



**BLESSED PETER SNOW CATHOLIC ACADEMY TRUST**

**Minutes of the meeting of the Trust Board held at St. John Fisher  
Catholic Voluntary Academy, Oxford Road, Dewsbury on  
Wednesday 16 March 2016 at 6.00pm.**

**Present:** Rev. Dr. J.D. Cortis (Chair & Foundation Director), Mr. P. Booth (Foundation Director), Mr. K. Higgins (Head Teacher Director), Mrs. S. McManamin (Head teacher Director), Mrs. A. McNally (Head Teacher Director), Mrs. V. Skwarek (Staff Director)

**In Attendance:** Rev. Fr. T. Swinglehirst (Episcopal Vicar for Education),  
Mr. N. Aurangzeb (Chief Financial Officer), Dr. P. Brooke (Clerk)

1. PRELIMINARIES

15/41 RESOLVED: that due notice of the meeting had been given and that a quorum was present.

Rev Dr. Cortis welcomed the Episcopal Vicar for Education and opened the meeting with a prayer.

It was reported that Dr. M. Henry (Foundation Director), Rev. Fr. P. Nealon (Foundation Director), Mrs. F. Wilson (Foundation Director) had sent their apologies (with consent).

As required by the articles of association of the Company and of Section 17 of the Companies Act 2006, each Board member present with an interest in the business transacted must declare to the meeting the details of the nature and extent of the interest. There were no declarations made.

It was noted that the following item was to be brought up under any other business:

- School Staff Sickness and Absence Insurance for 2016-2017.

2. MINUTES OF MEETING HELD ON 7 DECEMBER 2015

15/42 RESOLVED: That these minutes be approved and signed by the Chair as a true and accurate record of the meeting subject to the following changes:

- Minute 5: The date should read 2016 and not 2015.
- Minute 6(b)1: This should include asbestos work to flooring and heating.

3. MATTERS ARISING FROM THESE MINUTES

a) Information Sharing Agreement with Calderdale LA- update (Min 14/25 refers) - it was noted that the Chair had liaised with Calderdale LA. The Standards in Teaching and Learning Committee considered an agreement produced by the LA on 11 January 2016. As there were no major issues the Chair of the Trust and the primary academies' head teachers signed the document. Mrs. McNally has submitted it to the LA.

15/43 RESOLVED: To note that the Trust now has an Information Sharing Agreement with Calderdale LA

b) Vacancies on Trust Board- update (Min 15/03 refers) - There are currently two Foundation Director Vacancies. The Chair has approached the new Chair of St. Malachy's Academy Council with a view to applying to be a member of the Trust Board as a Foundation Director but at present other commitments preclude this.

15/44 RESOLVED: The Chair to liaise with Mrs. Angela Wicken, diocesan deputy director of education, concerning the possible appointment of a representative from Leeds Trinity University on the Trust Board.

c) Appointment of Auditor-update (min15/29 refers)-Chair reported that this had been discussed by the Resources Committee on 9 February 2016 and it is recommended that EA Audit Consortium is appointed as internal auditors and W and S Auditors as external ones. W and S have been formally appointed with due notice being given to Baker Tilly. EA Audit have already visited and reported

15/45 RESOLVED: To confirm the appointments of W and S Auditors as external auditors and EA Audit Consortium as internal auditors.

d) Bids for Building Projects 2016-17- update (min 15/30 refers) - the outcome of the bids will be known by the end of March 2016.

e) Trust wide Policies- update (Min 15/38 refers) - the following are already approved at Trust Board level:

- Complaints
- Finance (including whistle blowing)
- Capability (CES procedure)
- Sickness and Absence
- Disciplinary
- Grievance

The Emergency Management Plan (including closure) is well on its way to completion.

15/46 RESOLVED: To prepare Trust wide policies for Charging and Remittance, Staff Recruitment, Equality and Freedom of Information. These will be reviewed at Committee level before bringing to the Trust Board for approval.

#### 4. HEADTEACHERS' REPORTS FOR TERM 2

##### a) Sacred Heart

The Chair summarised some highlights which included

- Use of School Pupil Tracker Online with increasing confidence to track the children's progress and attainment on a half-termly basis
- Extension to the system of moderation and validation of teacher's assessments and judgements from early years to older groups is working well.
- Pupil attendance
- Revised Home-School Agreement which has been very well received and supported
- Joint working with partner school to address a decline trend in phonics. It was noted that current data now suggests improvement.
- Writing continues to be an area of development
- Significant decrease in the number of negative incidents during lunchtime

A B11 inspection was conducted on 29 February 2016 and the Chair summarised the key findings:

- Review grade of 3c across the board which is lower than the school's judgement
- Much to celebrate in the school
- Single Central Safeguarding Register is robust
- Serious weaknesses in the effectiveness of governance
- No evidence that Senior Leaders are being challenged
- Pupils' workbooks are variable
- Forrest school helps pupils develop their self-esteem

The Chair noted that whilst the report contained some positive points, it was overall disappointing in terms of governance. The report has been considered by the Academy Council on 8 March in the presence of the deputy principal education officer for the Diocese. It was agreed that an External Review of Governance must take place as soon as possible with involvement of the Diocese and the Trust Board Chair. The outcome of this review should be circulated to the Trust Board Standards Committee and Resources Committee to monitor and report back to the Board.

