**Protocol for the Appointment of Local Academy Councillors**

When a local academy councillor vacancy arises or it looks like a vacancy may soon arise, a discussion will take place between the ex-officio academy councillor (usually the parish priest or someone else nominated by the Archdeacon), the Head Teacher and the Chair of the Academy Council to identify whether it is a PCC nominated vacancy (where the scheme of delegation provides for PCC nomination) or a DBE nomination and also to generally discuss any possible candidates who may have the suitable skills and qualities to fulfil the role of foundation academy councillor to fill any skills gaps on the Academy Council.

* If the vacancy is a **PCC vacancy** the ex-officio should discuss with the PCC and seek to identify candidates with the relevant skills. As part of this process the ex-officio will keep the Chair of the Academy Council informed of progress and if the Chair of the Academy Council suggests a suitable candidate who is unknown to the PCC the PCC will be given an opportunity to meet that candidate in order to satisfy themselves as to whether they are prepared to appoint them.
* If the vacancy is a **DBE vacancy** the ex-officio will still wish to discuss with the PCC and seek to identify candidates with the relevant skills. Again, the Chair of the Academy Council should be kept informed of progress. If the Chair of the Academy Council suggests a candidate he/she should discuss this with the ex-officio in order that the ex-officio can satisfy him/herself that the candidate is a suitable local academy councillor before completion of the relevant forms.
* When having the above discussions, the attached document ‘Role of local academy councillor’ should be carefully considered to ensure any potential candidate meets the requirements of the role. This document should also be shared with the potential academy councillor so they understand the role they will be committing to.
* Once an agreement has been reached on who should be put forward for the vacancy, a local academy councillor nomination form should be completed together with a skills audit form. The new governor should complete part A, the Chair should complete part B and **the PCC or** **ex-officio should complete part C.** In addition, if the new academy councillor is a PCC nomination a copy of the PCC minute confirming this should be sent with the form and part C (referring to PCC approval) completed.
* The form should then be submitted either to either Liane Atkin or Suzanne Keenan at the Diocese by email or by post
* The nomination then needs to be confirmed by the Diocesan Education Board (either at the Board Meeting or by Chairs Action) before being submitted to the Trust board for approval and it is only when this has been confirmed to you by the Trust that the appointment is official.

For re-nominations of existing academy councillors’ new forms will not need to be completed (unless the academy councillors are changing category (for example from PCC to DBE) but it is important to note that being nominated again is not an automatic right and: -

* If the nomination is a PCC nomination the Diocese will need a copy of the minutes from the PCC meeting and an email/note from the ex-officio agreeing to the appointment.
* If the re-nomination is a DBE nomination the Diocese will need confirmation from the ex-officio confirming they and the academy councillor are happy to be nominated again with details of how the academy councillor fits into the academy council skill set

**Role of ‘foundation’ Local Academy Councillors**

The inclusion of Local Academy Councillors nominated by the diocese (either by the Diocesan Education Board, the PCC or in some cases as a charitable trust linked to the school) is one of the distinguishing characteristics of a Church academy within a MAT. The Local Academy Councillor represent the historic link with the original establishment of the school and its distinctive religious ethos.

In most ways Local Academy Councillors are the same as other academy councillors and the Diocesan Board of Education wants to ensure its Local Academy Councillors bring valuable skills to the running of the school which is why completion of a skills audit is required. All academy councillors are entrusted by the Trust board with various responsibilities as set out in the scheme of delegation which should be provided to the academy councillor at the start of their term. Their duties can cover monitoring (in line with the Scheme of Delegation) at school level the curriculum, finance, personnel and premises to ensure that the school functions efficiently.

Most Foundation academy councillors are nominated by either the Diocesan Education Board or the Parochial Church Council (PCC). This is in recognition of the fact that the PCC is the voice of the Church in the locality and the Diocesan Education Board has responsibility for formulating policies which affect all Church schools in the diocese. The exact composition of a school's academy council is determined by the Scheme of Delegation agreed by the Trust Board. Local Academy Councillors usually serve a four-year term of office which may be renewable.

 In previously Voluntary Aided schools Foundation Academy Councillors will usually form the majority of academy councillors. This reflects the requirement that these schools should provide Christian religious education and worship in accordance with the school's original Trust Deed.

