



## Plymouth Catholic Schools Trust Multi Academy Trust Notice 1715

**TITLE: Approval to recruit or reappoint a member of staff or to renew or extend a contract of employment.**

### Introduction

Further to the Interim Chief Executive's communication dated 3<sup>rd</sup> October 2017 titled Financial Notice to Improve and the Next Steps this MAT Notice confirms that with effect from 6<sup>th</sup> October 2017 prior approval will be required to recruit or reappoint a member of staff or to renew or extend a contract. This applies to all categories of staff whether permanent, fixed term, temporary, casual and consultant regardless of the source of funding.

### The approval process

1. Head Teachers in consultation with representative(s) of their Governing Body will complete a Staff Appointment Authorisation Form which is available from the Trust website at [http://www.plymouthcast.org.uk/web/cast\\_document\\_templates/307362](http://www.plymouthcast.org.uk/web/cast_document_templates/307362) and will be submitted to [Staffing@plymouthcast.org.uk](mailto:Staffing@plymouthcast.org.uk)
2. A member of the HR team will contact the Head Teacher if further information is required. The authorisation form will be passed to the School Improvement Team where a recommendation to support or decline the application will be made.
3. The authorisation form will then be presented to the Interim Chief Executive who will, where necessary, consult with the Trust Board and the Education and Skills Funding Agency before making a final decision. The Head Teacher will be notified of the decision as soon as possible.

### Further Guidance

If questions arise as a consequence of this MAT notice they should be addressed in the first instance to the Trust's HR Manager at [Staffing@plymouthcast.org.uk](mailto:Staffing@plymouthcast.org.uk)

Document Title:	1715 Approval to Recruit or Reappoint	Sponsor:	Interim CEO
Version:	Final	Date:	06 Oct 17
Approved by:	COO	Review:	06 Oct 18