

'Known and Loved'

February 2024

Welcome!

Thank you for showing an interest in becoming a governor in one of our Trust schools or joining our Trust Board.

Schools within the Bosco Catholic Education Trust are all about community, shared values and a commitment to improving the life chances of the children entrusted to our care.

One crucial way of being part of 'Community' and making a positive difference to children, transforming life-chances for them and future generations is to become a governor.

At present we are looking for people to register an interest to either serve in the future at a school level or with our Trust Board.

You may not have had any experience of being a governor or you may be concerned about how many hours this might involve. Well, worry not! We'd give you plenty of support and opportunities for training. We also try extremely hard to share the workload and make governance work around your current commitments by offering hybrid as well as in-person meetings. The information below tells you a bit more about the role, what we are looking for and how we'll support you.

At present we have a number of vacancies for Foundation Governors across the Trust, but would welcome interest from anyone keen to learn more about volunteering in this important capacity. If you are interested in a role or would like to find out more, then please do contact our Office Manager, Alice Mackay on 01444-221776 or amackay@boscocet.org.uk. You can register for the talent pool on <https://www.boscocet.org.uk/become-a-governor/>.

We look forward to hearing from you and hope to welcome you soon!

Yours sincerely,

A handwritten signature in black ink, appearing to be "David Carter".

David Carter
Chief Executive Officer, Bosco CET

Could you be a School Governor?

School governors make a valuable contribution to children's education, opportunities, and futures. Being a school governor is a challenging but hugely rewarding role. It will give you the chance to make a real difference to young people, give something back to your local community and use and develop your skills in a board-level environment.

Schools need governing committees that are representative of the communities they serve and have a balance and diversity of knowledge, skills, and experience to enable it to be effective.

Anyone aged over 18 can be a governor and you do not need to be a parent or a Catholic. There is no requirement for you to have an understanding of the education system (sometimes it is actually better that you don't), just the necessary skills, character and time to contribute.

There is plenty of training available to help you learn about education. Schools need and benefit from a range of professional knowledge on their governing committees including education, finance, human resources, legal, marketing & public relations, property & estates management, IT and organisational change.

As a governor, you will be able to:

- Use your own experience of education and life beyond school to inform conversations.
- Develop and utilise your skills in a committee-level environment.
- Make a valuable contribution to education and your community.
- Support and challenge the school so that it improves the life-chances of pupils and the expertise of staff.
- Bring your unique experiences, perspectives and insights into decision-making in the interests of the school community.

Bosco Catholic Education Trust

We are also looking for people to come and join our Trust Board, particularly if you are a practising Catholic and have experience in HR, Legal, Safeguarding, Finance, Education or Corporate Governance.

The Bosco Catholic Education Trust is a Christ-centred family of Catholic schools, within the Diocese of Arundel and Brighton, working together to provide an outstanding education for all.

As Catholic schools, we endeavour to develop confident, compassionate, and faithful young people. Through partnership, collaboration, and mutual support, we seek to enable all those entrusted to our care to become the person God called them to be.



Our Schools

At present, we are a family of 8 schools across Sussex, however in time there will be 35 Catholic schools within the Trust. Every school in our Trust relies on and appreciates the support and dedication of its Governors and you would be very warmly welcomed.

You may wish to support a school that is local to you or may be interested in working with a school elsewhere in the region.

Our Trust schools:

- St Philip Howard Catholic School, Barnham
- St Mary's Catholic Primary School, Worthing
- Anney Catholic Primary School, Seaford
- St Joseph's Catholic Primary School, Haywards Heath
- St Paul's Catholic College, Burgess Hill
- Our Lady Queen of Heaven Catholic Primary School, Crawley
- St Peter's Catholic Primary School, Shoreham
- St Wilfrid's Catholic Primary School, Angmering

What governors do?

The governing committee provides strategic leadership and accountability in schools. It has three key functions:

- Overseeing the financial performance of the school and making sure its money is well spent.
- Holding the headteacher to account for the educational performance of the school and its pupils.
- Ensuring clarity of vision, Catholic ethos and strategic direction.

Governors set the aims and objectives for the school and set the policies and targets for achieving those aims and objectives. They monitor and evaluate the progress the school is making and act as a source of challenge and support to the headteacher. In action, this means:

- Supporting the Trust Board in appointing and performance reviewing the head teacher and senior leaders, including making decisions about pay.
- Managing budgets and deciding how money is spent.
- Engaging with pupils, staff, parents and the school community.
- Sitting on panels and making decisions about things like pupil exclusions and staff disciplinary.
- Addressing a range of education issues within the school including disadvantaged pupils, pupils with special needs, staff workload and teacher recruitment.
- Looking at data and evidence to ask questions and have challenging conversations about the school.

Governors must uphold the Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Types of Governors

In a Catholic school and Trust, there are three main types of governors:

- **Foundation Governors** – practising Catholics in good standing with the Church. Foundation governors must be in the majority by 2 on any governing body.
- **Non-Foundation Governors** – any other governor on governing body, approved by the Board.
- **Parent Governors** – elected by the parent body when vacancies arise.



What will be expected of me?

As a minimum, the commitment each half term is to the half-termly governing committee meeting which lasts 1 hour 30 minutes however we try hard to work around your existing commitments, including offering hybrid meetings online.

There are specific roles and wider reading required but these responsibilities are shared between all governors. As well as full governing committee meetings, some schools have sub-committees and link governor roles which you may like to contribute to – this depends on each school.

Like magistrates or members of a jury, school governors have a right to reasonable time off work for their public duties, although this may be unpaid. Your company's HR department will be able to tell you about its policy. The term of office for governors and trustees is normally four years although additional terms can be served. As a volunteer you can resign before your term is finished if your circumstances change.

Governance is a voluntary role and therefore it is not paid. Some schools and trusts may pay travel and other expenses, but this will vary so please do ask about their policy.

What happens next?

Initially, we are looking for people to register their interest so that when vacancies arise on governing bodies or with the Trust Board we can contact you.

It is good practice for schools to take up references before confirming their decision to appoint you so do be prepared to provide these if requested. You will need to complete a declaration of interests to declare any conflicts of interest you will have including conflicts of loyalty and financial interests – this information must be published by the school on its website. You must undergo an enhanced DBS check, and your appointment will be subject to this – this will be carried out by the school. Once all this is in place, the full governing committee can then make a decision about your appointment.

What training and support is available?

As a Trust and individual schools there is plenty of support at hand. The diocese also offer training, some of which is online via a governance app. You will also be provided with time for induction and may shadow another governor or observe meetings in advance of joining.

