

# Brook Learning Trust

## Outline of Academy Councillor Roles



### Chair of Academy Council

The Chair of Academy Council has specific responsibilities in addition to those of an academy councillor. These include, but are not limited to, the following tasks. To:

- Lead the academy council, providing strategic direction and managing council / board communication: sharing reports to the academy council from the Board; identifying local issues requiring escalation to Board level
- Review and agree, in consultation with the Principal and the Clerk, the annual schedule of governance activities
- Ensure meetings are advertised in advance and run effectively with appropriate agendas
- Encourage all councillors to undertake the activities associated with their roles and to contribute actively to the discussion at meetings
- Have regular one-to-one meetings with the Principal
- Represent the academy council during OfSTED inspections
- Attend four Standards Panel meetings per year, submitting reports in advance
- Manage governance vacancies and support recruitment, ensuring new councillors receive adequate mentoring support and training
- Liaise with the Clerk and agree tasks
- Monitor the implementation and impact of the Academy Improvement Plan (AIP) priorities
- Chair and/or participate in panels arranged to review a permanent or other exclusion
- Chair and/or participate in panels convened to hear a complaint
- Take responsibility for barring adults from site where necessary and ensure appropriate documentation is filed

### Vice Chair of Academy Council

The Vice Chair of Council will, in addition to the responsibilities of an academy councillor:

- Be prepared to chair academy council meetings in the absence of the Chair
- Routinely shadow some of the Chair's duties, as itemised above, by mutual agreement
- Be prepared to take on the role of the Chair, in an interim capacity, should the Chair resign
- Attend any Standards Panel meeting which the Chair is unable to attend, by mutual agreement
- Represent the academy council during OfSTED inspections
- Ensure that new councillors receive adequate mentoring support during their induction period
- Monitor the implementation and impact of the Academy Improvement Plan (AIP)
- Participate in panels arranged to review a permanent or other exclusion
- Chair and/or participate in panels convened to hear a complaint

### Safeguarding Link Councillor

The Safeguarding Link Councillor will, in addition to the responsibilities of an academy councillor:

- Meet the Academy's Designated Safeguarding Lead (DSL) and HR department representative regularly and conduct three monitoring visits to the academy a year per the annual schedule of governance activities to monitor the systems in place for safeguarding students, staff and visitors
- Ensure that effective safeguarding audits are undertaken regularly
- Ensure action plans are written following an audit and monitor the academy's progress against them
- Be informed of serious safeguarding issues that arise and challenge the academy about actions taken as a consequence
- Submit three monitoring reports a year to the Trust Audit & Risk Committee and academy council
- Ensure the Trust's safeguarding and related policies have been adopted by the academy
- Monitor the implementation and impact of the Academy Improvement Plan (AIP)

- Participate in panels arranged to review a permanent or other exclusion
- Chair and/or participate in panels convened to hear a complaint

### **Pupil Premium and SEND Link Councillor**

The Pupil Premium Link Councillor will, in addition to the responsibilities of an academy councillor:

- Meet the SENCo and Pupil Premium Lead regularly and conduct three monitoring visits to the academy a year per the annual schedule of governance activities to review provision for SEND & Pupil Premium students
- Consider whether the academy has identified all Pupil Premium and SEND children
- Evaluate whether all academy staff know who the Pupil Premium and SEND children are
- Ensure that Pupil Premium funding is ring-fenced and expenditure clearly reported
- Check that the Pupil Premium and SEND plans for the year have identified and reported the intended outcomes of Pupil Premium-funded interventions and activities
- Ensure expenditure analyses and plans for the allocation of Pupil Premium income are published on the academy website
- Support the evaluation of the impact of Pupil Premium-funded interventions and activities using an evidence-based approach in the course of an annual review
- Submit three monitoring reports a year to the academy council
- Ensure the Trust's SEND and related policies have been adopted by the academy
- Monitor the implementation and impact of the Academy Improvement Plan (AIP)
- Participate in panels arranged to review a permanent or other exclusion
- Chair and/or participate in panels convened to hear a complaint

### **Student Advocate Councillor**

The Student Advocate Councillor will, in addition to the responsibilities of an academy councillor:

- Meet the member of staff responsible for co-ordination of student council activities and, with the co-operation of the Principal, design and/or participate in three activities a year aimed at increasing councillors' understanding of the student experience
- Attend student council meetings if invited
- Act as the link between student council and the academy council
- Invite students to attend, and make presentations to, academy council meetings as appropriate
- Submit three reports a year to the academy council
- Monitor the implementation and impact of the Academy Improvement Plan (AIP)
- Participate in panels arranged to review a permanent or other exclusion
- Participate in panels convened to hear a complaint

### **Staff Advocate Councillor**

The Staff Advocate Councillor will, in addition to the responsibilities of an academy councillor:

- Make themselves known to the staff in liaison with the Principal and SLT
- Design and/or participate in three advocacy-related activities a year, with the co-operation of the Principal, aimed at engaging with the staff body to increase councillors' understanding of the staff experience
- Submit three reports a year to the academy council on activities undertaken
- Listen impartially to concerns raised by staff through engagement activities or official processes
- Ensure communications from the academy council are disseminated to staff where appropriate
- Monitor the implementation and impact of the Academy Improvement Plan (AIP)
- Participate in panels arranged to review a permanent or other exclusion
- Participate in panels convened to hear a complaint

### **Parent Advocate Councillor**

Parent Advocate Councillors will, in addition to the responsibilities of an academy councillor:

- Make themselves known to the parent body in liaison with the Principal and SLT
- Design and/or participate in three advocacy-related activities a year, with the co-operation of the Principal, aimed at engaging with parent to increase councillors' understanding of their experience
- Submit three reports a year to the academy council on activities undertaken
- Listen impartially to concerns raised by parents through engagement activities or official processes
- Guide parents regarding appropriate courses of action and procedures
- Ensure communications from the academy council are disseminated to parents where appropriate
- Submit three reports a year to the academy council
- Monitor the implementation and impact of the Academy Improvement Plan (AIP)
- Participate in panels arranged to review a permanent or other exclusion
- Participate in panels convened to hear a complaint

### **Community Advocate Councillor**

Community Advocate Councillors will, in addition to the responsibilities of an academy councillor:

- Make themselves known to stakeholders in the community in liaison with the Principal and SLT
- Design and/or participate in three advocacy-related activities a year, with the co-operation of the Principal, aimed at engaging with stakeholders in the community
- Submit three reports a year to the academy council on activities undertaken
- Listen impartially to opinions voiced by members of the community through engagement activities or official processes
- Promote a positive interaction between the academy and the community
- Publicise the academy in the community
- Monitor the implementation and impact of the Academy Improvement Plan (AIP)
- Participate in panels arranged to review a permanent or other exclusion
- Participate in panels convened to hear a complaint

### **Health & Safety Link Councillor – under review for 2020-21**

The Health & Safety Link Councillor will, in addition to the responsibilities of an academy councillor:

- Meet the member/s of staff responsible for Health & Safety regularly and conduct three visits to the academy a year per the annual schedule of governance activities to monitor health & safety-related systems and procedures
- Receive three monitoring reports a year to the Trust Audit & Risk Committee and academy council
- Ensure the academy council monitors accidents and near misses (including those that are reportable under RIDDOR) and seeks to identify trends
- Ensure the Trust's Health & Safety policy has been adopted by the Academy
- Monitor the implementation and impact of the Academy Improvement Plan (AIP)
- Participate in panels arranged to review a permanent or other exclusion
- Chair and/or participate in panels convened to hear a complaint