

Company Number 09068195

BLESSED PETER SNOW CATHOLIC ACADEMY TRUST

Minutes of the Trust Board Meeting

Date of Meeting: Wednesday 9th. July 2014

Venue: St John Fisher Catholic High School-Dewsbury.

Present: Rev Dr J D Cortis (Chair), Mrs S McManamin, Mrs A McNally and Mr K Higgins.

In attendance: Ms C Snow (Sacred Heart Bursar who also acted as note taker). Ms D Dunn and colleague from Calderdale Council

Chair opened the meeting with a prayer. The purpose of the meeting was to pick up on pending issues relating to the conversion as indicated on the minutes from the meeting held on the 5th. June 2014 and a couple of issues raised by Calderdale Human Resource manager. He also stated that the appointments of Foundation Directors have not yet been confirmed.

Pending Issues from the meeting held on the 5th. June 2014:

St John Fisher update:

- Land leases are moving forward. New documentation is being drawn up but not completed yet. Issues relate to 125 year lease arrangements and the transfer of the caretakers house to the diocese
- Department for Education (DfE) putting pressure on the LA to resolve the issues by 8th Sept for a 1st Oct conversion
- Documentation for the transfer of equipment has not been issued however this should not be as problematic as the land issues
- School will be required to submit KS4 data after the summer

St Malachy's update:

- Funding is correct
- Initial findings – £10,000 better off as an Academy
- Expectation that they will receive 50% of the Primary Schools Grant
- Academy status also very positive as they no longer have to find the 10% for building projects and in the first year will be able to apply for two building grants.
- School has submitted key stage 2 data to the DfE. No issues are expected

Sacred Heart update:

- Governing body met 8th July to review their position in relation to moving to academy status. In principle happy to move forward provide that three conditions outlined below are satisfied from the CMAT Trust Board.

a) Central CMAT trust costs are split equitably between the schools.

13/24 RESOLVED: Meeting agreed to the set-up of a central fund which will contain any remaining money from the initial £75k set up grants and a % share of each

individual schools budget. In the first instance this has been agreed as 1 % of the overall devolved budget from each of the three schools.

b) Allocation of half of the Primary Schools Grant = £54k.

13/25 RESOLVED: Meeting agreed to this in principle –DfE guidelines suggest that any money spent must be for the good of the CMAT as a whole.

c) The employment to the CMAT of a suitably trained financial professional with PS Financial expertise to support all the schools with the transition to academy status and the difficulties that will be presented to us as we move to a new financial system. There was concern whether we would need this level of support.

Action point – CS to contact the Leeds CMAT to discuss the level of support they receive with their current arrangements and report back to the trust board before a final decision will be taken on this.

- School has submitted key stage 2 data to the DfE. No issues are expected

Members of Calderdale Council raised a number of issues relating to pension and payroll arrangements as we move to a CMAT

- **HMRC** – There is an issue with two separate payroll providers submitting RTI and end of year processes using only one tax/ PAYE reference. HMRC will not accept two files with one tax reference. Calderdale's system will not accept external files to be able to merge the two payroll files together.

Action point -KH to check with Kirklees whether their new all singing and dancing system would be able to accept an external file from Calderdale.

There will also be issues with data coming back from HMRC to the payroll provider in relation to tax codes. This is an automated process however HMRC will only send one file to one tax reference. This will mean that the payroll provider that downloads the data first will automatically receive all the tax code changes for the other payroll provider. Whilst a manual process may be able to be put in place to resolve this issues, this really needs to be avoided due to a potential increase in costs.

- **West Yorkshire Pension Fund** – will only accept one file from one tax reference point. Calderdale are less concerned about this as they believe that there is a solution whereby the files can be merged however moving forward this may change.

If the Kirklees system cannot accept an external file from Calderdale, Calderdale suggested two further solutions.

Identify if it is possible for the different payroll providers to have separate tax reference points even though only one CMAT

Action point Kevin Higgins to speak to accountants to identify if this is possible.

Response: Kirklees state that two payrolls are allowed as long as the total number of employees is less than 250. They also state that they are happy to carry out the work on the pensions front.

13/26 RESOLVED: The trust move to a single payroll provider. The trust may make this decision in the future but would rather look to a solution if possible whereby each academy remains with their current payroll provider.

- **TUPE**

Employer liability information for primary schools for 1st October conversion must be available for legal services 28 days before transfer (2nd September) Calderdale Council will run updated reports after August payroll and send back to headteachers for checking on 1st September . This will incur an additional cost.

A further pension valuation will also need to be carried out by the actuaries Diane E at Calderdale to liaise with David Blackburn at Kirklees to organise this. This will also incur an additional cost £1500 - £2000

Kevin Higgins raised the issue of the pension deficit. St John Fisher paid their deficit back to the pension fund; however the trust as a whole has generated deficit caused by the two primary schools this has caused the % paid to the pension scheme to increase across the CMAT. Arrangements need to be made to compensate SJF by the two primary schools. ?

Revised scheme of delegation: To be agreed at next meeting

Revised pattern of meetings: To be agreed at next meeting

Trust board and Academy Council members

St Malachy – need to check whether staff Governor will transfer to Academy Council.

Sacred Heart – need to address issues relating to the number of staff Governors – Action point. Chair Malcolm Henry to resolve ASAP.

St John Fisher needs to address issues relating to which staff governors have a vote when they move to council in order to maintain foundation Governor majority.

All staff governors from the three councils will need to get together to elect one staff member to the Trust Board.

Parent Governors for the trust board to be addressed in the future.

Appointment of auditors

13/27 RESOLVED: to appoint Baker Tilly as the trusts Auditors commencing with immediate effect.

Date of next meeting

13/28 RESOLVED: as Tuesday 2nd. September at 6pm St Malachy's school.