



Dear Parents,

## New Parent Councillors Required

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

The main responsibility of the Councillors on the Local Academy Council is to ensure that standards of attainment and progress by the students of the Academy are high. The LAC agrees the school's aims and objectives, monitors and reviews policies, targets and priorities for the Academy. It is accountable to the Board of Trustees through the CEO, Mrs Gwinnett, for its decisions.

Tarleton Academy is now looking for two new Parent Councillors, each to serve a 4-year term of office. The new councillors will be in addition to those currently serving as Councillors who are co-opted onto the board, representatives of the Trustees and staff of both the MAT and the school. 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 four times (usually 5 to 7pm on Monday evenings), alongside training (generally 2 evenings per year) and occasional visits to school (induction, meeting middle and senior leaders, attending discipline meetings etc).

The procedure for appointing new Academy Councillors will be as follows;

- Apply on the form provided by 12 noon on **Friday 8<sup>th</sup> November**, explaining how you believe your experience will be useful in the role of Parent Councillor.
- All applications will be collated by the Head of School's PA, Mrs S Rooney. Electronic copies of your application should be sent to [s.rooney@tarletonacademy.org](mailto:s.rooney@tarletonacademy.org), paper copies to be delivered to the school office.
- 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 **18<sup>th</sup> November**.
- Ballot papers (in sealed envelopes) should be returned to the school office by noon on **Wednesday 27<sup>th</sup> November**.
- The successful candidates will be informed later in the day on **Monday 2<sup>nd</sup> December**, the first meeting of the LAC after this date being **Thursday 12<sup>th</sup> December**.

The letter includes a list of the disqualification criteria which you must read (and assure yourself that you comply with) before nominating yourself or accepting a nomination. Anyone requiring additional

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information on this subject can contact the Returning Officer, Mr M. Cunniffe via Mrs S. Rooney (email [s.rooney@tarletonacademy.org](mailto:s.rooney@tarletonacademy.org)) or via the school office. All Academy Councillors will be appointed subject to the successful completion of an enhanced DBS check. Academy Councillors 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 available for parents to read on our website under the Governance section of the website. Should you wish to find out more about the role please contact Mr Graham Pilkington, Chair of the Local Academy Council [g.pilkington@tarletonacademy.org](mailto:g.pilkington@tarletonacademy.org) who is happy to answer email questions or arrange a time for an informal conversation, or alternatively please phone the main school office who will arrange this on your behalf.

Kindest Regards,

*M Cunniffe*

M Cunniffe,

Returning Officer



## Application for Parent Councillor Position November 2019

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.