to do so by post or email or, if preferred, by having the ballot paper returned to the setting by a registered pupil at the setting.

Where a vacancy for a parent member of the SELAB is required to be filled by election, the SELAB shall take such steps as are reasonably practical to secure that every person who is known to them to be a parent of a registered pupil at the setting is informed of the vacancy and that it is required to be filled by election, informed that they are entitled to stand as a candidate and vote at the election and given an opportunity to do so.

If the number of parents standing for election to the SELAB is less than the number of vacancies, the remaining number of parent members shall be made up by persons appointed by the Trustees. In appointing a person to be a parent member of the SELAB, the Trustees shall appoint a person who is the parent of a registered pupil at the setting; or where it is not practical to do so, a person who is the parent of a child of compulsory school age. Such appointment shall be made in consultation with the Director for Education, the Head Teacher and the setting's SELAB.

4.7 The staff member of the SELAB shall be elected from those persons who are employed at the setting. Nominations shall be invited from all staff employed under a contract of employment (excluding the Head Teacher) at the setting and, where the post is contested, the election shall be by a secret ballot. All arrangements for the calling and the conduct of the election and resolution of questions as to whether any person is an eligible candidate shall be determined by the Head Teacher.

The staff member of the SELAB shall be appointed by the Trustees if the number of staff standing for election is less than the number of vacancies. In appointing a person to be a staff member of the SELAB, the Trustees shall appoint a person, other than the Head Teacher, who is employed at the setting; or where it is not possible to do so, a person who is employed at another Shaftesbury setting, other than the Head Teacher of that setting. Such appointment shall be made in consultation with the Director for Education, the Head Teacher, and the SELAB of the relevant setting.

4.8 Employees of the Charity may be appointed to hold office as a Charity appointed member on a SELAB of another setting within the Charity, but not their own. They may undertake all duties of a SELAB member including sitting on exclusion and complaints panels, however they may not sit on any panel that may consider remuneration appeals or staff disciplinary and grievance panels.

4.9 Except for in the case of a staff elected member, where a SELAB member, after their appointment, becomes an employee of the Charity working at the setting, the member must notify the Charity. It is at the Charity's discretion as to whether the appointment shall continue.

4.10 All members are appointed for a term of 4 years. All members are required to sign the Shaftesbury Code of Conduct for Members.

4.11 Reappointment procedure

4.11.1 Charity appointed members who wish to serve for a further term of four years, must indicate their willingness to do so to the Head Teacher of the setting prior to the end of their term. In consultation with the Head Teacher of the setting, the Charity Board will consider their application and, where appropriate, will re-appoint the member.

4.11.2 Parent and staff elected members who have served their full term of four years will cease to be members of the SELAB at the end of their term and elections will be held. Previous members of the SELAB are welcome to stand again and, if elected, are permitted to serve a further four-year term. For parent members, their term will be for a maximum of 4 years or until their child leaves the setting. For a staff member, for a maximum of 4 years or until such time as they leave employment with the Charity.

4.12 Disqualification from being a member

4.12.1 A SELAB member appointed to the SELAB shall cease to be a member of the relevant SELAB from the date agreed by Trustees.

4.12.2 A person serving on the SELAB shall cease to hold office if they resign their office by notice to the Head Teacher. A person serving on the SELAB shall cease to hold office if they are removed by the Trustees. Such person is not eligible for re-appointment for a period of 5 years thereafter.

4.12.3 Where a person serving on a SELAB fails to attend all the meetings held within a period of six months and fails to provide a reason for their absence which is accepted by the meeting, the Trustees may remove that person at the request of the Chair of the SELAB and/or the Head Teacher of the setting.

4.12.4 If a staff elected member ceases to work at the setting, then they shall be deemed to have resigned and shall cease to serve on the SELAB automatically on termination of their work at the setting.

4.12.5 A parent elected member automatically ceases to serve on the SELAB when their child is no longer a registered pupil at the setting.

4.12.6 No person shall be qualified to serve on the SELAB unless they are aged 18 or over at the date of their election or appointment. No current pupil of the setting shall be entitled to serve.

4.12.7 A person serving on the SELAB shall cease to hold office if they become incapable by reason of mental disorder, illness, injury, or inability to manage or administer their own affairs.

