



Executive Headteacher Mrs C Adams
Head of School Mr M Cuniffe
northbrookpa.org

Friday 10th September

Dear parents

New Parent Councillors Required

As you will know, Northbrook Primary Academy is part of the Endeavour Learning Trust multi academy trust (the Trust). Governance is slightly different when a school is a member of a Trust, with local academy councillors overseeing the individual schools through their work in a Local Academy Council (LAC) and Trustees overseeing all the academies in the Trust.

Each of our Academies has a Local Academy Council, to whom the Trustees delegate certain roles on behalf of the Trustees so that they can be the local 'eyes and ears' of the Trust. The LAC is currently delegated oversight for community presence, staff and student wellbeing and family engagement. The LAC should also be aware of, understand and advocate for, the school's progress on school improvement priorities. LAC members will also be required to attend panels as appropriate, such as pupil discipline and complaints appeals. Finance, school improvement and staffing are currently the direct responsibility of the Trust.

Northbrook Primary Academy is now looking for two new Parent Councillors, each to serve a 4-year term of office. The role needs people who have the ability and desire to;

- Help the school continue to grow and succeed
- Be a team player
- Scrutinise and constructively critique evidence
- Question that evidence to ensure validity and robustness
- Carry out the role without regard to their own child in particular, but for the whole school community
- Attend meetings once a term (usually 5 to 7pm on Tuesday evenings), alongside training (generally 2 evenings per year) and occasional visits to school (centrally organised LAC visit days, induction, discipline meetings etc).

The procedure for appointing new Academy Councillors will be that you should apply, on the form provided, by 12 noon on Monday 20th September, explaining how you believe your experience will be useful in the role of Parent Councillor. Electronic copies of your application should be sent to l.trainor-tute@northbrookpa.org, paper copies to be delivered to the school office. All applications will be collated by the office manager.

Should there be more applicants than places then there will be an election. One set of papers will be sent to all parents during the week commencing 27th September 2021.



Sponsored by Endeavour Learning Trust
Registered in England
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VAT Registration Number 125718416

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Ballot papers (in sealed envelopes) should be returned to the school office by noon on Friday 8th October 2021. The successful candidates will be informed later in the day on Friday 8th October.

The meetings for this academic year are set for Tuesdays at 5pm on 12th October, 22nd February and 21st June.

Should you wish to apply for the role of Parent Councillor (and you are a parent of a pupil currently at the school), please read the list of the disqualification criteria (attached to this letter) which you must assure yourself that you comply with before nominating yourself or accepting a nomination. All Academy Councillors will be appointed subject to the successful completion of an enhanced DBS check, but can take up their duties from the date of their appointment providing they have submitted their completed DBS form to the school office.

The Parent Councillor Election Protocol is here [Election of Parent and Staff Councillors | Northbrook Primary Academy \(northbrookpa.org\)](#) for parents to read. Should you wish to find out more about the role, please email l.trainor-tute@northbrookpa.org and someone will get back to you.

Regards,

M Cunniffe

Returning Officer

Northbrook Primary Academy

Application for Parent Councillor position September 2021

Name	
Address	
Children in school (names and year groups)	
Email address	
Telephone number	
<p>Please add here, in no more than 250 words, your experience and your reasons for applying to be an Academy Councillor at our school. This will be shared with other parents in order to inform their choice in the case that an election is required.</p>	
<p>I confirm that I am a parent of a registered pupil at the academy and am willing to stand for election as a parent councillor. I also confirm that I am not disqualified from holding office as an Academy Councillor of the Academy if elected</p>	
Signed	
Date.....	

Additional copies of this form are available from the school office.

QUALIFICATIONS AND DISQUALIFICATIONS

1. No person shall be qualified to be an Academy Councillor unless he is aged 18 or over at the date of his election or appointment. No current pupil of the Academy shall be an Academy Councillor.
2. An Academy Councillor shall cease to hold office if he becomes incapable by reason of mental disorder, illness or injury of managing or administering his own affairs.
3. An Academy Councillor may be disqualified from office if he fails to attend Local Academy Council meetings over a six month period, commencing from the date of the first Local Academy Council missed, without the permission of the Academy Councillors.
4. An Academy Councillor shall cease to hold office if he would be disqualified from acting as a charity trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision).
5. A person shall be disqualified from holding or continuing to hold office as an Academy Councillor:-
 - a. If:-
 - i. his estate has been sequestrated and the sequestration has not been discharged, annulled or reduced;
 - ii. he is the subject of a bankruptcy restrictions order or an interim order.
 - b. at any time when he is:-
 - i. included in the list of teachers and workers with children or young persons whose employment is prohibited or restricted under section 1 of the Protection of Children Act 1999; or
 - ii. disqualified from working with children under section 28, 29, 29A and 29B of the Criminal Justice and Court Services Act 2000.
 - c. if he is a person in respect of whom a direction has been made under section 142 of the Education Act 2002.
 - d. where he has, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 72 of the Charities Act 1993.
 - e. if he has not successfully completed a DBS check.
6. Where a person becomes disqualified from holding, or continuing to hold office as an Academy Councillor and he is, or is proposed, to become such an Academy Councillor, he shall upon becoming so disqualified give written notice of that fact to the Clerk