St Gabriel the Archangel
Catholic Multi-Academy Trust

September 2026

Dear Chairs of Local Governing Bodies, Principals, Regional Governors and Directors,

Education Sunday 2026 – Governor Recruitment Campaign & Parish Support

As we prepare for Education Sunday on 13th September 2026, we are writing to share guidance and resources to support governor recruitment across our parish communities. Enclosed with this letter, you will find a delivery of printed Governor Recruitment Flyers designed specifically for distribution in local parishes.

These flyers highlight the essential role governance plays in preserving and developing the Catholic ethos of our schools, helping our children flourish academically, spiritually, and personally. They also outline core responsibilities, key benefits of serving, basic requirements for Foundation Governors, and direct QR code registration.

Key Actions & Recommendations

- **Parish Distribution:** Please arrange for the enclosed flyers to be made available in your local parish churches for Education Sunday.
- **Liaise with Parish Priests:** We strongly encourage Principals and/or LGB Chairs to reach out to your local Parish Priest ahead of Education Sunday.
- **Speak at Holy Mass:** In previous years, having a brief word at the end of Mass delivered by a Principal, Chair, or current Governor has proven to be extraordinarily effective in encouraging parishioners to step forward. A short, engaging appeal often provides the personal touch needed to inspire prospective volunteers to register.

For anyone interested in applying, the flyer directs parishioners to scan the QR code, which opens an immediate online expression of interest. Prospective volunteers receive an automated acknowledgement, and our central Governance Team will follow up with them directly regarding next steps. They may also approach you or the Parish Priest directly after Mass.

Thank you for your ongoing commitment to strong, Christ-centred governance across our Trust family. If you need anything further or have any questions regarding this process, please contact **Amanda Moore** (Senior Governance Partner) or **Tracey Preece** (Governance Partner).

Warm regards,

The Governance Team

Cc. Executive Team

Enc. Foundation Governor Recruitment & Onboarding Flowchart

Foundation Governor Recruitment & Onboarding Flowchart

Step-by-Step Workflow from Expression of Interest (EOI) to Governor Induction

[STAGE 1: EXPRESSION OF INTEREST]

Parishioner Scans QR Code / Submits EOI

Applicant expresses interest via parish flyer or direct school referral. The QR code system sends an automated acknowledgement advising the Governance Team will be in contact over the coming days.

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[STAGE 2: APPLICATION & LOCAL VETTING]

Information Sent, Stakeholder Liaison and School DBS Check

The Governance Team first liaises directly with the relevant LGB Chair, Principal, and Regional Governance Officer (RGO). Following contact, the Governance Team emails further details and the online Diocesan Application Form link to the candidate. Concurrently, the School Office initiates and completes mandatory DBS and safeguarding checks.

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[STAGE 3: DIOCESAN APPOINTMENT]

Diocesan Approval and Official Confirmation

The Archdiocese reviews references and formally appoints Foundation Governor. The Diocese sends official appointment notification directly to the Regional Governance Officer (RGO).

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[STAGE 4: ONBOARDING & INDUCTION]

RGO Onboarding and Governor Induction

RGO completes formal Onboarding as detailed in the Trust Onboarding Guide: Governor on-boarding / off boarding checklist

Followed by full Governor Induction and Training, led by the Governance Team.

Summary of Key Role Responsibilities

Central Governance Team Sends information packages, issues application links, connects candidates with local schools, and tracks overall progress.	**School Principal & Office** Coordinates local parish awareness, welcomes potential candidates at Mass, and processes local DBS safeguarding checks.
Archdiocese of Birmingham Evaluates parish priest references, approves Foundation Governor appointments, and issues formal letters.	**Regional Governance Officer (RGO)** Executes Trust onboarding protocol upon diocesan confirmation and coordinates governor induction and training.