



## Democratic Services

**Location:** Phase II  
**DDI:** 01895 250636  
**CMD No:** 2026/1759

**To: COUNCILLOR SUSAN O'BRIEN  
CABINET MEMBER FOR ADULTS, CHILDREN,  
HEALTH & CARE**

c.c. All Members of the Children, Families, Health & Care Select Committee  
c.c. Julie Kelly, Corporate Director of Children's Services  
c.c. Helen Boundy, Children's Services  
c.c. Ward Councillors for Hayes Town

**Date:** 30 July 2026

## Non-Key Decision request

## Form D

### Nomination of Local Authority Candidate to School Governing Body of Botwell House Catholic Primary School

Dear Cabinet Members,

Attached is a report requesting that a decision be made by you as an individual Cabinet Member. Democratic Services confirm that this is not a key decision, as such, the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 notice period does not apply.

You should take a decision **on or after Friday 07 August 2026** in order to meet Constitutional requirements about publication of decisions that are to be made. You may wish to discuss the report with the Corporate Director before it is made. Please indicate your decision on the duplicate memo supplied and return it to me when you have made your decision. I will then arrange for the formal notice of decision to be published.

Liz Penny  
Democratic Services

**Title of Report:** Nomination of Local Authority Candidate to School Governing Body of Botwell House Catholic Primary School

**Decision made:**

**Reasons for your decision:** (e.g. as stated in report)

**Alternatives considered and rejected:** (e.g. as stated in report)

Signed ..... Date.....

*Cabinet Member for Adults, Children, Health & Care*

# Executive Decision Report

Cabinet Member

30/07/26



## Nomination of Local Authority Candidate to School Governing Body of Botwell House Catholic Primary School

**Cabinet Member Lead**

Cabinet Member for Adults, Children, Health & Care (Cllr O'Brien)

**Chief Officer responsible**  
**Report author**

Corporate Director of Children's Services  
Helen Boundy Governance Support Officer

Report classification and reason

**Public with Exempt Appendix**  
by virtue of paragraph 1 of Part 1 of Schedule 12a of the Local Government Act 1972 due to information relating to any individual.

Relevant Committee

Children, Families, Health & Care

Electoral Ward

Hayes Town

### 1. Executive Summary

This report seeks approval to re-nominate the existing Local Authority Governor at Botwell House Catholic Primary School for another term as LA Governor.

### 2. Recommendation(s)

That the Cabinet Member agrees that the following applicant be nominated for formal re-appointment to the School Governing Body indicated below:

**Sophia Martin – Botwell House Catholic Primary School**

### 3. Reasons for decision

To ensure that the place for a Local Authority Governor is filled to meet statutory duty. The LA School Governance Team has confirmed that the candidate has submitted the correct documentation and that the school has agreed to this nomination being processed for approval.

### 4. Proposal

To re-nominate the existing Local Authority Governor, Sophia Martin at Botwell House Catholic Primary School for another term as LA Governor.

**Classification:**

Part 1 Public

# Executive Decision Report

Cabinet Member

30/07/26

## 5. Corporate implications

|                                 |   |                              |  |
|---------------------------------|---|------------------------------|--|
| Financial (mandatory)           | Y | Equalities impact assessment |  |
| Legal (mandatory)               | Y | Workforce                    |  |
| Alternative options (mandatory) | Y | Public Health                |  |
| Risk management (mandatory)     | Y | External partners            |  |
| Asset                           |   | Communications               |  |
| Procurement                     |   | Committee comments           |  |
| Planning                        |   | Digital                      |  |
| Climate Change                  |   | Other                        |  |

### a) Financial

There are no financial implications in this report; this is regarding the governance of the school and does not impact upon the overall school's budget.

### b) Legal

There are no legal implications in this report; this is regarding the governance of the school and does not impact upon the overall school's budget.

### c) Alternative Options

| <i>Alternative Options</i> | <i>Rationale for rejecting option</i>                                                           |
|----------------------------|-------------------------------------------------------------------------------------------------|
| To not appoint             | Would be contrary to the school's request and leave a vacancy at the board level of the school. |

### d) Risk management

| <i>Risk</i> | <i>Mitigation</i> |
|-------------|-------------------|
| NIL         | Minimal risk      |

### e) Other implications

NIL.

## 6. Consultation & engagement

N/A

# Executive Decision Report

Cabinet Member

30/07/26



---

## 7. Timetable for implementation

Once Cabinet Member report is approved the decision to approve the nomination of the LA Governor is made by the Governing body at their next Full Governing Board meeting.

---

### List of Background Papers

NIL.

### List of appendices attached

Appendix A: Bothwell House Catholic Primary School FGB Minutes 30.04.26 with formal approval from FGB for the re- nomination

Appendix B: Sophia Martin LA Governor Botwell House- Re-Nomination.