

Hub advisory board (HAB) member recruitment - FAQs

Thank you for your interest in the role of hub advisory board (HAB) member. The new local tier of governance structures in WeST became effective from 1st January 2023.

Please refer to the role profile for full details of the opportunity. In addition, provided below are some FAQ for your reference.

There is an open deadline for receipt of applications based on gaps in community representation in our Hub Advisory Board structure.

Please complete the application form and declaration form and return these to the WeST governance officer by email to: clerk@westst.org.uk.

For an informal discussion about the opportunities available please contact the WeST governance officer on email: clerk@westst.org.uk.

Once WeST receive your application it will be reviewed by Trustees at the next Trust Board meeting. Successful applicants will then move forward to the WeST volunteer pre-engagement processes, where we request references and enhanced disclosure and barring service (DBS) checks.

FAQs

What is the role of a hub advisory board (HAB) member all about?

HAB members are there to ensure that the needs of the staff and pupils of the schools within the hub and those of the wider community are considered in light of the trust's vision, mission, values and strategic plan. They should act as the 'eye and ears' of relevant stakeholder groups and serve as a conduit between those groups and the executive leaders and trustees.

The role of a member is largely a thinking and questioning, not a doing role. For example, HAB members will not be required to:

- write school or trust policies
- undertake audits of any sort, whether financial or health and safety, even if the volunteer has the relevant professional experience
- spend lots of time with pupils of the schools in the Hub
- make judgments about the quality of teaching and learning, or of the curriculum
- fundraise – this is a role for a PTA (should one exist)
- do the job of school staff; if there is not enough capacity within the paid staff team to carry out the necessary tasks then members need to liaise with executive leaders and trustees to rectify this.

Are there specialist roles within the hub advisory boards?

Most members will fulfil the general functions laid out in the role specification. However, we are looking to recruit members who will fulfil more specialist roles as *Hub safeguarding champion* or *Hub SEND champion*.

Each hub board will also require a chair and vice-chair for its meetings.

You will be able to express your interest in these specialist roles as part of the application process.

What will I need to do to perform the role of HAB Member well?

- get to know the schools within the hubs, including visiting those schools occasionally during school hours and in agreement with headteachers
- gain a good understanding of the strengths and weaknesses of the schools within the hub through school visits and analysis of executive reports
- attend induction training and regular relevant training and development events
- attend HAB meetings having read all the papers before the meeting
- act in the best interests of all the pupils in the schools across the hubs and trust (advisors are not there to represent any one school in particular)
- behave in a professional manner, as set down in the trust's code of conduct, including acting in strict confidence

What support will I be provided with?

As a member, you will be provided with:

- introductory safeguarding training
- a specific email address for your volunteer role
- access to a secure online portal of documentation
- access to specialist governance training / workshops / induction.

How are the hubs structured?

The initial four hub structure is detailed below.

This may be subject to change as WeST grows.

Hub 1	Hub 2	Hub 3	Hub 4
Ashburton Primary School	Callington Community College	Coombe Dean School	Austin Farm Academy
Buckfastleigh Primary School	Ermington Primary School	Morley Meadow Primary School	Boringdon Primary School
South Dartmoor Community College	Holbeton Primary School	Oreston Community Academy	Chaddlewood Primary School
Stowford School	Ivybridge Community College	Plymstock School	Eggbuckland Community College
Woodlands Park Primary School	Manor Primary School	Sherford Vale School	Glen Park Primary School
Yealmpton Primary School	Ugborough Primary School	Wembury Primary School	Hele's School
			Plympton St Maurice Primary School
			Woodford Primary School

Can I choose which hub I want to be a member of?

As a HAB member, your role is to support a hub by considering issues that relate to the communities served by those schools. Not as a representative of any particular school but with the interests of all WeST's 14,000 learners at heart.

Please be aware that trustees will do their best to allocate successful applicants to their chosen hub, but their key aim is to achieve diverse hub membership with relevant skills and experience. Each hub will include members who are parents / carers of children in WeST schools.