



THE WESTLEIGH SCHOOL

Aspiring & Achieving Together

HEADTEACHER: MR CARLTON BRAMWELL *BEd (Hons), MSc, NPQH*

13th October 2020

Dear Parent or Carer,

Parent Academy Councillor Election

I am writing to invite you to stand for election as a parent academy councillor. In our school we have provision for 2 parent academy councillors and there are currently 2 vacancies.

The Academy Council has a strategic role in the management of our school, and the main functions are to continue to secure a rigorous and robust approach to rapidly improving educational outcomes, including achievement, for all students.

Responsibilities of the Academy Council include:

- Ensuring clarity of vision, ethos and strategic direction
- Holding the Headteacher to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent.

Parent councillors are welcomed as valued members of the team and play a vital role in ensuring the Academy Council is aware of the views of parents and the local community. No special qualifications are needed, however we wish to appoint councillors who feel they have a particular skill set to contribute to, and have the capacity to play an active part in, the work of the Academy Council (*Training is available for all newly appointed Councillors, and there is an expectation that you will attend these induction sessions within the first year of your appointment*).

The enclosed sheet summarises the circumstances under which someone cannot serve as an academy councillor. Please ensure this is read and understood, and returned as a signed copy alongside your nomination form. Nominations must be from parents, those with parental responsibility for, or the carer of a registered student at school.

If you think that you have the time, skills and expertise to join our Academy Council, please complete the Parent Academy Councillor Nomination Form attached to this letter, or download it via <https://www.thewestleighschool.co.uk/about-us/statutory-information/governing-body> and either return to school in a sealed envelope for the attention of Miss Jill Cadman or return via email to jillcadman@westleigh.wigan.sch.uk putting 'Parent Councillor Nomination' as the subject, by **12.00noon on Monday 2nd November 2020**. School is open during the half term holiday w/c 26th October between the hours of 8am and 3.30pm. Nominations received after this date will not be accepted.

If there are more nominations than vacancies, an election will be held by secret ballot. Should this be necessary, voting papers will be sent to all parents and carers together with details of the ballot procedure.

If you have any questions or would like an informal conversation about the role of a councillor, please do not hesitate to contact Miss Jill Cadman, Clerk to the Academy Council, at school in the first instance.

Yours sincerely,



C BRAMWELL
Headteacher