4.12.8 A person shall be disqualified from serving on the SELAB if:

4.12.8.1 their estate has been sequestrated and the sequestration has not been discharged, annulled, or reduced; or

4.12.8.2 they are the subject of a bankruptcy restrictions order or an interim order;
or

4.12.8.3 they are subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order); or

4.12.8.4 they would cease to be a director by virtue of any provision in the Companies Act 2006 or are disqualified from acting as a Charity by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision); or

4.12.8.5 they have not provided to the setting with a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997. If the certificate discloses any information which would in the opinion of either the Chief Executive Officer or Head Teacher confirm their unsuitability to work with children that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the Trustees. The determination of the Trustees shall be final.

4.12.8.6 They are a person in respect of whom a direction has been made under section 142 of the Education Act 2002 or is subject to any prohibition or restriction which takes effect as if contained in such a direction.

4.12.8.7 They have, 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 72 of the Charities Act 1993.

4.13 Role of Shaftesbury Education Local Advisory Board Member

Members of each SELAB represent the setting's local community and will work as a team to support their school or college.

Members will receive updates from the Local Advisory Board Welfare Committee (LABWC) to monitor and support effective practice across the local Shaftesbury Education setting in relation to all aspects of safeguarding including the fulfilment of statutory duties - as outlined within Working Together to Safeguard Children (2018), Keeping Children Safe in Education (2022), and the Prevent Duty.

In addition, Members will take the necessary steps to understand the local context in which the setting is situated, its curriculum, educational needs, financial position and to undertake the role of a member of the LELAB as detailed below.

4.13.1 Subject to clause 5 below, the role is advisory and as such Members have no legal responsibility for the areas detailed below. This responsibility rests with the Head Teacher, and the Director for Education who is accountable to the CEO and to the Trustees. Members acknowledge the role of the Director for Education who works closely with the Head Teacher on agreed areas of improvement and collaboration. Members provide support and advice to the Head Teacher including but not limited to the following:

4.13.1.1 Supporting and advising the Head Teacher on how to ensure that the setting meets its responsibilities to its stakeholders and the wider community through the development of a stakeholder engagement plan.

4.13.1.2 Advising the Head Teacher and senior leadership team on the improvement plan for the setting and dovetailing it with that of the Charity.

4.13.1.3 Acting as an advisor to the Head Teacher in relation to the priorities and aims as captured in the Setting Improvement Plan focusing particularly on the setting's performance targets.

4.13.1.4 Advising the Head Teacher in relation to monitoring of the Quality of Education and potential improvements/interventions which could be made and acting as an advisor in this regard.

4.13.1.5 To work alongside the Director for Education and local leadership team to support the Head Teacher in the event of an Ofsted inspection if required.

4.13.1.6 Advising the Head Teacher on senior appointments and being available at the request of the Head Teacher to be on an appointment panel.

4.13.1.7 Advising the Head Teacher on the implementation of Shaftesbury Education policies and procedures.

4.13.1.8 Assisting the Head Teacher in the quarterly review of the setting's website to ensure it is fully compliant and 'Ofsted ready'.

4.13.1.9 Acting as a 'sounding board' for the Head Teacher in relation to safeguarding matters.

4.13.1.10 Acting as a link with the setting and local community and advising the Head Teacher of any concerns which will impact on the setting community and a point of contact with all stakeholders.

4.13.1.11 Appointing a member of the setting's SELAB to support the development and implementation of the setting's Wellbeing Strategy and Action Plan as part of the Welfare Subcommittee. To promote the wellbeing of pupils and staff through the setting's Wellbeing Strategy and Action Plan.

4.13.1.12 Appointing a member of the setting's SELAB to support the development and implementation of a Stakeholder Engagement Plan and represent the SELAB on the LAB Stakeholder Engagement Subcommittee.

4.13.1.13 Appointing a member of the setting's SELAB to be responsible for safeguarding and develop an understanding of the setting's safeguarding responsibilities and provide support to the Head Teacher and/or Designated Safeguarding Lead (DSL) in ensuring that the setting is complying with its safeguarding responsibilities as detailed in the setting's Child Protection Policy and related government guidance. Provide a termly report to the setting's SELAB regarding safeguarding.

4.13.1.14 Supporting the Charity to establish meaningful and regular engagement with stakeholders by supporting the development of a Stakeholder Engagement Strategy, including with parents, through the use of parental surveys, forums, and events. Analysing parental feedback to establish areas of good practice and areas of improvement. Communicating the results of the analysis to the Head Teacher and the Director for Education.

