



Westcroft

Stanhope

Bishop Auckland

Co Durham

DL13 2NU

Head Teacher: Mrs D Cross

School Number 840 3087

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Dear Parent/Carer

20th October 2025

Re: Parent & Co-opted Academy Councillor Vacancies

An Academy Councillor plays a vital role in the school's direction and ensuring every child thrives. Acting as a bridge between the school leadership and the wider community, councillors help uphold high standards, support strategic decisions and champion the values that make the school a safe, inclusive and inspiring place to learn. Their input helps to guide everything from curriculum priorities to pupil well-being, making them key contributors to the school's success and future. Academy Councillors should expect to dedicate approximately 6-8 hours per term to the role, including attending meetings, reviewing documents and engaging with school activities.

I am writing to advise you that there is a current vacancy on the school's Academy Council for a parent governor and to invite parents/carers who are interested in taking up this role to put their names forward, or to nominate another parent. If you nominate a fellow parent, please ensure the parent countersigns the attached nomination paper. If you (or they) are enthusiastic about supporting school, we would love to see you on our Board.

There is also a vacancy for a Co-opted Member to join the Academy Council. This vacancy does not need to be a current parent or carer in our school and is appointed by the other members of the Academy Council. We would particularly welcome applications from someone prepared to help with grant applications to the role.

We would draw your attention to the reverse of the nomination form detailing Declaration of Eligibility which lists the criteria for qualifications and disqualifications. Please ensure the declaration is signed by the nominee.

Nominations should be submitted to the Headteacher by 5pm on Friday 7th November 2025.

Nominations received after this date may not be considered.

If the number of nominations received are equal to or less than the number of vacancies, there will be no need to hold a ballot for the Parent vacancy. If a ballot is necessary, one voting paper per parent will be sent to you via your child. Should you mislay this voting paper, a further copy may be obtained from the school.

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If an election is necessary, further details will be sent in due course.

If you would like further information about the role of an Academy Councillor at our school, please contact us and we can put you in touch with the Chair or Vice Chair for an informal discussion.

I look forward to hearing from you.

Yours sincerely

Mrs D Cross

Mrs D Cross
Head Teacher