



12th November 2025

**St Cuthbert's Roman Catholic Academy Trust
Parent Representation on Primary School joint Local Governance Board**

Dear Parents/Carers

We currently have a vacancy for a parent representative on the Local Governance Board for our schools which we are keen to fill soon. Parent representatives are elected by and from the parents/carers of children attending our schools. They serve a 4-year term of office and bring a very important and valued perspective to the work of local governance.

The Local Governance Boards have a key role to:

- provide support and challenge to Headteachers to ensure that every child makes good or better progress, schools are achieving targets and continually improving
- be responsible for the Catholic Life of the School and for Safeguarding
- ensure that schools deliver the Trust's ethos, vision and strategy

The particular skills that parent representatives need will vary and will include personal qualities and capabilities, such as the capacity and willingness to learn and work as part of a team. It is expected that parent representatives will make use of the various training opportunities available to them and play a full part in the work of Local Governance Board.

If you are interested in becoming a parent representative, please complete this form with your nomination (self-nomination is acceptable), which will need to be completed online no later than **Friday 21st November 2025 at 6pm:**

<https://forms.office.com/e/QewmsMYLCr>

If there are more nominations than vacancies, an election will be held, and you will be provided with a voting form.

Yours sincerely

R. McKenna & S. O'Donnell
Headteachers