



May 2022

Dear Parents/Carers

Nomination for 2 Parent Academy Council Members

We have 2 vacancies and will be electing 2 parent Academy Council members this term to join the Academy Council (AC) from September 2022.

The AC are responsible for a wide range of matters. Their duties include supporting Creative Education Trust's plans for the school as set out in the Academy Improvement Plan and Self-Evaluation form and involvement in a variety of personnel and pupil issues. In addition, in liaison with the Principal, you will help secure local community buy in and build strong networks and links. Providing an understanding of the local context and the challenge that the local environment presents. Building and maintaining relationships with the local and regional business community. Building and maintaining relationships with community partners (e.g., health services, police, social services). In your role as a parent Academy Council member, you will be supported in these duties by other experienced members of the AC, the Principal, and the Clerk.

The AC works together as a group, meeting at least 4 times a year. If you are thinking of standing as an Academy Council member, you will need to attend a minimum of three meetings a year, plus any other committee meetings during the term as appropriate. As an Academy Council member, you will normally hold office for a period of three years, even if your child leaves the school during this time. You can, however, resign from the AC at any time.

Parents from ethnic minorities and with disabilities are generally underrepresented on school governing bodies in the county. The Academy would like to encourage nominations from underrepresented groups in our community. We are particularly interested in parents who can:

- Be an advocate of the school.
- Act as a critical friend.
- Bring the parent perspective to all agenda item discussions.

In line with good practice, all school Academy Council appointments will be subject to security clearance. The aim of this check is to protect children and vulnerable young adults from abuse of any kind.

Anyone who has parental responsibility for a pupil on the Academy roll at the time of the election can stand for election and can vote in the election. Once you are satisfied that you are eligible to become a parent Academy Council member, please complete the nomination form and declaration.

If you wish you can include a few details about yourself and why you would like to become a parent Academy Council member (not exceeding 100 words). This will then be circulated to all parents to help them decide who to vote for.

You do not have to complete this section, but if you don't you may put yourself at a disadvantage if there is an election. An election will be held if more nominations are received than the number of vacancies.

All nominations and declarations of suitability should be sent into Mrs Paula Clayton, via the school office by 4pm on Friday 27 May 2022. Every nomination and declaration must be signed.

On the Tuesday 7 June 2022 we will send out ballot papers with the names of the candidates and their details, if necessary. We send the ballot forms home with the children so please watch out for the letter! Each parent will have one vote per vacancy regardless of the number of children you have in the academy. The ballot is confidential; you can send or post the ballot papers back in a sealed envelope marked 'Ballot' or drop it into the ballot box in reception. All the votes must be in by 10am on Friday 17 June 2022, the ballot papers will then be counted.

Please think about becoming an Academy Council member or encouraging others as we need the perspective of committed parent Academy Council members.

Yours sincerely

A handwritten signature in blue ink, appearing to be 'P. Clayton', written over a light blue rectangular background.

Mrs Paula Clayton
Clerk to the Academy Council

Nomination Form

Election for a Parent Academy Council member at Weavers Academy.

Name:

Children in year(s):

Pen Portrait (maximum 100 words please complete on reverse)

Suitability Confirmation

I am willing and eligible to stand for election as a Parent Academy Council member at Weavers Academy.

I have read the rules regarding the eligibility to become a parent Academy Council member which I received with the nomination form.

Full name (please print).....

Address.....

.....

Telephone.....

Signed:.....

Pen Portrait (maximum 100 words)

Code of Conduct for Creative Education Trust Academy Councils (ACs)

This code sets out the expectations on and commitment required from AC members and Trust Directors for those responsible for governance to carry out their work within Trust schools and their communities.

The CET Board is the overall governing body of the Trust and all its Academies. It is charged with the strategic direction of the Trust and is responsible to the Secretary of State for Education for executing its statutory duties. It appoints AC members and chairs.

The AC has the following core functions:

- Ensuring that the overarching Trust strategy, which is set by the Board of Directors, is implemented at school level.
- Supporting CET's plans for the school as set out in the ADIP, SEF and annual budget.
- Providing understanding of the local context and the challenge that the local environment presents.
- Acting as a sounding board for senior leaders, especially the Principal or Head Teacher.
- Providing regular monitoring of health and safety matters, safeguarding provision, the welfare of looked after children, and provision for children with Special Educational Needs and Disabilities.
- Providing hearing panels for pupil behaviour matters.
- Building and maintaining positive local perceptions of the school.
- Building and maintaining relationships with the local and regional business community.
- Building and maintaining relationships with community partners (e.g. health services, police, social services).
- Undertaking local fundraising.

