24 October 2014

Dear Parent

**ELECTION OF PARENT DIRECTORS**

You will be aware that your child/children’s school became an Academy within the Pope Francis Catholic Multi-Academy Company (MAC) on 1 August 2014. The Pope Francis Catholic MAC is governed by a Board of Directors which is made up of 14 Directors:

* 8 Foundation Directors (appointed by the Archbishop)
* 2 Principal Directors (Headteachers of schools within the MAC)
* 2 Elected Parent Directors (Parents of pupils attending one of the MAC schools at the time of election)
* 2 Elected Staff Directors (Staff member working at one of the MAC schools).

In addition to the above, each Academy School – Blessed George Napier, St Joseph’s and Holy Trinity – has set up a school Academy Committee (replacing the Governing Body). Each school Academy Committee will have 12 members:

* 7 Foundation Committee Members (appointed by the Archbishop)
* 1 Principal Member (Headteacher)
* 2 Parent Members (Parents of pupils attending the school at time of election)
* 2 Staff Members (Staff member working at the school).

The Board of Directors wish to appoint two Parent Directors and details of how to apply are set out below. Each school will also be writing to parents soon to ask for nominations for Parent Committee Members to serve on the School Academy Committees.

The currently appointed Foundation Directors and Principal Directors are:

Paul Concannon (Chair) Foundation Director

Canon Mervyn Tower (Vice-Chair) Foundation Director

Angela Briggs Foundation Director

David Brooks Foundation Director

Judith Howard Foundation Director

Julian Mathias Foundation Director

Tony O’Donnell Foundation Director

Adrian Waters Foundation Director

Fraser Long Principal Director

Lorna Buchanan Principal Director

The Board of Directors seeks nominations for two Parent Directors who will serve on the MAC Board for four years unless they resign the post in the interim.

Nomination forms are enclosed and must be returned to the school no later than 4pm on Tuesday 11th November. Should **two** or fewer nominations be received by the official closing date, the candidate(s) will be duly elected unopposed. In the event of there being **three** or more nominations an election will take place between 14th November and 24th November. Information on voting arrangements will be sent to you at a later date, as necessary.

Please note that you should not participate in more nominations than there are vacancies. Each nomination requires two proposers.

I have enclosed a little background information concerning the role and commitments which I hope you will find useful.

Yours faithfully

Deborah Webb

Returning Officer

*Clerk to the Academy Board*

*Pope Francis Catholic Multi-Academy Company*