15/47 RESOLVED: To monitor the review of Governance and ensure action appropriate to the outcome is taken.

The RAGed School Development Plan for 2016-17 was received and it was noted that this will need to be updated in light of the B11 inspection.

15/48 RESOLVED: To receive the Term 2 Head Teacher's report, the RAGed School Development Plan 2015-16 and the B11 report for Sacred Heart Academy

b) St. Malachy

The Chair summarised some highlights which included

- The use of Target Tracker to measure progress.
- 'Living Wage'- to be implemented from 1 April once approved by the Trust Board
- Head teacher's targets/objectives
- Staffing issues
- Follow up to B11 report

A B11 inspection was conducted on 13 November 2015 and the Chair summarised the key findings:

- Review grades are 4 at 3b and 1 at 2a which are lower than self-judgements
- Progress not yet consistently strong across the school with achievement in Maths being overall more rapid than English
- Value added of white British children was significantly below average
- Teaching, learning and assessment is not having sufficient impact in securing good outcomes
- Pupils are very confident and self-assured
- SEF is a little over generous
- Governors have a realistic understanding of many aspects of the school

The subsequent action plan includes the following:

- To modify the School Development Plan to incorporate findings
- The new tracking system has been introduced and is showing good progress
- Training provided for Governors- particularly awareness about Pupil Premium funding
- Quality CPD training provided
- Teaching is consistently 'good' or better
- Need to improve standards in Early Years
- Still need to close gap between boys and girls in phonics
- Need to raise standards in boys writing at Key Stage 2

15/49 RESOLVED: to receive the B11 report, subsequent action plan and the school Development Plan and Monitoring update for St. Malachy's Academy

c) St. John Fisher

The Chair summarised some highlights which included

- Pupil/ student recruitment for 2016-17
- Funding for post-16 education provision-this will need very careful monitoring
- National review of 16-19 educational provision-this will need very careful monitoring
- Mission and ethos of the school-this was confirmed to be strong by the recent Canonical Review
- Response to the Regional Schools' Commissioner - a Code of Practice has now been agreed between the DfE and CES and is being consulted on.
- Head Teacher's objectives for 2015-16
- Key Stage 4 options for 2016-17
- Lowest Exclusion figures for a number of years

- Progress to February half-term in regards to years 10-11
- School's response to the post 16 education review
- Statement regarding the use of pupil premium funding to raise attainment (Appendix 4). The Head spent some time explaining how the money is spent to improve achievement in response to questions regarding achievements of pupil premium children.

The RAGed School Development Plan was considered by the Academy Council on 8 March 2016. It was noted that considerable progress had been made against the SDP objectives

15/50 RESOLVED: to receive the Term 2 Head Teacher's report and the RAGed School Development Plan 2015-16 for St John Fisher Academy.

## 5. MINUTES FROM ACADEMIES' COUNCIL MEETINGS

### a) St. John Fisher

#### On 25 November 2015

The following were noted:

- The outcomes of the Secondary School improvement visit (30 September and 1 October). This is equivalent to the B11 inspections. This was generally positive with governance described as 'strong' but also highlighted the needed for a deeper understanding of spend against pupil-premium funding.
- Academy's Self-Evaluation and Section 48 Self-Evaluation, the latter had already been considered by the Trust's Mission Committee
- Statutory and non-statutory targets for 2016-17

#### On 8 March 2016 (Chair's oral report)

The following were noted

- The RAGed SDP was considered
- Review of ISR for Leadership Group
- Approval of a number of policies
- Received Trust Board Annual Report- it was noted that this should happen at the other Academies Council meetings.

15/51 RESOLVED: To receive the minutes of the St. John Fisher Academy Council meeting held on 25 November 2015 and an oral report of the meeting held on 8 March 2016.

15/52 RESOLVED: For the Academy Councils of Sacred Heart and St Malachy to record that they have received and noted the Trust's First Annual Report 2014-15.

### b) St. Malachy

#### On 10 December 2015

The following were noted:

- Head teacher's targets
- Budget Report-this is in a healthy position.
- Life after levels
- Dealing with confidential elements of the minutes - it was felt that the clerk

may have given some misleading information in that all information (including confidential) must be available to members of the academy council and the Trust Board.

