



Girls' Learning Trust

Recruitment Pack

Appointed Governor

Carshalton High School for Girls
September 2026



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WELCOME

Dear Candidate

Thank you for your interest in the post of Appointed Governor on the Local Governing Body at Carshalton High School for Girls.

Carshalton is a member of The Girls' Learning Trust (GLT). GLT was formed in September 2015 and comprises three successful and high-performing girls' schools: Nonsuch High School for Girls, Wallington High School for Girls and Carshalton High School for Girls. All three schools are located in the London Borough of Sutton. As the largest all-girls multi academy trust in the UK, we have over 4,500 students aged 11-18 and almost 500 staff. We have a financial turnover of £30m and operate over three large sites. Our aim is to empower girls and young women by delivering a first-class education and provide an inspirational start to their futures.

Weald of Kent Grammar School will be joining the Trust as our fourth school in November 2026.

Volunteering as an Appointed Governor is a rewarding experience and an opportunity to contribute to the success of Carshalton. The role of the Local Governing Body (LGB) is to oversee and monitor the activity of the school in relation to school performance and student experience, as well as contributing to the wider Trust strategy.

I hope you find this recruitment pack useful, and if you would like to arrange a call with me or the Headteacher, contact details are provided at the end of this pack.

Kind regards

Anita Patel

Chair of Carshalton Local Governing Body

Peter Baumann-Winn

Headteacher, Carshalton Local Governing Body.

ROLE DESCRIPTION

Role Title	Appointed Governor
Reporting To	Local Governing Body
Type of Role	Voluntary / Governance
Time Commitment	3 x Local Governing Body meetings a year (in person) Voluntary engagement in between meetings on ad-hoc issues

The Local Governing Body is a delegated committee of the Trust Board and is the local link between the School and the Trust Board. The Local Governing Body provides governance at a local level and will provide challenge and support to the Headteacher on school-level issues.

The Local Governing Body is responsible for oversight of the performance of the school and monitoring of its development plan, as well as local compliance with Trust policies and procedures.

Duties and Responsibilities

The Trust Board has delegated the following duties and responsibilities to the LGB (in line with the Scheme of Delegation).

Development Plans and Policies

- Set and ensure the delivery of the school's development plan, in line with the Trust strategic plan and KPIs.
- Produce an annual schedule of LGB agenda items, in conjunction with the Headteacher, to ensure that the work of the LGB delivers the school development plan.
- Ensure compliance against Trust policies where appropriate and approve local school policies and procedures where appropriate.

School Performance

- Analyse student progress and attainment data in order to improve performance and meet the school KPIs for all students.
- Monitor the performance of vulnerable students in the school (inc Pupil premium and SEND).
- Identify and monitor the progress of priority departments in the school.

Teaching and Learning

- Agree the curriculum and assessment procedures of the school in line with the Trust expectations and statutory requirements.
- Ensure the provision of social, moral, cultural, mental and physical development for students in the school, including Relationships, Sex and Health Education.
- Ensure the provision of independent careers information, advice and guidance in the school.
- Monitor and evaluate the quality of teaching and school self evaluation activities including departmental reviews, ensuring any actions link to the school development plans.
- Monitor the impact of CPD activities across the school.

Safeguarding

- Agree any local procedures for safeguarding in line with the Trust policy.
- Undertake an annual safeguarding audit of the safeguarding work of the school.

Student Behaviour and Welfare

- Determine and monitor the relevant behaviour and discipline policies for the school.
- Monitor attendance figures and those relating to student welfare including bullying and fixed term exclusions.

Estates (in liaison with the Trust CIO)

- Agree a facilities action plan for the school, as appropriate, in line with the Trust masterplan and user input/school requirements.
- Provide oversight for any building projects and monitoring progress and completion.

Health and Safety

- Ensure the school adheres to the Trust policy and determine local school procedures as required.
- Monitor any actions required by the annual Health & Safety Audit conducted by the Trust.
- Ensure that the school's Disaster Recovery and Critical Incident plans are implemented.
- Approve all school trips and confirm that all H&S procedures have been followed.

Ofsted

- Ensure the Ofsted framework is understood by all LGB members to ensure effective representation at an Ofsted inspection.
- Ensure that an action plan to be ratified by the Trust Board is in place following an Ofsted inspection.

Stakeholder Engagement

- Ensure the provision of opportunities for parents, staff, students and the local community to be able to engage with and feedback to the school.

Other

- Contribute to the wider work of the Trust through LGB members serving on other Trust committees.
- Monitor the school Risk Register at every LGB meeting.
- Ensure that the Trust complaints policy is implemented in the school and that the nature and frequency of complaints is monitored.
- Ensure that the LGB carries out a self-evaluation of performance in line with the Trust requirements.

PERSON SPECIFICATION

The principles and personal attributes that individuals bring to our Local Governing Bodies are as important as their skills and knowledge. These qualities enable members to use their skills and knowledge to function well as part of a team, and make an active contribution to effective governance. All members of our Local Governing Bodies are expected to exhibit the [seven principles of public life \(the Nolan principles\)](#) in all our work.

We are looking for an individual who can:

- Think strategically to contribute to the development of the school
- Provide appropriate challenge and support to the Headteacher
- Contribute to discussions and reflect on different points of view
- Analyse and interpret data and statistics relating to school performance

Additionally, experience and/or understanding of the education sector would be welcomed in applications.

APPLICATION PROCESS

Safeguarding

The Girls' Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates are expected to demonstrate a sound understanding of leadership of and contribution to a safeguarding environment. The successful candidate will be required to undergo an enhanced DBS with barred list check followed by safeguarding training as part of their induction.

Data Protection

As part of our recruitment process, Girls' Learning Trust collects and processes personal data relating to applicants. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. For further information about this and to read our Data Protection and Freedom of Information Policy, please visit: www.girlslearningtrust.org/our-governance/policies

Application Process

Applications should be made through MyNewTerm, our online application programme.

Closing Date

Applications close on Wednesday 30th September at 5pm.

Interviews

If shortlisted, you will be invited to interview with the Headteacher and Chair of the Local Governing Body.

Notification and Feedback

Candidates who have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached. Constructive feedback will be provided for all candidates invited to interview.

Additional Information

If you would like further information, we will be happy to organise a telephone call with the Chair of the LGB or Headteacher to discuss the role and the immediate priorities of the post, please contact us on: governance@girlslearningtrust.org



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www.girlslearningtrust.org