4.14 The SELAB will support the Trustees in developing and maintaining effective links with each setting and its community. Members will also promote collaboration with other settings within the Charity, actively seeking opportunities to further the Charity's Christian ethos, to identify and implement best practice and achieving economic efficiencies.

Through the function of LAB meetings or via the Director for Education, advising the Executive Team in relation to the functioning of the setting and bringing to attention matters of concern relating to the setting, which had hitherto been raised with the Head Teacher but not acted upon, such as:

4.14.1 Financial concerns or irregularities.

4.14.2 Budgetary concerns.

4.14.3 Issues regarding the curriculum or setting standards.

4.14.4 Safeguarding.

4.14.5 Building maintenance and setting resources.

4.14.6 Health and safety.

4.14.7 Parental concerns.

Members of each of the SELABs will be expected to share expertise with other Shaftesbury Education settings on request.

4.15 The Trustees and Members of the SELAB in such circumstances make the following commitments to each other:

4.15.1 to discuss openly any situation which may, in the opinion of either, potentially lead to specified remedial measures; and

4.15.2 to use all reasonable endeavours to agree the measures to be taken to improve standards and the performance of the setting and to support each other in the implementation of those measures.

4.15.3 SELAB members will contribute to termly reports for The Board of Trustees (Safeguarding and Service Quality Committee) through meeting minutes and notes of visits in order to fulfil its own responsibilities.

4.15.4 Through the Director for Education, SELAB members and Trustees will reciprocally receive and review relevant redacted minutes (Safeguarding and Service Quality Committee/LAB).

4.16 Conduct of Members of Shaftesbury Education Local Advisory Boards

4.16.1 Member conduct is underpinned by the following key principles:

4.16.1.1 To act in the best interests of the Charity and the setting whilst knowing and understanding the prescribed regulatory framework and appreciating the need for confidentiality.

4.16.1.2 To always work as a member of a team, listening and respecting the views of others whilst expressing their own views clearly and succinctly and taking a fair share of work.

4.16.1.3 To be loyal to collective decisions made by the Charity and SELAB but report any evidence of fraud, corruption, or misconduct to an appropriate person.

4.16.1.4 To recognise that all Members have the same rights and responsibilities, unless additional responsibilities are conferred on them by the Trustees.

Members should:

4.16.1.5 Prepare for meetings by reading papers beforehand.

4.16.1.6 Take responsibility for their own learning and development as a member including attending training.

4.16.1.7 Attend meetings promptly, regularly and for the full time.

4.17 Conduct of meetings

4.17.1 The SELAB shall meet at least 3 times in each academic year, being once each academic term. The Chair will liaise with the Note Taker to ensure all the relevant paperwork required (i.e. the agenda for the meeting, the SELAB data sets and any other paperwork necessary to support individual agenda items) is provided in a timely manner to allow all members adequate time to prepare.

4.17.2 The Chair and, if necessary, the Vice Chair of the SELAB shall be appointed by Trustees, in consultation with the Director for Education, from the membership of the SELAB at the time. Where the Chair is absent from any meeting, the Vice Chair shall act as the chair for the purposes of the meeting. Where the Vice Chair is absent from the meeting, the Members of the SELAB shall elect one of their number to act as the Chair for the purposes of that meeting.

4.17.3 The SELAB meetings will be clerked by a member of staff appointed by the Head Teacher (the Note Taker) and a note of the meeting will be circulated by the Note Taker within a reasonable time after the meeting.

4.17.4 Where it is necessary to have a committee or panel of the SELAB for the purposes detailed at clause 5.1 below, the committee or panel members will be selected as detailed at clause 5.1 below. Subject to these committees and panel, there will be no other sub-committees of the SELAB unless required by the Head Teacher.

5. Delegated Powers

Subject to provisions of Funding Agreements and to any directions given by the Members of the Charity following a special resolution, the management of the business of the setting is delegated by the Trustees to the Director for Education and subsequently the Head Teacher.

5.1 Consequently, the Shaftesbury Education Local Advisory Boards (SELABs) have no delegated powers in relation to the setting except as provided below:

5.1.1 Welfare

To appoint a local subcommittee comprising of the local Head Teacher, local Designated Safeguarding Lead plus up to three non-parent members to provide close local review and oversight of all matters relating to the personal development and welfare of learners - including safeguarding, behaviour and attendance, as well as all other aspects of pastoral care. The committee to meet half termly to validate local self-assessment judgements and evidence and to provide a written summary report to be received by the full SELAB and subsequently submitted to the Service Quality and Safeguarding Committee in line with organisational reporting requirements.

