

## Eastern Education Group Trust

### Role Description and Person Specification for Parent Committee Member

#### Role Description

The Trust Board is the highest decision-making body and is responsible for strategy, finance, estates, human resources, quality and reputation but most importantly for ensuring that all students have high quality of teaching, learning and assessment.

The Trust Board also discusses and decides about the future of its Schools and Colleges and their resources, and is responsible for the core functions of governance:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding senior leaders to account for the educational performance of the organisation, its pupils, and the performance management of staff.
- Overseeing the financial performance of the organisation and making sure its money is well spent.

and delegates some core functions to its Committees in accordance with its scheme of delegation.

Parents of students at Exning Primary School and Stanton Primary School are eligible to serve as Parent committee members of the Primary Educational Excellence Committee which provide assurance to the Trust Board in matters relating to the Trust's primary curriculum; as well as discussing strategies to drive the continual enhancement of the quality of education and student experience, by monitoring relevant strategy, policies, procedures and educational outcomes and scrutinising their impact.

Parents of students at Chalk Hill, Duke of Lancaster School, Priory School, Stone Lodge Academy and Sunrise Academy are eligible to serve as Parent committee members of the SEND Educational Excellence Committee which provide assurance to the Trust Board in matters relating to the Trust's SEND school curriculum; as well as discussing strategies to drive the continual enhancement of the quality of education and student experience, by monitoring relevant strategy, policies, procedures and educational outcomes and scrutinising their impact.

Parents of students at Abbeygate Sixth Form or One Sixth Form are eligible to serve as Parent committee members of the Sixth Form Educational Excellence Committee which provide assurance to the Trust Board in matters relating to the Trust's sixth form curriculum; as well as discussing strategies to drive the continual enhancement of the quality of education and student experience, by monitoring relevant strategy, policies, procedures and educational outcomes and scrutinising their impact.

These Committees are also responsible for providing assurance to the Trust Board that local input from parents, students and other stakeholders is being sought and heard; and to challenge and hold to account the leadership team on matters of educational quality and the student experience, seeking continual improvement.

The role is a worthwhile and rewarding experience for those who want to make a positive difference to their child's School or College and play a vital role in ensuring the Trust is aware of the views of

parents and the local community.

As an independent members of the Committee, you are not to represent the opinions of the parent body nor work to a specific agenda determined by other parents. Your role is to work with the Committee and to comment in discussions relating to your child's experience as a student.

You draw on your own child's experience as a student to work as part of the Committee to help inform discussions about the impact of decision making. Parents are not expected to bring professional skills to the Committee, rather can provide an invaluable first-hand insight into the experience of students.

As with all Committee Members, Parent committee members are required to complete a declaration of interests about any involvement with outside organisations, as well as to disclose any criminal convictions that could influence their position on the Committee. Prospective Parent committee members may be interviewed by a panel of the Nominations and Governance Committee.

### **Commitment**

To attend all Educational Excellence Committee meetings.

The Primary Educational Excellence Committee meets 3 times per year in person at either Exning Primary School or Stanton Primary School.

The SEND Educational Excellence Committee meets 6 times per year virtually via Teams.

The Post-16 Educational Excellence Committee meets 6 times per year at either sixth form and virtually via Teams.

To attend the Strategic Conferences (in January and May) at the Trust's headquarters in Bury St Edmunds; as well as regular Briefing Strategy Seminars and training sessions via Teams to support you in your role.

All meetings are accompanied by electronic meeting papers housed on GovernorHub. If you do not have a suitable electronic device, the Trust will provide one to support you in your role. It is expected that you will have read the papers prior to the meetings so that you can contribute to the discussions.

Once appointed you will go through an induction programme to introduce you to the workings of the Trust and the legal processes behind it (Articles of Association and scheme of delegation) and be allocated a mentor who will support you in your role.

### **Person Specification**

The key competencies required are:

- the ability to act in the long-term interest of the students;
- an understanding of and commitment to the Trust's Articles of Association, ethos and values;
- an understand the governance arrangements of the Trust and its scheme of delegation;
- effective communication skills;
- the ability to make sound judgements;

- the ability and willingness to hold others to account for their professional practice;
- the ability to work as a team;
- able to attend meetings and to contribute to discussions and commit to agreed actions;
- respectful of the views of others and to be open to new ideas and thoughts;
- able to maintain confidentiality;
- able to act with integrity, avoiding any personal conflicts of interest and complying with the Trust's Code of Conduct and Conflict of Interest policy;
- willing to support the Trust in public and act as an ambassador of the Trust and its Schools and Colleges;
- committed to training and skills development.

Individuals must make the following declaration to serve as a Parent committee member:

**I confirm that having read the Trust's Articles of Association to the best of my knowledge, I remain eligible to be a serve as Parent committee member of the Eastern Education Group Trust and will:**

1. act in accordance with the Trust's Code of Conduct and the provisions of the Academies Trust Handbook;
2. immediately give notice, to the Governance Professional, in the event that I become disqualified from continuing to hold office as a result of bankruptcy restrictions or because of a conviction.

**and I consent to:**

- the processing of the information being held and processed about me in accordance with the General Data Protection Regulations 2018;
- the publication of my personal profile on the Trust's websites;
- the use of my photograph for publicity purposes, local and national, as well as the World Wide Web and for any other purposes as the Eastern Education Group Trust deem fit;
- sharing my contact details with other governance members of the Eastern Education Group.