Local Academy Councillors will have a particular interest in ensuring the continuation of the character and ethos of the school. The Church's interest in education stems from a philosophy that education is not just about acquiring knowledge which will enable children to earn a living in a competitive world. It begins from a position that this is God's world and everything in it has value. Religious education is important, but it is not the only subject which reflects spiritual values. The whole curriculum is given value by being considered in this way. To quote Archbishop William Temple – Education is about fullness of life.

Local Academy Councillors should ensure that all people in a school are valued. Church schools do not have a monopoly on caring, but in the Church school community no one, regardless of role, should be undervalued.  Particular attention needs to be given to the admission criteria with regard to special needs policies to ensure that the school is reflecting God's love for the whole world.  Management policies need to be looked at in this light. Relationships between academy councillors and staff are very important in this context.

For Christians, worshipping together is very important. Because of the nature of their Trust Deeds, Church schools should provide worship which is in accordance with the custom and practice of the Church of England. You cannot make anyone worship, but it seems reasonable to expose children to a variety of forms of worship in a Church school. The aim should be not to produce confirmation candidates or servers for the local church, but to enrich the life of the school and church community.

In previously Aided schools, a diocesan RE syllabus is used. Whether the RE teaching is cross-curricular or separate, Local Academy Councillors can give a lead in seeking to ensure that RE has equal resources of time and money (5% timetable for Aided Schools) and that links with the Church at a local level within the community are preserved and developed.

**The Nomination of Local Academy Councillors**

**Part A: to be completed by the nominee**

***The information that you provide on this form will be held on a computerised database maintained by the Joint Education Team upon successful appointment/election.  Your data will only be used in accordance with the principles set out in the General Data Protection Regulation, which protects the right to privacy of individuals whose personal details are held by the data controller.  For further information on how your personal data will be collected and processed please see the privacy notice at*** [***Joint Education Team Privacy Notice***](https://www.jointedteam.org/uploads/1/9/6/4/19649219/governor_privacy_notice_final.pdf)

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| Name of School: |
| Full name:  Mr/Mrs/Miss/Other:  Address:  Preferred Contact Telephone number:  Email address: |
| Occupation: |
| Are you a communicant member of the Church of England?  If no, what is your Church affiliation? We welcome members from other Trinitarian Churches. |
| Are you a parent of a child at any of the schools in the Trust? YES/NO  Is this your first term of office as an academy councillor? YES/NO  Are you a Governor or academy councillor in another school? YES/NO  If yes, please give the name of the school:  Are you a director or Member in another Trust? YES/NO  If yes, please state which role and Trust: |

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| Please provide a brief statement of the skills you will bring to the role: |

* I have read a role description and I am willing to serve as an academy councillor for a term of four years from the date of my appointment, if appointed by the directors of the Trust.
* I agree to support and maintain the unique ethos and Church of England status of the school.
* I confirm that I am suitable for the role as academy councillor and I am not disqualified from appointment as a governor.
* I confirm that I have completed, signed and returned the confidential declaration (below)

Signed: ……………………………………………………………… Date: ……………………...

**Church of England Confidential Declaration Form**

The Confidential Declaration Form must be completed by those wishing to work with children in the role of school governor. This form is strictly confidential and, except under compulsion of law, will be seen only by the **{insert name of those responsible for safeguarding/arranging DBS in the Trust}** if necessary.

All forms will be kept securely under the terms of the Data Protection Act 1998

As an academy director you will be eligible for a DBS check.

**PLEASE NOTE THAT THE DISCLOSURE AND BARRING SERVICE (DBS) IS AN INDEPENDENT BODY, WHICH CAME INTO EXISTENCE ON THE 1ST DECEMBER 2012. IT COMBINES THE FUNCTIONS OF THE CRIMINAL RECORDS BUREAU (CRB) AND THE INDEPENDENT SAFEGUARDING AUTHORITY (ISA).**

If you answer yes to any questions please give full details on a separate sheet of paper and be clear which question you are answering by showing the question number.

1. Have you ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with DBS filtering rules? (Include both spent and unspent convictions)

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**Please tick** Yes No

1. Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with DBS filtering rules?

