

Department of Children's Services  
Aiming High for Children

Early Years, Primary and  
Secondary Settings

**Director's Suite**  
Margaret McMillan Tower  
Princes Way  
Bradford  
BD1 1NN

Tel: 01274 431078

E-Mail: [judith.kirk@bradford.gov.uk](mailto:judith.kirk@bradford.gov.uk)

Date: 14 July 2016

Dear Headteacher / Principal

I am writing to inform you of some personnel changes which are taking place within Education, Employment and Skills:

- Phil Weston, Head of the Bradford Achievement Service will be retiring from his post within the Local Authority on 31 August 2016. Phil has been a great asset to the District and after 18 years as a teacher and 21 years in local government he has decided to pursue other interests and take a step back from working life.
- Sara Morrissey, Bradford Partnership Operational Director has been successfully appointed to the role of Associate Director of School Improvement for the Beckfoot Trust.
- Nicki Flynn, Assistant Director School to School Support has been successfully appointed to the role of Associate Director for Teaching School for the Beckfoot Trust.

It is great that both Sara and Nicki will continue to work within the District and provide an invaluable contribution to raising standards.

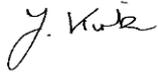
All have given significant time, effort and hard work to Bradford District and they will be missed. On a personal note it's been an absolute pleasure and privilege working with them. We wish them every success and happiness in the future.

To enable us to discuss with you the changes regarding our work I have arranged a Headteacher briefing for **8am – 10am on Thursday 8 September 2016** at the Mercure Hotel, Bingley and I would really appreciate you saving this date for either yourself or a senior colleague to attend. To confirm your attendance please can I ask you to email [rahila.nazir@bradford.gov.uk](mailto:rahila.nazir@bradford.gov.uk) Further details will follow in due course.



Thank you for your continued help and support and I wish you all a restful summer break.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J. Kirk', written in a cursive style.

Judith Kirk  
**Deputy Director**  
**Education, Employment and Skills**

