



We are His body, living and learning as one.

Tuesday 12th March 2024

Dear parents and carers,

I am writing to inform you of one vacancy for the role of Parent Director on the Corpus Christi Catholic Academy Trust Board.

The role of the Trust Board

The Trust has adopted a non-representational model of governance, whereby the directors of the Trust Board are independent of governors of the Local Governing Bodies of each school. The directors have a range of skills and expertise in areas such as business, commerce, finance, law, education, governance and data protection. In addition, there are no employees, including the CEO, on the Trust Board.

At individual school level, the Trust Board has appointed Local Governing Bodies. They have oversight of their school and are accountable to the Trust Board. In addition, each Local Governing Body serves as a vital link to the local community.

The Trust's Scheme of Delegation includes a detailed table of roles and responsibilities, which clearly defines which decisions are delegated to Local Governing Bodies, and importantly, which are retained at director level. This key document, which is available on the Trust website, allows everyone to know their role and where responsibility lies.

In order to focus on key areas of governance at director level, the Trust Board has created three committees:

- Standards, Curriculum & Faith Committee
- Risk, Audit, Behaviour & Safeguarding Committee
- Finance & Resources Committee

Members of the Local Governing Bodies are welcome to attend these committees.

The role of a Parent Director

As a Parent Director, you will work with the Trust Board and have responsibility for directing the Trust's affairs, and for ensuring that it is solvent, well-run, and delivering the Trust's charitable outcomes.

You will be expected to attend and contribute professionally to Trust Board meetings and to join one committee of the Trust Board, chosen in line with your particular skills and interests.

Chief Executive Officer: Mrs Sacha Humphries

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Corpus Christi Catholic Academy Trust, a Company limited by guarantee, registered in England & Wales. No. 08440868.

Registered Office: Saint Paul's Catholic High School, Firbank Road, Wythenshawe, Manchester, M23 2YS.

Saint Paul's Catholic High School
All Saints Catholic College
St Elizabeth's Catholic Primary School
St Anthony's Catholic Primary School
Ss John Fisher & Thomas More Catholic Primary School
St Joseph's Catholic Primary School (Stockport)
St Joseph's Catholic Primary School (Trafford)



You will also play a vital role in bringing a parental perspective to the Trust Board, although your role is not to speak 'on behalf' of the parent body.

To be a Parent Director you should have:

- The specific professional skills required to make sure the Trust Board delivers effective governance (see bullet points below)
- A strong commitment to the role and to improving outcomes for children
- Good inter-personal skills, curiosity, and a willingness to learn and develop new skills

The Trust Board would particularly welcome candidates with the experience to operate professionally at board level, ideally from a commercial or business background, with expertise and knowledge in one or more of the following areas:

- Law
- Risk
- Audit
- HR
- Health and Safety
- IT
- Data Protection

Expectations of Directors

As with all Trust Directors, Parent Directors are expected to hold the Trust and its employees to account and to therefore make a commitment to the following:

- Attending and contributing professionally to seven meetings per academic year – four Trust Board meetings and one per term for the committees, usually on a Monday from 5pm to 7pm at St Anthony's Catholic Primary School, Wythenshawe; plus occasional ad hoc meetings
- Preparing thoroughly for these meetings by reading all papers in advance and then asking relevant questions of the staff members in attendance
- Assisting, subject to your availability, with other tasks such as staff recruitment, and HR or complaints panels
- Maintaining confidentiality
- Committing to training
- Visiting schools within the Trust
- Fulfilling a 4-year term of office

How to apply

Prospective candidates are warmly invited to meet with the Chair of the Trust Board or the CEO to find out more about the role. Please contact Sarah Sharp, PA to the CEO, to arrange a meeting by emailing: sarah.sharp@corpuschristitrust.co.uk.

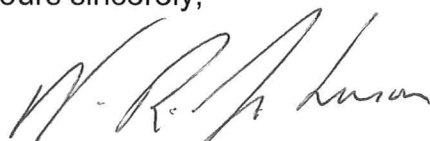
To nominate yourself as a candidate, please complete the candidate form attached to this letter and return it by email to: hr@corpuschristitrust.co.uk by **noon on Wednesday 27th March 2024**.

If we receive more applications than there are vacancies, a secret ballot of all parents entitled to vote will be carried out. We will inform you after the closing date for applications if we have to do this.

Please note, that this is an unpaid volunteer role.

If you have any queries about this process, please email: hr@corpuschristitrust.co.uk.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Nick Johnson', written over a horizontal line.

Nick Johnson
Chair of Corpus Christi Catholic Academy Trust