

Procedures for the appointment of an Academy Councillor



These procedures are applicable to all councillors; co-opted, parent and staff. For parent and staff appointments, the Election Guidance document should be consulted.

When an individual has been elected (staff or parent), or put forward by the Academy Council to become a councillor (co-opted), the final authorisation of any decision is taken by the Chief Executive Officer of The Shaw Education Trust. Relevant documents are forwarded by the academy to SET's Director of Safeguarding & Compliance who will communicate the final decision to the academy.

If the CEO authorises the nomination, at this point the nominated/elected individual will then undergo relevant checks, i.e. dbs and section 128. On successful completion of these checks, the individual will become an academy councillor.

New councillors should complement the overall skills and knowledge of the AC and at least in part, align with gaps in the skills audit. It is also important to bear in mind the composition of the AC in terms of diversity.

The steps below show relevant actions taken by AC clerk, but these can be carried out by the Chair or nominated colleague within the academy if so wished. But always under the direction and permission of the Chair of the AC who has ultimate responsibility for this process.

Steps taken to appoint an academy councillor:

1. AC agree nomination of applicant and/or individual elected.
2. Clerk ensures following documents are completed if not already:
 - a. Nomination form, completing all relevant areas, including name of proposing adult
 - b. A skills audit
 - c. A declaration of interest form
3. Clerk sends these to SET's Director of Compliance (DoC) brian.duffy@shaw-education.org.uk.

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4. These are then sent to CEO for authorisation.
5. CEO will communicate her decision via DoC (which will be provisional and dependent on relevant checks being made (see below)), who will communicate this with the relevant academy.
6. If accepted, the relevant academy will action relevant checks, i.e. enhanced DBS and Section 128, in line with [KCSiE 2020](#) para 189.
7. If checks are completed successfully, individual is accepted onto the academy council.
8. If issues arise from checks, the DoC must be informed immediately. The CEO, Academy Chair and DoC may then consult regarding next actions, but it will be the decision of the CEO whether the individual joins the academy council.
9. The CEO will not be required to justify any decision made, but any decision of course will be made for the benefits of the academy council, the academy and of course its pupils.
10. If accepted onto the academy council, the newly appointed councillor must be taken through Induction Programme by the academy.

B. Duffy

Director of Safeguarding & Compliance

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