



Co-op Academy
Manchester

14 October 2024

Dear Parents and Carers,

Vacancy for Parent Community Council Member on the Academy Community Council

We currently have a vacancy for one member of our parent and carer community to join the Academy Community Council (ACC) at Co-op Academy Manchester.

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.

CCMs 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.

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 14 October 2024
2. Nomination forms to be returned to me by 12:00 noon on 01 November 2024
3. If there are the same number of nominations as vacancies, the result will be announced on 4 November 2024

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

4. Ballot papers to be sent to all parents on 4 November 2024
5. Ballot papers to be returned to me by 12:00 noon 18 November 2024
6. The votes will be counted on the 19 November 2024 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

Allan Glover
Principal Co-op Academy Manchester
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 01 November 2024 closing date. The form is also available from the academy office until 12:00 noon on 01 November 2024 closing date. The nomination form needs to be completed and submitted either by email to manc-enquiries@coopacademies.co.uk or handed in to reception in a sealed envelope for the attention of Allan Glover, Principal Co-op Academy Manchester, 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.

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):

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 Manchester

Signed: (candidate)

Date: