

**The Shared Learning Trust**  
**Community Cluster Boards (CCBs) 2022-23**

**Key roles and requirements**

Role Link area	Essential Duties / purpose	Additional Duties (if any)	Area(s) of responsibility	Primary link governor	Secondary link Governor	Staff link
<b>All CCB members</b>	Attend termly CCB meetings (3 per annum)  Be <b>Community Pioneers</b> , i.e. openly supportive of the academies and The Shared Learning Trust to all stakeholders	<b>To visit an academy (relevant to phase) once per term</b> as per link role <i>Membership of panels including:</i> <ul style="list-style-type: none"> <li>• PEX</li> <li>• Complaints appeals</li> <li>• Disciplinary appeals</li> <li>• Grievance appeals</li> </ul> To attend training and induction sessions	To ensure the TSLT academies are at the heart of their communities; creating <b>Community Pioneers</b> to benefit both the academies and local area <ul style="list-style-type: none"> <li>• To promote the work of The Shared Learning Trust and its academies locally</li> <li>• To ensure that pupils within the academies benefit from and contribute to, local community projects and charity work</li> <li>• To further develop links between the academies and local businesses; to ensure that the Gatsby benchmarks and the primary adapted 6 x6, are explicit in the curriculum.</li> <li>• To ensure that the academies contribute to the sustained protection of the environment</li> <li>• To ensure the wellbeing of staff and pupils within the academies.</li> </ul>			
1. CCB Chair	To create a committee of <b>Community Pioneers</b> , working with the	1. Draft meeting agendas and distribute through the committee clerk	<i>The CCB chair should:</i> <ul style="list-style-type: none"> <li>• Ensure the meeting is effectively chaired in a timely manner.</li> <li>• Ensure that meetings last no more than <b>2 hours</b>.</li> </ul>			

	academies and locality	<ol style="list-style-type: none"> <li>2. To meet with CEO and trust chair</li> <li>3. Ensure CCB members are aware of their role</li> <li>4. Chase up any non-attendance of CCB members</li> </ol>	<ul style="list-style-type: none"> <li>• Ensure that link governors are effectively discharging their duty and reporting back at each meeting to the CCB</li> <li>• Ensure that governors attend trust induction evenings and training sessions</li> <li>• To meet once per term with the trust chair and CEO to ensure clear communication with the trust board.</li> </ul>			
2. Business and employer engagement	To forge and promote strong links between local businesses and the academies, opening opportunities for staff and pupils	<p>To support with;</p> <ul style="list-style-type: none"> <li>• careers workshops,</li> <li>• business breakfasts,</li> <li>• offsite visits</li> <li>• events</li> </ul>	<p>To support the forging of links between the academies and local businesses, universities, further education colleges, hospitals and local employers.</p> <p>To monitor the development of these links</p> <p>To review the benefit of these links for staff and pupils within the academies</p>			
3. Careers education	<p>To review the delivery of careers advice and guidance</p> <p>(Secondary) To ensure the Gatsby Benchmarks are achieved</p>	<p>To support with;</p> <ul style="list-style-type: none"> <li>• careers workshops,</li> <li>• business breakfasts,</li> <li>• offsite visits</li> <li>• events</li> </ul>	<p>To meet once per term with careers leaders</p> <p>To review the provision map of careers education</p> <p>To review careers' opportunities within the curriculum</p>			

4. Charity work	To support the academies in establishing links and projects with local charities	To support with fundraising projects and events	To ensure the opportunities for pupils to participate on projects contributing to local charities are maximised To consider and suggest fund-raising opportunities both for local charities and for the academies			
5. Opportunities through sport	To promote links between the academies and local sporting associations e.g. Luton Town Football Club, Wicketz Cricket Club	To support with the promotion and staging of sporting events	To liaise with local sporting associations  To review the enhancement of the curriculum (in particular the 14-19 curriculum) through partnerships with local sporting associations  <b>(Primary only)</b> To review and discuss the Sports Premium spend with primary leaders – to recommend the expenditure and actions to the CEO and Compliance Panel.			
6. Health and wellbeing	To support the academies in actively promoting healthy lifestyles and wellbeing	To support academy leaders in developing a wellbeing “package” for staff	To review the well-being of staff within the trust, with regard to further development of benefits and well-being opportunities:  To attend TSLT MHWB group meetings (where possible)  To review and recommend the well-being policy			
7. Sustainability	To support the promotion of sustainability and environmental protection work across the schools	To support with any campaigns or environmental projects	To work with academy leaders to consider and action opportunities for recycling, environmental awareness and enhancement  To approve a termly report (with recommendations) to trustees			

8. Higher and further education links	To forge and promote strong links between local higher and further education colleges and the academies, opening opportunities for staff and pupils	To support with events and external visits	<p>To monitor the development of links with local universities and further education colleges.</p> <p>To ensure that links bring opportunities for staff and pupils within the academies</p>			
9. Race and conscious equality	To ensure equity and equality of opportunity within the academies.	To attend RACE meetings where possible	<p>To receive reports from the academies on the progress of this work</p> <p>To review and discuss the Equality, Diversity and Inclusion Policy</p> <p>To approve a termly report (with recommendations) to trustees</p>			

CCB Designated "visits" week	
Autumn Term 2022	
Spring Term 2023	
Summer Term 2023	
CCB meetings	
Autumn Term 2022	
Spring Term 2023	
Summer Term 2023	