



Westende Junior School, is part of a Multi-Academy Trust (MAT) called The Circle Trust. Currently six Wokingham schools – Wescott Infant School, Westende Junior School, Shinfield Infant and Nursery School, St Crispin’s School, The Emmbrook and Nine Mile Ride Primary School – make up the Trust.

Like all MATs, The Circle Trust is a charitable company limited by guarantee and as such is governed by a Board of Trustees which holds ultimate legal accountability and decision-making authority for strategy and operational delivery across 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 Board of Trustees delegates many of their powers and functions with regard to the leadership and performance of each school in the Trust to the school’s Headteacher and the LAB, which is a committee of the Board of Trustees.



Governance in The Circle Trust

The Trustees, however, retain 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 act at all times in accordance with:

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

Since the Trustees take the ultimate legal responsibility and accountability, LABs are relieved of some key governance 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 Advisory Board

The LAB's main functions are to provide the strategic direction for the school, hold the Headteacher to account and ensure that the budget is spent appropriately. The Local Advisors offer strategic advice and direction and as such do not get involved in the day-to-day running of the school.

The LAB is made up of at least eight Advisors, two of whom are elected Parent Advisors and one a Staff Advisor. All Advisors' terms of office are for four years from the date of their appointment or election.

The role will involve attending around six formal LAB meetings each academic year. Meetings typically last an hour or so – no more than two. Whilst most of our meetings are in the evenings, we do occasionally depend on having some Local Advisors available during the day. Advisors are also asked, where practical, to attend an observation day in school once a year – an opportunity for us to observe the realities of school life!

All newly appointed Advisors are expected by the Trust and the LAB to attend induction and safeguarding training (details to be provided on appointment) and also to engage regularly throughout their term of office in the governance training and development opportunities available for Advisors via the Trust (both in person and online).

How to Apply

To stand as a Parent 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 and local community. The most valuable attribute in candidates is a passion for this school and a desire to maximise the school's effectiveness.

If you decide to stand for election, we ask you to complete a nomination form (as attached) which can include a short personal statement (of no more than 300 words). It is useful for others to know a bit about you as a potential Parent Advisor – for example, 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 school committed to the safety and well-being of young people, Advisors are subject to a DBS and online (including social media) checks to ensure their suitability for volunteering in a school environment. We also ask all Advisors to sign our Code of Conduct and declare any interests that may affect the school.

If you want to know more before deciding whether to stand our LAB Chair, Jane Ainslie, would be happy to talk to you. Drop them an email (jainslie@thecircletrust.co.uk) with a contact number and they or another Advisor will give you a call.

[View The Circle Trust 2022 AGM Report](#)



Nomination Form for the Election of a Parent Local Advisor at Westende Junior School



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

.....

.....

Parent/Carer/Guardian ofwish to stand for election as a Parent Local 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 confirm I have read the General and Parent Local Advisor Criteria for Disqualification (below) and I am eligible to stand as a Parent Local Advisor.

Signed: Date:

Please return this completed nomination form to the Returning Officer via the School Office by no later than **3.30 pm** on **Wednesday, 22 February 2023**

You may also include a very brief statement (preferably typed), saying who you are, the skills you have and why you wish to be a Parent Local Advisor in not more than 300 words.



General Criteria for Disqualification:

A person is disqualified from appointment or election or continuing to hold office as a Local Advisor if they:

- have been declared bankrupt and/or their estate has been seized from their possession for the benefit of their creditors and the declaration or seizure has not been discharged, annulled or reduced
- are the subject of a bankruptcy restrictions order or an interim order
- are subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)
- have been removed from the office of charity trustee or trustee for a charity by the Charity Commission or High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which they were responsible or to which they were privy or which their conduct contributed to or facilitated
- are disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provisions)
- have at any time been convicted of any criminal offence (other than minor offences under the Road Traffic Acts or the Road Safety Acts for which a fine or non-custodial penalty is imposed or any conviction which is a spent conviction for the purposes of the Rehabilitation of Offenders Act 1974)
- are included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people
- have been barred from any regulated activity relating to children or are subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008
- are disqualified from working with children or from registering for child-minding or providing day care
- are disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
- have been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a Local Advisor
- do not provide a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997 or if such a certificate discloses information which the Chair of the Trust Board considers would make that person unsuitable for the role of Advisor
- refuse to consent to any checks required by the Secretary of State for Education under the provisions of the Trust's Funding Agreement with the Secretary of State, the Education (Independent School Standards) Regulations 2014 or otherwise
- are found to be unsuitable to be a Local Advisor by the Secretary of State under the provisions of the Funding Agreement or the Education (Independent School Standards) Regulations 2014
- are incapable by reason of illness or injury of managing or administering their own affairs

Parent Local Advisor Criteria for Disqualification

- A person is disqualified from appointment or election as a parent Local Advisor if they are employed in any capacity at the school for more than 500 hours in any consecutive 12 month period.