Role & Responsibilities

- We have read and understood CET's Scheme of Delegation laying out the precise roles of each of the Board of Directors, Headteacher/Principal and the AC.
- We understand the purpose of the Board of Directors and the role of the Headteacher/Principal.

- We accept that we have no legal authority to act individually, except when the Board of Directors has given us delegated authority to do so, and therefore we will only speak on behalf of the AC when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the AC or its delegated agents. This means that we will not speak against majority decisions outside the AC meeting.
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that would be expected of a good employer.
- We will encourage open government and will act appropriately.
- We will consider carefully how our decisions may affect the community and other schools.
- We will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the school and the local community will reflect this.
- In making or responding to criticism or complaints affecting the school we will follow the procedures established by the Trust.
- We will actively support and challenge the Headteacher/Principal.

Commitment

- We acknowledge that accepting office as a member of the AC involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the AC, and accept our fair share of responsibilities, including service on committees or working groups.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will get to know the school well and respond to opportunities to involve ourselves in school activities.
- We will visit the school, with all visits to school arranged in advance with the staff and undertaken within the framework established by the Trust and agreed with the Headteacher/Principal.
- We will consider seriously our individual and collective needs for training and development and will undertake relevant training under the guidance of the Trust.
- We accept that in the interests of open government, our names, terms of office, roles on the AC, category of member and the body responsible for appointing us will be published on the school's website.

Relationships

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in all our communications with other members.
- We will support the Chair in their role of ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from other members in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.

- We will seek to develop effective working relationships with the Headteacher/Principal, staff and parents, the local authority and other relevant agencies and the community.

Confidentiality

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school.
- We will exercise the greatest prudence at all times when discussions regarding school business arise outside an AC meeting.
- We will not reveal the details of any AC vote.

Conflicts of interest

- We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the AC business in the Register of Business Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time. We accept that the Register of Business Interests will be published on the school's website.
- We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
- We will act in the best interests of the Trust and the school as a whole and not as a representative of any group, even if elected to the AC.

Breach of this code of conduct

- If we believe this code has been breached, we will raise this issue with the Chair and the Chair will investigate; the AC will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- Should it be the Chair that we believe has breached this code, another member, such as the Vice Chair will investigate.

The Seven Principles of Public Life

(Originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).

Selflessness - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership - Holders of public office should promote and support these principles by leadership and example.

Adopted May 2022

Eligibility Regulations

Please read the following statements and sign below to confirm acceptance:

I declare that I am not disqualified from serving as a school governor and that:

- **I am** aged 18 or over at the date of this election or appointment;
- **I do not** already hold a governorship of the same school;
- **I am not** a person who is detained under the Mental Health Act 1983;
- **I am not** the subject of a bankruptcy restrictions order or an interim order;
- **I have not** had my estate sequestrated and the sequestration has not been discharged, annulled or reduced.
- **I have not** been removed from the office of a charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court on the 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;
- **I am not** the subject of a disqualification order or undertaking under the Company Directors Disqualification Act 1986, a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989, a disqualification undertaking under the Company Directors Disqualification (Northern Ireland) Order 2002 or an order made under section 429(2) of the Insolvency Act 1986.
- **I am not** included in the list (List 99) of teachers and workers with children or young persons whose employment is prohibited or restricted;
- **I am not** disqualified from registration for child minding or providing day care;
- **I am not** disqualified from working with children;
- **I am not** disqualified from registration under Part 3 of the Childcare Act 2006;
- **I have not**, in the five years prior to becoming a governor, received a sentence of imprisonment, suspended or otherwise, for a period of not less than three months without the option of a fine;
- **I have not**, in the twenty years prior to becoming a governor, been convicted as aforesaid of any offence and has had passed on me a sentence of imprisonment for a period of not less than two and a half years;
- **I have not**, at any time, had passed on me a sentence of imprisonment for a period of not less than five years;
- **I have not** been fined, in the five years prior to becoming a governor, for causing a nuisance or disturbance on school or education premises;
- **I am not** subject to a disqualification order under the Criminal Justice and Court Services Act 2000.