

Executive Headteacher: Ian Berryman

Head of School: Victoria Clough

Co-op Academy Southfield,
Haycliffe Lane, BD5 9ET

Tel: 01274 779662



Co-op Academy
Southfield

7th October 2024

Dear parents & carers,

Vacancy for Parent Community Council Member on the Academy Community Council

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

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 students, 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 students 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.

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Web: southfield.coopacademies.co.uk

Email: southfield@coopacademies.co.uk

Co-op Academies Trust

Registered office: 1 Angel Square, Manchester, M60 0AG
Reg. No. 7747126. Registered in England and Wales.

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

Election process

The Parent CCM will be elected by parents and carers of students 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. 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 students 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 7th October 2024
2. Nomination forms to be returned to me by 12:00 noon on 22nd October
3. If there are the same number of nominations as vacancies, the result will be announced on 22nd October.

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

4. Ballot papers to be sent to all parents on 23rd October
5. Ballot papers to be returned to me by 12:00 noon 14th November
6. The votes will be counted on the 14th November 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.

Yours faithfully,

Victoria Clough
Head of School
Returning Officer for Parent CCM Election

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 22nd October. The form is also available from the academy office until 12:00 noon on 22nd October. The nomination form needs to be completed and submitted in a sealed envelope for the attention of Victoria Clough, Head of School, Returning Officer for Parent CCM Election. If you are unable to submit it at school, please send it for the attention of Victoria Clough, Head of School/Returning Officer to Co-op Academy Southfield, Haycliffe Lane, Bradford, BD5 9ET. Alternatively, you may prefer to send a nomination by email, containing the same information as is on the form to joscelin.davidson@coopacademies.co.uk

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.

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 different to nominee):	
Name and address of proposer (if different to nominee):	

Personal Statement (maximum 250 words):

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 Southfield

Signed: (candidate)

Date: