

Dear Parent/Carer

Academy Councillor Election – City Academy

We currently have vacancies for two Parent Academy Councillors on our Academy Council and you are very welcome to put your name forward should you wish to stand for election.

Much like a Governing Body, the Academy Council's role is to ensure your children learn in a safe environment and to the maximum of their ability. I have attached further information regarding the role of an Academy Councillor.

All parents and carers are eligible to stand for election, except:

- *Persons liable to be detained under the Mental Health Act 1983*
- *Undischarged bankrupts*
- *Persons recently convicted of a serious offence*
- *Persons disqualified under the Company Directors Disqualification Act 1986*
- *Persons subject to disqualification as a Charity Trustee*
- *Persons whose employment is prohibited or restricted*
- *Persons disqualified from being proprietors of independent schools*
- *Persons on the DfES List 99 (this is a list of people banned from working with children)*

If you would like to put your name forward, please email me via linda.corbidge@clf.cabot.ac.uk.

You will need to include a brief factual statement about yourself (not exceeding 100 words). You might like to include a little about your background and why you want to be a Councillor. **Please note the closing date for nominations is 5.00 pm on Wednesday 2nd October.**

Should an election be necessary I will circulate your statement and those of other candidates to voters. Please do take a look at the Academy Council section of the website for information about our Council.

If you have any questions about the role, please contact me on linda.corbidge@clf.cabot.ac.uk or Tel: 0117 2446233

Yours sincerely

Linda Corbidge
Clerk to the Academy Council

Pride, Grit and Team Spirit

PRINCIPAL: MR JON ANGELL | CEO: MR STEVE TAYLOR | THE CITY ACADEMY, RUSSELL TOWN AVENUE, REDFIELD, BS5 9JH
TEL: 0117 9413800 | EMAIL: INFO@CITYACADEMY.BRISTOL.SCH.UK | WWW.CITYACADEMY.BRISTOL.SCH.UK

Academy Councillor Roles

Academy Councillor

Academy Councils are responsible for holding Principals and their leadership teams to account for the quality and effectiveness of the academy experience of the students under their care. They do this through monitoring performance against an annual academy improvement plan (AIP), through monitoring risks and responses to risks, and through overseeing systems and processes for the safeguarding of children and the health, safety and wellbeing of academy staff.

Academy Councillors are expected to both support and challenge the Principal and academy leadership with the aim of securing effective school improvement. The roles and responsibilities of an Academy Councillor include:

- To regularly attend Council meetings;
- To act as a 'critical friend' to the academy, providing challenge to the Principal where necessary;
- To ensure that the Health and Safety Policy is correctly implemented and to ensure that the Academy has processes and procedures in place to secure the health, safety and wellbeing of staff and students, including ensuring that statutory training requirements are met.
- To monitor the Academy's risk register, ensuring that risks and responses are appropriately identified, and that mitigation measures are appropriate in addressing risks;
- To approve and monitor academy improvement plans;
- To hold Principals and senior staff to account for achieving local academy targets including but not limited to student attainment and attendance;
- To approve and monitor any improvement plans following Ofsted and DfE inspections and monitoring visits, or internal or external reviews;
- To monitor the breadth, balance and effectiveness of the curriculum;
- To approve, review and amend local academy policies and procedures, and to monitor compliance with these;
- • To receive reports about fixed term and permanent exclusions and review the effectiveness of provision to support pupils vulnerable to exclusion; and to be part of a panel to review decisions around permanent exclusion where necessary;
- To receive reports about Keeping Children Safe and ensure that the academy is alert to the safeguarding needs of children and young people, including its responsibilities under the Prevent Duty.
- To review the Academy's financial plans to ensure that resources are being directed appropriately, and to monitor the Academy's overall financial position;
- To be engaged in Academy recruitment processes, in particular for senior Academy leaders and Principal appointments;
- To feed into the appraisals of Academy Principals and other Academy leaders.
- To champion the achievement and educational entitlement of all children and especially those who experience disadvantage
- To act as an ambassador for the academy, its pupils and staff.

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Parent Councillor

Parent Councillors are representative parents, rather than representatives of parents. To effectively fulfil the role, parent Councillors should, in addition to the responsibilities of an Academy Councillor:

- Make themselves known to the parent body;
- Listen impartially to concerns raised by parents;
- Guide parents regarding appropriate lines of action and procedures;
- Present a balanced view of issues, representing different sections of the community

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