Ark Community Representative Role Description

- School Performance Review Board (Pontefract Region)

Ark Schools

Ark is an education charity that exists to make sure that all children, regardless of their background, have access to a great education and real choices in life.

While each Ark school has its own ethos and character, all schools draw upon the same principles – Ark's six pillars – in support of Ark's shared mission to transform lives through education.

The role of the School Performance Review Board

The School Performance Review Board (SPRB) is a committee of the Ark Schools Board. The Ark Schools Board is the legal governing body of every Ark school and retains ultimate responsibility for the schools within the Trust.

The SPRB provides independent challenge and support to school leadership, primarily in relation to pupil performance, the quality of the school experience and delivery of the school improvement plan. It reviews performance information and other evidence, makes observations, and questions, challenges and supports Principals to develop an informed view of the performance of the school and its leadership.

The SPRB also has an important role in stakeholder and community engagement and in reviewing and escalating school-level risks where appropriate. The authority and responsibilities of the SPRB are determined by the Ark Schools Board through the Decision-Making Framework.

The role of the Community Representative

Community representatives are full members of the SPRB and share responsibility with other SPRB members for carrying out its role effectively.

As a community representative, you bring your skills, experience, connections and knowledge of the local community to the SPRB. You use these alongside the information and evidence presented

to the SPRB to provide independent, constructive challenge and support to school leadership and help strengthen the school's relationship with its community.

Key responsibilities

- Review school performance information, reports and other evidence provided to the SPRB.
- Ask appropriate questions and contribute constructively to challenge and support for school leaders.
- Monitor and challenge pupils' attainment, progress, attendance, behaviour and personal development, including the performance and experience of significant and vulnerable groups.
- Consider the effectiveness of provision for pupils with special educational needs and disabilities (SEND), including their attainment and progress.
- Consider the extent to which pupils feel safe, contribute to the school and wider community, and progress to appropriate destinations.
- Consider school-based risks within the SPRB's remit and support appropriate escalation where necessary.
- Contribute to effective engagement and communication between the school, staff, parents, pupils, stakeholders and the wider community.
- Act in the best interests of the Trust and the school or schools overseen by the SPRB.

Your perspective as a community representative

- You bring an independent community perspective to SPRB discussions and help the SPRB understand the local context in which the school operates.
- You use your own skills, experience and connections to support the work of the SPRB and the school.
- You consider the needs and interests of all pupils and the school community, rather than representing a particular individual, organisation or interest group.
- You should consider the evidence presented to the SPRB objectively and reach your own conclusions.
- You can help build links with local people, organisations and opportunities that may benefit pupils and the school.

Community and stakeholder engagement

All SPRB members contribute to building effective relationships between the school, parents, pupils and the wider community. Community representatives are particularly well placed to bring

insight into the experience of parents and the local community. This may include supporting the SPRB to:

- understand the local context in which the school operates;
- consider how effectively the school communicates and engages with parents and other stakeholders;
- promote links between the school and its local community;
- support opportunities to celebrate pupils, staff and parents; and
- act as an ambassador for the school and Trust within the community.

Linked representative roles and panels

Each SPRB appoints named linked representatives for SEND, safeguarding and pupil premium. The secondary phase SPRB also appoints a Careers and Destinations link representative.

Community representatives may be asked to take on one of these roles and, where appointed, will liaise with an identified school employee to develop their knowledge and expertise and support the SPRB's monitoring role.

Community representatives may also be asked to serve on behaviour panels or other panels falling within the SPRB's responsibilities. Relevant training must be maintained for behaviour panel duties.

What we expect of SPRB representatives

- Prepare for and attend SPRB meetings, having read the papers provided.
- Participate actively, constructively and objectively in discussion, challenge and support.
- Make reasonable information requests where necessary to fulfil the SPRB's role.
- Undertake required training and keep skills and knowledge up to date.
- Take part in regular self-review and the SPRB skills review process.
- Maintain confidentiality and handle sensitive information appropriately.
- Declare relevant conflicts and business interests and withdraw from relevant discussions where a conflict arises.
- Abide by the Governance Code of Conduct and uphold the Seven Principles of Public Life.

Appointment, term of office and commitment

The SPRB includes two community representatives. A community representative may also be a parent where their experience and skills are compatible with the needs of the SPRB.

Community representatives hold office in accordance with the terms of their appointment, with a term of office not exceeding four years.

The SPRB meets formally four times each year and may hold additional meetings where necessary. Regular attendance and active contribution are important to the effective work of the SPRB.

Once appointed to an SPRB, each representative serves a six-month probation period.

A community representative may resign at any time by giving written notice to the Clerk to the SPRB.

Conduct, confidentiality and conflicts of interest

All SPRB representatives must act in the best interests of the Trust and school, maintain the confidentiality of confidential information obtained through the role and comply with the Governance Code of Conduct. Representatives complete a declaration of conflicts and business interests on joining the SPRB and at the start of each academic year and must disclose and appropriately manage any conflict that arises.

Appointment and induction

If you would like to be considered, please complete the online form by the relevant deadline. If you would like any support completing this form or have any questions on the role before applying, please contact the Regional Governance Officer.

Applications will be considered by the Head of Schools Governance for Ark Schools. As part of the process, applicants are likely to have a virtual meeting with the Regional Governance Officer, who will conduct the interview, assess suitability and make a recommendation. The Head of Schools Governance will generally only be involved directly in the recruitment of Chairs. SPRB members are provided with a structured induction and ongoing support by the Ark Schools Governance Team.

SPRB members are appointed for a term of up to four years and commit to attending at least four 1.5-hour SPRB meetings each year, attending training and development sessions, as well as making contributions outside of meetings such as attending events and serving on panels.

All SPRB members are required to adhere to the Ark Governors' Code of Conduct, undergo an enhanced disclosure DBS check and to make an annual Declaration of Interest. This may require a governor to withdraw from specific discussions where they, a partner or close relative or associate stands to gain or where the governor is so close to a matter being discussed that it will be difficult for them to be impartial.

Making a difference

Serving as a community representative is an opportunity to make a positive contribution to the school and its community. Through constructive challenge, support and engagement, community representatives help the SPRB maintain a clear view of pupils' experience and performance, the effectiveness of school leadership and the school's relationship with its community.