

Dear Parents and Carers,

Sancta Familia Catholic Academy Trust has established a local Governing Board (LGB) to monitor and understand how the academy (Ursuline High School) is led and managed, in accordance with the powers delegated to it and its role as a link between the Trust Board, the academy and its community.

The local Governing Board of Ursuline High School is responsible for both the conduct of the school and for promoting high standards. The local Governing Board carries out its role by setting the vision for the school and then ensuring that the school works efficiently and effectively towards achieving its vision. It does this by building a thorough knowledge of the school and its community, by both supporting and constructively challenging the school, and by ensuring accountability and compliance.

The local Governing Board of our school is made up of six Foundation governors appointed by the Diocese, two parent governors, the headteacher and an additional staff governor.

**A vacancy has arisen for a parent governor on our local Governing Board. We are asking you to nominate someone with parental responsibility for a student at the school. If we receive more than one nomination, then a ballot will be held. The attached form can be used to nominate.**

Before you decide to nominate someone, or indeed stand yourself, you may want to know a bit more about what is involved. Governors need not be experts in the field of education. What they do need is an interest in the school and in the welfare of the students and the time and willingness to get involved. Governors also need what is known as ‘soft skills’ – the ability to be able to build relationships with a range of people, to be able to work as part of a team, to be able to question, and to make connections between different types of information. All governors are expected to be able to read straightforward budget reports and data on school standards.

The three main roles that governors fulfil are:

- a. **Ensuring clarity of vision, ethos and strategic direction;**

- b. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and**
- c. Overseeing the financial performance of the school and making sure its money is well spent.**

We are intent on diversifying the make-up of our local Governing Board and therefore welcome applications from Black and Minority Ethnic parents/carers. We have examined our skill set as a local Governing Board and would appreciate applications from parents/carers with an interest or experience in:

- Curriculum,
- Finance, or
- Buildings and Estate Management.

Our local Governing Board expects Governors to;

- attend meetings of the full local Governing Board which are held four times per year
- sit on at least one committee and attend the meetings which are usually once a term per committee
- visit the school formally for monitoring purposes at least once a term.
- commit to attend Governor training courses and develop Governance skills.

If you would like to find out more about how you can contribute to Governance at our school, please email me ([ClerktoGovs@ursulinehigh.merton.sch.uk](mailto:ClerktoGovs@ursulinehigh.merton.sch.uk)) with your contact details and I will pass on your details to the chair who will then arrange a time for a conversation. The closing date for nominations is Friday 16 May.

Faye McGillian

Clerk to the Governing Board

