Nine Mile Ride School

The Role of the Local Advisor and Nomination Form

Nine Mile Ride Primary School is part of a Multi-Academy Trust (MAT) call The Circle Trust. Like all MATs this Trust is governed by the Board of Trustees. The Trustees are accountable for the operation and performance of the Trust as a whole and ultimately all schools in the Trust.

An essential core value held by The Circle Trust is the belief that schools should be run by, and their improvement driven by, their staff led by their Leadership Team and Local Advisory Board (LAB). As a result, the Trustees delegate much of their powers and functions with regard to the leadership and performance of each school in the Trust to the school's LAB. However, the Trustees have legal accountability for the operation and performance of all schools in the Trust and for any decisions taken under delegated authority. Therefore, all Local Advisors must ensure that they and their school acts at all times in accordance with the:

- Scheme of Delegation (this a document which makes clear what Local Advisors are responsible for and what they are not)
- The policies and procedures of the Trust,
- With all relevant legislation and regulations.

Since the Trustees take the ultimate legal responsibility and accountability, LABs are relieved of some other governance key functions leaving them the time and capacity to influence the most important elements of their school's improvement. Local Advisors therefore are able to focus on pupils' progress and experience in the school. This may include but is not limited to ethos, vision, core values, spending priorities, curriculum and students' educational performance. The Local Advisors offer strategic advice and direction and as such do not get involved in the day-to-day running of the school.

At Nine Mile Ride Primary, the Local Advisory Board is made up of at least 8 Advisors, 2 of which are elected Parent Advisors and one a Staff Advisor as well as the Headteacher and other co-opted Advisors. All Advisors' terms of office is for a four year term from the date of their appointment or election.

The main role of the Local Advisory Board is to provide the strategic direction for the school, to hold the Headteacher to account and to ensure that the budget is spent appropriately.

To stand as a Parent or Staff Local Advisor there are no specific prerequisite skills – we are looking for candidates from all walks of life and backgrounds that reflect the diversity of our student population. The most valuable attribute in candidates is a

passion for this school and a desire to maximise the school's effectiveness. Whilst most of our meetings are in the evenings, we do depend on having some Local Advisors available occasionally during the day.
If you decide to stand for election we ask you to complete a nomination form (as attached) which can include a short personal statement. It is useful for others to know a bit about you – as a potential Parent Advisor what you do, what stage of schooling your children are at, why you would like to be an Advisor and what experience or skills you have that are relevant to the role. As a potential Staff Advisor it is useful for other members of staff to know your role, perhaps time at the school and why you are seeking this opportunity.

Newly appointed Advisors are expected to attend induction and safeguarding training. As a school committed to the safety and well-being of young people we expect Advisors to be DBS (formally Criminal Records Bureau) checked to ensure their suitability for volunteering in a school environment. We also ask all new Advisors to sign up to our Code of Practice and declare any business interests that may affect the school.

The Full Advisory Body (FAB) meets for formal business twice a term. Advisors are also expected to serve on a committee which also meet twice a term – our committees Resources which focuses on finance, HR and premises and TLC which focuses on curriculum, teaching and curriculum matters. Meetings are usually held on weekday mornings – mostly starting at 08.00.

Advisors are also asked, where practical, to come in and visit the school during the day as it is an opportunity to observe the realities of school life!

As an Advisor gains experience, he/she should expect to take on some additional responsibility either in the form of chairing a committee or responsibility for a specific area (examples are Health and Safety, Child Protection).

If you want to know more before deciding whether to stand, the Chair of the Local Advisory Board, Ben Kay, would be happy to talk to you. Drop him an email (chairofLAB@ninemileride.co.uk) with a contact number and Ben or another Advisor will give you a call.

If you would like to find out more about The Circle Trust you can look at the following website www.thecircletrust.co.uk

Nomination form for the Election of Parent Advisor at Nine Mile Ride Primary School

I, Mr/Mrs/Miss/Ms ..... (Full name) of (full address)

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Parent/Guardian of .....wish to stand for election as a Parent Advisor of the above named school. The following parents of children attending the school propose and second my nomination:-

Name of proposer	Address	Signature
Name of seconder	Address	Signature

I have read the General Criteria for disqualification (below) and I am eligible to stand as a Local Advisor.

Signed ..... Date .....

Please return the completed nomination form to the Returning Officer by no later than 9am on X . You may also include a very brief statement, saying who you are, the skills you have and why you wish to be a Parent Advisor in not more than 300 words.

Nomination form for the Election of Staff Advisor at Nine Mile Ride Primary School

I, Mr/Mrs/Miss/Ms ..... (Full name) of (full address)

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Confirm I am a member of staff at Nine Mile Ride Primary School in the role of

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Name of proposer	Address	Signature
Name of seconder	Address	Signature

I have read the General Criteria for disqualification (below) and I am eligible to stand as a Local Advisor.

Signed ..... Date .....

Please return the completed nomination form to the Returning Officer by no later than 9am on X . You may also include a very brief statement, saying who you are, the skills you have and why you wish to be a Staff Advisor in not more than 300 words.

General Criteria for disqualification:

- Failure to attend meetings of the Local Advisors for a continuous period of 6 months beginning with the date of the first meeting missed, without the consent of the Full Advisory Board
- Are the subject of a bankruptcy restriction order or an interim order, debt relief restrictions order, an interim debt relief restrictions order or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced
- Is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986, a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989, a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002, or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)
- Has been removed from the office of charity trustee or trustee for a charity by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body
- Is included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people
- Has been barred from any regulated activity relating to children/ is subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008
- Is disqualified from working with children or from registering for child-minding or providing day care
- Is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
- Has been sentenced to three months or more in prison (without the option of a fine) in the five years before becoming a governor or since becoming a governor
- Has received a prison sentence of two years or more in the 20 years before becoming a governor
- Has at any time received a prison sentence of five years or more
- Has been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor
- Refuses a request by the clerk to make an application to the Disclosure and Barring Service (DBS) for a criminal records certificate.

Parent Local Advisor
A person shall be disqualified for appointment or election as a parent governor if he/she is:
a) An employee of the school.
b) Employed in any capacity at the school for more than 500 hours a year.

Staff Local Advisor
A person shall be disqualified for appointment or election as a staff governor if he/she is:
c) A temporary employee on a contract of less than 1 year
d) Is currently or has been part of a formal competency or disciplinary procedure.