



19th May 2026

Dear Parents and Carers,

Vacancy for Parent Community Council Member on the Academy Community Council

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

The Role of a Community Council Member (CCM)

The Community Council Member (CCM) role is a vital part of how the Co-op Academies Trust is run. CCMs are part of a local governance committee called the Academy Community Council (ACC), which is a committee of the Trust Board.

Most importantly, ACCs gather the voices of students, staff, parents, and other local community members. This feedback is then shared with the Trust Board, providing a complete picture of what's important to each academy's unique community.

CCMs play a significant role in their academy. Their responsibilities include:

- Ensuring student well-being.
- Supporting vulnerable groups, such as those with special educational needs (SEND) and students who receive the pupil premium grant.
- Promoting equality and diversity and working to eliminate discrimination.
- Monitoring career services for students.
- Understanding and meeting the unique needs of the local community.
- Helping to implement key strategic priorities for the academy.

To contribute effectively, CCMs attend three meetings a year (one per term) and prepare by reading papers and creating questions in advance. They also get to know their academy by visiting during the day or attending events. This helps them see how the academy's plans and policies are being put into practice.

Parent CCMs are especially valuable as they bring a parental perspective to discussions, but they are not expected to represent every parent or carer.

A full summary of the CCM role is included with this letter.

Election Process for Parent Community Council Members (CCM)

Tel 0113 257 4115 prie-info@coopacademies.co.uk
www.priesthorpe.coopacademies.co.uk



How to Nominate a Candidate

You can nominate yourself or another parent/carer to become a Parent CCM. To do so, please use the attached nomination form or request a printed copy from the academy. If you nominate someone else, you must get their permission first.

To be eligible, a nominee must be a parent or carer of a student at the academy at the time of the election. However, a person cannot stand for election if they are:

- An elected member of the Local Authority.
- Disqualified under the Trust's rules (Articles of Association).

Election Timeline

- Invitations for Nominations: Invitations to submit a nomination for Parent CCM role issued on 19th May 2026.
- Nominations Due: All nomination forms must be returned by 12:00 noon on 9th June 2026.

If there are more nominations than vacancies, a ballot will be held:

- Ballot Papers Sent: Ballot papers will be sent to all parents on 10th June.
- Ballot Papers Due: All completed ballot papers must be returned by 12:00 noon on 24th June].
- Votes Counted and Announced: The votes will be counted on 25th June after which the results will be announced.

We encourage you to consider becoming a candidate and to cast your vote. If you have any questions, please contact me.

Sincerely,

Louise Pratt

Principal

Co-op Academy Priesthorpe



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.
- 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

Principal Mrs L Pratt
Priesthorpe Lane, Farsley, Pudsey, Leeds LS28 5SG



Co-op Academy
Priesthorpe

Parent Community Council Member Nomination

To nominate yourself or another parent, please use the nomination form at the end of this letter. You can also get a copy from the academy office.

- **Deadline:** All nomination forms must be submitted by 12:00 noon on 9th June 2026.
- **Submission:** Place the completed form in a sealed envelope. You can then submit it by putting it in the designated sealed box in the reception.

Please address the envelope to:

Louise Pratt, Principal

If we receive more nominations than there are vacancies, an election will be held. We will send out a ballot with the names of all the candidates and their personal statements. No other names will appear on the ballot. We will send you more details about the ballot process at that time.



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 nominating person (if difference to nominee):	
Name and address of nominating person (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 Priesthorpe

Signed: (candidate)

Date:

Principal Mrs L Pratt
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