5.1.2 Stakeholder Engagement

To appoint a local subcommittee comprising of the local Head Teacher, Shaftesbury Education Business Manager, Shaftesbury Education Communication and Media Officer and up to four non-staff and non-parent members to provide close local review and oversight of the stakeholder engagement and communications strategy and performance against agreed targets and KPI set by the committee and the Director for Education. The committee to meet termly with notes of meeting to be prepared for the full SELAB.

5.1.3 Quality of Education

To appoint a local subcommittee comprising of the Director for Education, local Head Teacher, Shaftesbury Education Business Manager and up to three members to provide close local review and oversight of all aspects of the Quality of Education relevant to the Ofsted framework. Summary report to be produced as 5.1.1.

5.1.4 Appraisal

Members from committees above may form a group from which to select one member who is not a staff or parent Member to be involved in Part 1 of the final annual appraisal of the Head Teacher.

The SELAB member will contribute to a consideration of the following:

- Pupil outcomes and leadership and management objectives only.
- Evaluation of the Head Teacher's performance in relation to the unique identity of the individual setting.
- Evaluation of how the Head Teacher establishes links with the community the setting serves.

The CEO nominates the Director for Education to undertake the final annual appraisal of the Head Teacher and to be involved in the setting of objectives bearing in mind the setting

and Charity development plans and strategy. The appraisal will be with reference to the CEO.

5.2 If the Secretary of State requests that the Charity carry out Specified Remedial Measures or Further Remedial Measures in accordance with and as defined in a setting's Supplemental Funding Agreement, the relevant SELAB shall work closely with and support the Head Teacher in promptly implementing any advice or recommendations made by the Charity.

6. Conflicts of Interest

6.1 Any Member of the Shaftesbury Education Local Advisory Board (SELAB) who has or can have any direct or indirect duty or personal interest (including but not limited to any Personal Financial Interest) which conflicts or may conflict with their duties as a Member of the SELAB shall disclose that fact to the SELAB as soon as they become aware of it. If requested by the Director for Education, a person must absent themselves from any discussions of the SELAB in which it is possible that a conflict will arise between their duty to act solely in the interests of the setting and any duty or personal interest (including but not limited to any Personal Financial Interest).

6.2 For the purpose of clause 6.1, a person has a Personal Financial Interest if they:

6.2.1 are in the employment of the Charity.

6.2.2 are in receipt of remuneration from the Charity.

6.2.3 receive payment from the Charity under the terms of a contract for goods or services.

6.2.4 are in control of a company which receives payment from the Charity under the terms of a contract for goods or services or the provision of any other benefit directly from the Charity or in some other way is linked to the Charity or the setting.

6.3 SELAB Members must complete annually a Declaration of Business and Pecuniary Interest form.

Name	Version
Shaftesbury Education Local Advisory Board: Terms of Reference	3.0

Date published	Date for next review
September 2024	September 2026

Approved by	Signature	Date
Shaftesbury Safeguarding and Services Quality Subcommittee		September 2024

History	Date	Author	Reason
1.0	September 2022	Adele Audin	Policy created
1.1	November 2023	Adele Audin	5.1.2 Resources replaced with Stakeholder Engagement
2.0	July 2024	Adele Audin	Edit to clause 4.6
3.0	September 2024	Adele Audin	Addition of clauses 4.15.3 and 4.15.4

Appendices

Appendix One: List of settings

Nash College

- Adele Audin, Principal
- Martin Bentham, Head of Nash College Croydon Road Campus

Victoria Education Centre

- Sandra Davis, Head Teacher

Millie College

- Jon Ascot, Principal

Appendix Two: Shaftesbury Education Local Advisory Board Application Form

Once completed, please return this form to:

APPLICATION FOR LOCAL ADVISORY BOARD

Please type or write clearly in black ink, completing all sections of the application

PERSONAL DETAILS

Surname: _____ First Name(s): _____

I am aged over 18 years: Yes No

Home/Private Address: _____

_____ Post Code: _____

Email address: _____

Tel (home): _____ Tel (work): _____

Tel (mobile): _____

May we contact you at work? Yes No

VOLUNTEERING

Have you previously volunteered, worked or been a Governor, LAB member or Trustee for Shaftesbury? Have you ever held any other voluntary civic posts?

Yes No

If yes, please state where and when: _____

Details of other Governorships/Charity Trusteeships held in last 5 years

Name of School/College/Charity	Dates from	Date end

FAITH

As a Christian organisation, Shaftesbury welcomes people from all faith groups or none. You would be part of a Christian led organisation and you would need to work within the values and ethos of the organisation.

Please provide some words on how you feel you are able to meet this requirement:

RELEVANT DETAILS

Having read our information about Shaftesbury and [THE SCHOOL / COLLEGE] please outline below your reasons for wishing to be a LAB member and what type of experience and skills you can offer.

Is there an area of the [School's / College's] work in which you are particularly interested?
(Tick all that apply.)

Quality of Education / Curriculum:	Yes	No
Safeguarding:	Yes	No
Student Personal Development:	Yes	No
Student Voice:	Yes	No
Parent Voice:	Yes	No
Stakeholder Engagement:	Yes	No

2

REFERENCES: Please submit 2 referees, who could include past/present employer, another organisation where you were a volunteer, personal friend or minister/pastor

1. Name: _____

Address: _____

_____ Postcode: _____

Email address: _____

REFERENCES cont.

2 Name: _____

Address: _____

_____ Postcode: _____

Email address: _____

DECLARATIONS

I authorise Shaftesbury to obtain references to support this application and accept and release Shaftesbury and referees from liability caused by giving and receiving information.

I confirm that the information given on this form is correct.

Signature: _____ Date: _____

REGISTERED OFFICE OF SHAFTESBURY

Shaftesbury, Coburg
House,
1 Coburg Street,
Gateshead, NE8
1NS

Tel No: 0191 300 9970
E: info@shaftesburygroup.org

Registered Charity No.
1116530
Registered in England
Company No. 5967087

11) EQUAL OPPORTUNITIES MONITORING CONFIDENTIAL

Shaftesbury is actively opposed to discrimination and works for equality of opportunity for all who want to work with us.

To help monitor our policy of equal opportunities, we would be grateful if you would complete this form and return it with your application. It will be separated from your application when it reaches us.

1) Post applied for:

2) I heard about this position from:

3) I would describe my **gender** as: (please delete)
Male / Female / other

4) My country of birth is:

5) My nationality is:

6) I would describe my **ethnicity** as: (tick one box only)

a) **White**

- ☐ British
- ☐ Irish
- ☐ Welsh
- ☐ Scottish
- ☐ English
- ☐ Other White:

b) **Mixed**

- ☐ White & Black Caribbean
- ☐ White & Black African
- ☐ White & Asian
- ☐ Other Mixed:

c) **Asian or Asian British**

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Other Asian:

d) **Black or Black British**

- ☐ Black Caribbean
- ☐ Black African
- ☐ Other Black:

e) **Chinese or other Ethnic Group**

- ☐ Chinese
- ☐ Other Ethnic Group:

11) EQUAL OPPORTUNITIES MONITORING CONFIDENTIAL

7) I would describe my **faith/religion** as: (please tick one box only)

- ☐ Buddhist
- ☐ Christian (denomination: _____)
- ☐ Hindu
- ☐ Jewish
- ☐ Muslim
- ☐ Sikh
- ☐ Other faith/religion: (please give details)

- ☐ No faith/religion
- ☐ Atheist

8) I would describe my **sexual orientation** as: (please tick one box only)

- ☐ Heterosexual
- ☐ Homosexual
- ☐ Bisexual
- ☐ Other or different description preferred:

9) Disability is a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities. Do you consider yourself to have a disability?

YES / NO

If yes, please give brief details:

Shaftesbury will make reasonable changes to the workplace and to employment arrangements so that a disabled person is not at any substantial disadvantage compared to a non-disabled person.

10) My age bracket is: (Please tick one box only)

- ☐ Under 18
- ☐ 18-22
- ☐ 23-25
- ☐ 26-30
- ☐ 31-35
- ☐ 36-40
- ☐ 41-45
- ☐ 46-50
- ☐ 51-55
- ☐ 56-60
- ☐ 60-65
- ☐ 65 or over

Appendix Three: Protocol Review Tracking

Date	Updated	Approved by
December 2023	Stakeholder link advisor replaces Resources	Trustee Safeguarding and Standards Committee December 2023
July 2024	Parent replaced with parent close family or guardian Clause 4.6	Trustee Safeguarding and Standards Committee September 2024
September 2024	Addition of clause for reporting/communications from Trustees to LAB Members Clauses added 4.15.3 and 4.15.4	Trustee Safeguarding and Standards Committee September 2024