



St Joseph's Catholic Primary School

Headteacher: Miss L J Atkinson

Proposal to join the St Francis Multi Academy Trust

Consultation Timeline

The consultation period for St Joseph's will take place from **Monday 9th January 2023 to Friday 3rd February 2023**. This consultation will include the following:

STAKEHOLDERS	NOTES
Diocese	All plans are currently being consulted on with the support of Bob Sawyer as Diocesan Schools' Commissioner, linked to St Francis CMAT.
LA	The Consultation Pack has been sent to the Local Authority through Nathan Heath (Deputy Director of Children's Services). Follow up questions and discussion will be made to the Principal and recorded for information at the FGB Meeting.
Trade Unions	All TU representatives will be invited to a consultation with the Headteacher, Chair of Governors, CEO and Chair of the Trust. Feedback will be recorded from this meeting to be summarised for information at the FGB Meeting.
Staff	The Consultation Pack will be delivered through a presentation to staff at a full staff meeting on Tuesday 17th January 3.15pm . Staff feedback will be accepted verbally and/or via a MS Form to be summarised for information at the FGB Meeting.
Parent/Carers	Parents will be notified by letter of the consultation and summary details of the CMAT. The letter will also include FAQs to support understanding of key aspects. They will also have access to the Consultation Pack via the website. Parent feedback will be accepted via a MS Form, to be summarised for information at the FGB. Information will also go to Parents/Carers of Y5 and Y6 children regarding St Bernard's intention to join the CMAT as part of their consultation process , to support those about to undertake transition.
Students	Students will be notified of the consultation through assemblies and through small group work. Feedback will be recorded for information at the FGB.
Parish	Members of the Parish communities will be notified through Parish Newsletters which will include links to the website, for the Consultation Pack. Parish feedback will be accepted verbally or via a MS Form doc, to be summarised for information at the FGB.
An Extraordinary Full Governing Body Meeting will take place on [INSERT date] in order to hear feedback from all stakeholders from the consultation in order to inform next steps.	

Consultation Documentation

1. Letter to Parents, Carers and Stakeholders.
2. Consultation Pack including key information about the proposal, FAQs, timelines.
3. MS Form feedback form for all stakeholders.