- It was clarified that committees have clear Terms of Reference showing the main objectives for each committee.

#### On 11 February 2016

The following were noted

- Concerns about confidentiality. It was agreed that names should not be used in minutes
- Reference to 'Living Wage' - to be implemented from 1 April once approved by the Trust Board
- Proposed building works to be paid for out of school budget-this needs careful monitoring

15/53 RESOLVED: to receive the minutes from St. Malachy Academy Council meetings of the 10th December 2015 and 11 February 2016

#### c) Sacred Heart

##### On 15 December 2015

The following were noted

- Healthy number of visits by Governors
- Use of on-line safeguarding and tracking tool

##### On 8 March 2016 (oral report)

The following were noted

- Follow-up to B11 report

15/54 RESOLVED: to receive the minutes from Sacred Heart Academy Council of the 15 December 2015 and an oral report of the meeting held on 8 March 2016.

#### 6. MINUTES FROM TRUST'S COMMITTEE MEETINGS SINCE THE LAST BOARD MEETING

##### a) Standards in Learning and Teaching Committee on 11 January 2016

Chair highlighted the following:

- Assessment without levels update
- Targets set for 2016-17 for each academy
- School to school Support Plan for 2015-16-a RAGed version of this document to be considered by this committee at its next meeting.

15/55 RESOLVED: to note the minutes from the Standards in Learning and Teaching Committee meeting this term.

##### b) Resources Committee on 9 February 2016

The following were highlighted

- Progress in consolidation of Service Level Agreements
- Approval of a number of additions to the Trust's Finance Policy

- Report on each Academy's budget-noted that careful monitoring is taking place.
- Review of spend against the Trust's budget for 2015-16
- 'Living wage' issue - Trust Board decision is needed and was discussed at the meeting.

15/56 RESOLVED: to note the minutes from the Resources Committee meeting this term.

15/57 RESOLVED: to implement the 1% pay rise from 1 April 2016

15/58 RESOLVED: to implement the introduction of the 'Living Wage' from 1 April 2016 but to note there would be no increases to maintain a differential with the 'Living Wage'.

c) Mission Committee held on 11 January 2016

The following were highlighted

- Review of the three Section 48 SEFs. The issue of the different formats for the template used was raised with the Diocesan Principal Education officer via an email but no response has yet been received.
- Outcomes of Canonical review for St John Fisher and Sacred Heart Academies
- Engaging with other schools

15/59 RESOLVED: to note the minutes from the Mission Committee meeting this term

15/60 RESOLVED: to strengthen the links between the Trust Board and the three Academy Councils through ensuring that minutes from Committees and Trust Board meetings are considered by each Academy and recorded in the minutes.

15/61 RESOLVED: to encourage other schools in Calderdale, Kirklees and Morley to join the Trust by organising an Open Meeting for governor representatives and head teachers. It was suggested to invite Diocesan representation to the meeting and to use the Bishop Wheeler or Bishop Konstant Trust as a resource to indicate how bigger MATs are working. Meeting felt that this was not appropriate in this instance. The agreed date is Wednesday 27 April from 7pm to 9pm at St. John Fisher Academy.

The Board were supportive of a proposed agenda which would include:

- Overview of Trust's Mission and Structure
- Benefits of working together as an Academy
- Overview of Financial and Educational matters
- Capacity for the future
- Open question session

7. ANY OTHER URGENT BUSINESS

a) School Staff Sickness and Absence Insurance

This is due for renewal on 1<sup>st</sup> April. The Trust are currently with the Calderdale Scheme and the recommendation is to stay with it. The Premiums are £78,634.60 for St. John Fisher, £12,864.00 for St. Malachy and £9,282.00 for Sacred Heart.

15/62 RESOLVED: To confirm the appointment of Calderdale for the 2016-17 Staff sickness and absence insurance provider.

8 AGENDA MINUTES AND RELATED PAPERS

15/63 RESOLVED: that no part of these minutes, agenda or related papers be excluded from the copy to be made available in the Academies

10 DATES OF FUTURE MEETINGS

15/64 RESOLVED: To hold a full Trust Board meeting at 6 pm on Tuesday 12 July 2016 at St. John Fisher Academy.

11. CLOSE OF MEETING

Before the meeting closure, Fr. Tim addressed the Trust Board. He firstly thanked everyone for the invitation. He noted that at a meeting of the Diocesan Schools Commission the academy model was recognised as robust but they would like to see a movement from smaller to larger MATs. He noted that governance is a key issue and will require attention at Diocesan, Trust Board and Academy level.

The Chair suggested that the four Diocesan MATs Chairs hold a forum for discussion. He also referred to Fr Swinglehurst's email to consider the possibility of the Trust Board being represented at Section 48 inspections.

There being no other business the Chair thanked Fr. Tim and declared the meeting closed at 20.30.