



www.churchtown.org.uk

Headteacher: Mrs. J. Payne

Dear Parent,

I am writing to you to invite you to stand for election as a Local Academy Councillor or to nominate another parent to do so. We currently have 1 vacancy and the term of office is four years.

The role of the Local Academy Council board

The academy committee is delegated certain functions by the trust board and is responsible for representing stakeholders.

Who can apply?

To be able to volunteer, you need to be a parent, (or someone who has parental responsibility) of a registered pupil at Churchtown Primary School. You do not need any specific qualifications. The enclosed sheet summarises the circumstances under which someone cannot serve as a Local Academy Councillor.

To fulfil the role, you will need to:

- attend regular meetings (around 3 each year)
- visit the school on a termly basis occasionally
- do some background reading
- take part in training, including induction training and mandatory training on Safeguarding, Cyber Security, PREVENT and GDPR and other development opportunities as provided by the Trust.

Every Local Academy Council needs a balance and diversity of knowledge, skills and experience. The Trust and school would welcome applications from parents with the following skill sets:

- strong links to the local community
- good data analytical skills

How to apply

If you would like to apply, please complete the enclosed nomination form and return it to Mrs J Scaife, Head's PA – J.Scaife@churchtown.org.uk by Monday 4th November 2024. If you are putting someone else forward for nomination, please make sure they are happy for you to do so.

If there are more nominations than vacancies, we will conduct a secret ballot. If that is necessary, voting papers and instructions will be sent to all parents and carers (with parental responsibility).

If you require any information regarding the role, please do not hesitate to contact the Trust's Governance Professional, Mrs Catherine White (c.white@endeavourlearning.org).

Yours sincerely,

Mrs J Payne, Headteacher.



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