

Headteacher: **Adele Clark**

Foundry Place, Leeds, LS9 6DA
Tel: 0113 240 7382



Co-op Academy
Woodlands

Dear Parents and Carers,

Vacancy for Parent Community Council Member on the Academy Community Council

We currently have vacancies for two members of our parent and carer community to join the Academy Community Council (ACC) at Co-op Academy Woodlands.

The role of Community Council Member (CCM)

The role of CCM is a vital part of governance within the Co-op Academies Trust. ACCs are the tier of local governance within the Trust and are committees of the Trust Board. Most importantly, ACCs will capture the voices of pupils, staff, parents and other stakeholders within the local community, which will be communicated to the Trust Board to offer a full picture of the unique priorities within the communities our academies serve.

The role of CCM within the academy is an important one. They are responsible for ensuring that all of the pupils at the academy receive a high-quality experience through keeping their safeguarding at the forefront of ACC considerations, identifying and supporting vulnerable groups including those with SEND (Special Educational Needs and Disability) and those in receipt of the pupil premium grant, promoting equality and diversity and eliminating discrimination, monitoring the academy's careers provision, understanding the unique needs within the local community and ways these might be met, and contributing to and implementing the academy's key strategic priorities.

CCM's make effective, positive and meaningful contributions to the ACC by attending three meetings over the year, which is one per term, reading papers and preparing questions in advance. CCMs will get to know their academy by visiting during opening hours and/or attending academy events to understand how plans, objectives and policy translate into practice, in line with the key strategic priorities agreed collaboratively by CCMs based on information provided by academy leaders. Parent CCMs will also bring a valuable parental viewpoint and perspective to ACC discussions but are not expected to be a representative for all parents/carers.

A summary of the CCM role is sent alongside this letter.

Headteacher: **Adele Clark**

Foundry Place, Leeds, LS9 6DA
Tel: 0113 240 7382



Co-op Academy
Woodlands

Election process

The Parent CCM will be elected by parents and carers of pupils at the academy to serve a four year term of office. You may, if you wish, put yourself forward for election using the nomination form attached to this letter, or by requesting a printed copy of the nomination form from the academy. You may also nominate another parent, but you must seek their approval before submitting the nomination.

The election is open to all parents and carers of pupils registered at the academy and who remain so at the time of election. To avoid any potential conflict of interest, any parents or carers who might be an elected member of the Local Authority, or who might be subject to any disqualification under the Trust's Articles of Association, can not stand as a Parent CCM.

The timetable for the election is:

1. Invitations to submit a nomination for Parent CCM role issued on Wednesday 1st May
2. Nomination forms to be returned to me by 12:00 noon on Friday 23rd May 2025
3. If there are the same number of nominations as vacancies, the result will be announced on Monday 2nd June 2025

If there are more nominations than vacancies, the process will proceed to a ballot:

1. Ballot papers to be sent to all parents on Monday 2nd June 2025
2. Ballot papers to be returned to me by 12:00 noon Tuesday 17th June (allowing 10 school days to return)
3. The votes will be counted on Wednesday 18th June, after which the result will be announced.

I do hope you will be able to take this opportunity to play an active and valuable part in the academy's life by becoming a candidate in this election process and by casting your vote when the time comes. If, in the meantime, you have any queries, please let me know.

Sincerely,

Mrs A Clark

Headteacher

Returning Officer for Parent CCM Election

Headteacher: **Adele Clark**

Foundry Place, Leeds, LS9 6DA
Tel: 0113 240 7382



Co-op Academy
Woodlands

Academies Trust



Community Council Member Role Description

Our Academy Community Councils (ACCs) are made up of Community Council Members (CCMs).

ACCs are the local governance layer of Co-op Academies Trust and are committees of the Trust Board. ACCs are a vital part of the governance of the Trust, one of their most important roles is to be able to capture the voice of the stakeholders and community and communicate this upwards through the Trust.

CCMs within the ACC will:

- In all interactions adhere to the ACC code of conduct, the Nolan principles of public life and the Co-op values and Ways of Being
- Ensure that safeguarding the children in our academies is always at the forefront of their work and communications
- Work together as a team, contributing to and supporting strategic discussions relating to academy development planning and key strategic priorities
- Ensure the Co-op values and Ways of Being are embedded in the academy's practice and ethos
- Oversee, monitor and seek to improve staff and pupil wellbeing by visiting the academy and meeting with staff and pupils
- Monitor and promote positive student behaviour and attendance
- Ensure effective parental and community engagement and make sure key challenges and issues in the community are brought to the attention of the Trust Board
- Liaise with the Academy Community Pioneer and Regional Community Manager to ensure the academy's community plan is in line with the needs of the academy's community and support the plan's implementation
- Monitor the experience of vulnerable groups, particularly through interactions with pupils and key staff to ensure policy translates into practice. This includes children with special educational needs, children who qualify for the pupil premium grant and any other groups identified as at risk of underachievement by the academy
- Identify and maintain oversight of the academy's top strategic risks and ensure these are communicated to the Trust board.

Headteacher: **Adele Clark**

Foundry Place, Leeds, LS9 6DA
Tel: 0113 240 7382



Co-op Academy
Woodlands

- Monitor the academy's career provision through discussions with pupils and relevant members of staff and work with the academy to establish and maintain strong business links within and outside of the academy's community
- Ensure that the activities of the academy are meeting the needs of the community, promoting equality and eliminating discrimination, through interactions with pupils, staff and parents.
- Keep the Trust Board informed regarding any issues that should need input from the Trust Board or impact on Trust wide decision making
- Promote the positive reputation of the academy in the local community
- Help stakeholders understand the Trust's values and vision for the future
- Undertake induction training and engage in ongoing development
- Make a positive and meaningful contribution to the ACC by attending meetings, reading papers and preparing questions in advance
- Get to know the school, by occasionally visiting the school during school hours and attending events

Headteacher: **Adele Clark**

Foundry Place, Leeds, LS9 6DA
Tel: 0113 240 7382



Co-op Academy
Woodlands

Parent Community Council Member Nomination

Please complete and return the nomination form on page 4 of this letter no later than 12:00 noon on Friday 23rd May. The form is also available from the academy office until 12:00 noon on Friday 23rd May. The nomination form needs to be completed and submitted in the sealed box located in our main school office and in a sealed envelope for the attention of Mrs Clark, Headteacher, Returning Officer for Parent CCM Election.

In the event that more nominations than vacancies are submitted, the election process will proceed to a ballot. The names of the candidates standing for election will be on the ballot papers, along with their personal statements; no other names will appear on this paper. Details will follow in this instance.

Headteacher: **Adele Clark**

Foundry Place, Leeds, LS9 6DA
Tel: 0113 240 7382



Co-op Academy
Woodlands

Parent Community Council Member (CCM) Nomination Form

Please enter IN BLOCK LETTERS the name and address of the person being nominated for election:

Name:	
Address:	
Signature of person nominated:	
Signature of proposer (if difference to nominee):	
Name and address of proposer (if different to nominee):	

Personal Statement (maximum 250 words):

You may wish to include some information about yourself and your connection with the academy, what skills you bring to the role and why you want to become a member of the ACC.

I wish to submit my nomination for the election of Parent CCM. I declare that the information I have supplied is accurate. If elected, I agree to:

- abide by the terms of the Code of Conduct which applies to Academy Community Council members
- commit to attending regular meetings of the Academy Community Council
- uphold the values of the Trust and Co-op Academy Woodlands

Signed: (candidate) Date: