



September 2017

Dear Colleagues,

**All Saints Catholic Collegiate**  
**Staff Director Application**

I am writing to encourage you to put your name forward for election as Staff Director of All Saints Catholic Collegiate. Becoming a staff director offers you the opportunity to make a real contribution to the life and work of our multi academy company.

We have one vacancy for staff directors on the All Saints Catholic Collegiate Board.

Academy directors play a key role in the leadership of the school and work co-operatively together with each other and the staff to make sure that our academy provides a challenging, supportive and safe environment for its pupils.

As a staff director one does not represent the staff and their views but is an elected staff who is given the right to act as director on the Board of Directors. Being a director can be very rewarding and will provide you with an opportunity to meet new people and gain new skills. Full induction, training and support are available

**You will want to know how much time it takes.**

Directors act as a team and, as such, the amount of time that each of them can give to the role will vary. Some people will be able and willing to give a lot throughout their time as a director. Others will find that the amount of time they can give increases or reduces during that period. But if you are serious about helping our school to help children, then you do need to:

- be willing to prepare for meetings: there can be a lot of papers to read
- attend meetings: the Board of Directors must meet at least once a term, but you probably will be asked to serve on at least one committee. How often this meets will vary, but it is usual for most committees to meet each term
- be able to get to meetings. Full Board of Directors meetings will usually be during the evening but committee meetings may be during the day, which can be arranged for the beginning or end of the day to suit the committee members
- participate. You need to prepare for, and attend, meetings if you are to be able to help the school effectively

In order to be eligible to stand for election you must be employed in one of our schools and you must be proposed and seconded by staff at school. Neither the proposer nor seconder should be your spouse or related to each other. Every member of staff is entitled to apply to become a staff director. If more than one nomination is received the Directors will hold a ballot with every staff member having eligibility to vote.

The usual term of office is four years from the date of appointment. Resignation from your employment will automatically terminate your term as a Director.

If, as a staff, you are interested in becoming a staff director **nomination forms can be down loaded from the school website and are available from the school office.**

Completed nomination forms to be returned to the school office by Friday 29<sup>th</sup> September 2017

On behalf of the Board of Directors I would like to thank you for your continued support of our Academy

We look forward to hearing from you.

Yours sincerely

Mrs Carole Knight  
Chair of Directors  
All Saints Catholic Collegiate