



Department
for Education

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Email enquiry form:

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05 March 2025

Miss Naomi Fry
Chief Executive Officer
Holy Rood Catholic Primary School

By e-mail only

Our reference:1042192/1585

Dear Miss Fry

Holy Rood Catholic Primary School – Approval request for the appointment of an off-payroll Chief Financial Officer (CFO)

Thank you for your request for approval to appoint a CFO that is not a direct employee of the academy trust.

Your request was seeking approval for the appointment of Sharon Chapman of St. Joseph's Catholic College as an off-payroll CFO until the 31 August 2025.

I can confirm that we are content to approve this appointment to 31 August 2025, subject to the following conditions:

- i. That you will need to request further approval from DfE if there are any changes to the details above – including any extensions to the timeframe of these arrangements.
- ii. That you include details in the relevant note(s) as per the Academies Accounts Direction in the accounts and on the trust's website.

Should we not receive this information by the deadlines stated then we reserve the right to withdraw our consent to this arrangement.

Please would you acknowledge receipt of this letter and confirm agreement to the conditions by **12 March 2025** by emailing thomas.beldham@education.gov.uk.

Yours sincerely

Tom Beldham
Operational Delivery Lead
Schools Financial Support & Oversight

Cc:

Helen Thomas - Deputy Head

Phil Gilvin - Chair of Trustees