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**Please tick** Yes No

*Notes applicable to questions 1 and 2: declare all convictions, cautions, warnings, and reprimands etc. that are not subject to the DBS filtering rules.*

*Broadly where your position/role involves substantial contract with children and/or adults who may be at risk you will be expected to declare* ***all*** *convictions and/or cautions etc., even if they are ‘spent’ provided that have not been filtered by the DBS filtering rules.*

***If your position/role does not involve substantial contact with children/and or adults who may be at risk you should only declare ’unspent’ and ‘unfiltered’ convictions/cautions etc.***

*Convictions, cautions etc., and the equivalent obtained abroad must be declared as well as those received in the UK.*

*If you are unsure of how to respond to the above please seek advice from an appropriate independent representative (e.g. a solicitor) failure to disclose relevant convictions, cautions etc. Could result in the withdrawal of approval to work with children and/or adults who may be at risk*

1. Are you at present (of have you ever been) under investigation by the police or an employer or other organisations for which you worked for any offence/misconduct?

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**Please tick** Yes No

1. Has your name ever been placed on either of the barred lists previously maintained by the ISA and now maintained by the DBS, barring you from work with children and/or adults at risk?

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**Please tick** Yes No

***NOTE: Those applying for work with children and/or adults who are at risk in positions which are outside regulated activity should not respond to the question. If uncertain, your recruiting body will be able to confirm whether or not the position/role for which you are applying is regulated activity.***

1. Has a family court ever made a finding of fact in relation to you, that you have caused significant harm to a child and/or adult at risk, or has any such court made an order against you on the basis of any finding or allegation that any child and/or adult at risk was at risk of significant harm from you?

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**Please tick**  Yes No

1. Has your conduct ever caused or been likely to cause significant harm to a child and/or adult at risk, and/or put a child or adult at risk of significant harm?

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**Please tick**  Yes No

*Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as sexual relationship with a young person or adult for whom you had pastoral responsibility or were in a trusted role or position.*

**NOTE: Make any statement you wish regarding any incident you wish to declare**

1. To your knowledge, has it ever been alleged that your conduct as resulted in any of those things?

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Please tick Yes No

If yes, please give details.

**Declaration**

I declare the above information (and that on attached sheets) is true, accurate and complete to best of my knowledge.

Signed: ………………………………………………….

Full Name: ……………………………………………… Date of Birth: ……………………………….…………

Address: …………………………………………………………………………………………………..…………..

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Date: ………………………………………………..

Before an appointment can be made applicants, who will have substantial contact with children and/or adults who may be at risk in their roles will be required to obtain an enhanced criminal record check (with or without a barred list check (as appropriate) from the Disclosure and Barring Service.

All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people and/or adults who are at risk.

Please note that the existence of a criminal record will not necessarily prevent a person from being appointed, it is only if the nature of any matters revealed may be considered to place a child and/or an adult who is at risk at risk.

**Part B: to be completed by the Chair of the Academy council as appropriate.**

We have a responsibility to ensure academy councillors are suitable for the role and should be recruited on the basis of their skills and how these contribute to the academy council.

Please supply a copy of your Academy council Skills Audit and/or indicate below how this person’s skills will fill any apparent gaps and/or add to the academy council strengths.

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**Signed: ……………………………………………………… Date: ……………………………………**

**Part C: to be completed by the PCC (where appropriate) or Ex officio governor if this is a DBE nomination. Please see the attached protocol for the appointment of Foundation Academy Councillors which offers some guidance on the process.**

**Before completion please refer to the scheme of delegation and any schedule relating to the composition of the academy council**. If you require a copy please contact your trust clerk or Susie Taylor on 0191 2704113 or [susie.taylor@drmnewcanglican.org](mailto:susie.taylor@drmnewcanglican.org)

**Complete for PCC/Trust Foundation Academy Councillor nomination**

After due process and at a meeting of (insert name of PCC):  
……………………………………………………………………………………………………………….

Date of meeting: ………………...……………….

It was agreed to nominate: ………………………………………………………………………………

To replace (If applicable): ………………………………………………………………………………..

Signed: ……………………………………………

Name in block capitals …………………………………………………………………………………..

Position: …………………………………………. Date: ………………………………………..

**Complete for DBE appointed Foundation Academy Councillor Nomination**

I confirm I am happy to support the appointment of …………………………………………………..

As a DBE Foundation Academy Councillor

To replace (If applicable): ………………………………………………………………………………..

Signed by Ex officio: ………………………………………………………………………………………

Name in block capitals: …………………………………………………………………………………..

Position: …………………………………………