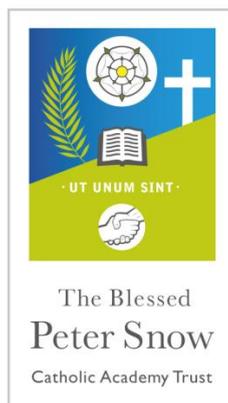


## **Company Number 09068195**



### **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 Tuesday 12 July 2016 at 6.00pm.**

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

**In Attendance:** Mr. N. Aurangzeb (Chief Financial Officer), Dr. P. Brooke (Clerk).

#### 1. PRELIMINARIES

15/65 RESOLVED: that due notice of the meeting had been given and that a quorum was present.

Rev Dr. Cortis welcomed everyone and Fr. Nealon opened the meeting with a prayer.

It was reported that Mr. P. Booth (Foundation Director), had sent his apologies (with consent).

As required by the articles of association of the Company and of Section 177 of the Companies Act 2006, each Board member present with an interest in the business to be transacted declared to the meeting the details of the nature and extent of the interest. There were no declarations made.

It was noted that there are no items to be brought up under any other business.

#### 2. REPRESENTATION ON THE TRUST BOARD

Chair informed the meeting that Dr Malcolm Henry resigned from the Trust Board on 8 June 2016 and this has been acknowledged by the Chair.

Mrs Skwarek will commence her maternity leave soon but will continue to access papers and attend meetings as able to.

The Chair had contacted the Diocesan Director of Education and Mrs. Hyde regarding the membership of the Trust Board and again raised the issue of representation from Leeds Trinity University. It was noted that a notice regarding recruitment to Trust Boards across the Diocese has gone out for publication on church bulletins.

Mr. Higgins noted that the Regional Schools' Commissioner had indicated that the DfE were looking carefully at skills of Trustees in the formation of MATs. It was also noted that MATs will likely have to have a teaching school as a member school.

15/66 RESOLVED: to receive the update on representation on the Trust Board.

### 3. MINUTES OF MEETING HELD ON 16 MARCH 2016

15/67RESOLVED: That these minutes be approved and signed by the Chair as a true and accurate record of the meeting.

### 4. MATTERS ARISING FROM THESE MINUTES

a) Review of Governance of Sacred Heart Academy Council - update (Minute 15/47 refers) - The Chair referred to a report written by Caroline Hyde submitted on 30 June. Highlights included:

- Governors are very keen to support the school and work with the Senior Leadership team to move the school forward.
- The reviewer attended a meeting at school on 8 March following the B11 report and subsequently sent questionnaires to Academy Council members and the Chair of the Trust Board.
- One-to-one interviews took place with 5 governors, the Head teacher and the clerk. This was followed by a review session
- Mrs. Hyde was of the view that the Academy Council is now in a much better position to work, support and challenge the school and develop a plan to move forward.

Key recommendations included:

- A progress and impact review will follow probably in early January
- Each governor should take one part of the School Development Plan and drive it forward
- Governance roles and practice should be clarified
- Engaging with parents and developing parent voice is key.

Additionally it was noted that

- The school has made a bid for funding to help implementation of change with the Calderdale cluster of schools. There is some money in the budget but not enough. The outcome of the bid should be known by Friday

- Copies of Mrs. Hyde's report had only been received by the Chair and Head of Sacred Heart. This is a document that all trust Board members should have received.

15/68 RESOLVED: To receive an update on the review of Governance of Sacred Heart Academy.

15/69 RESOLVED: For the Chair to e-mail Mrs Hyde's summary report to all Trust Board members.

- b) Reporting of the Trust's First Annual Report to St. Malachy and Sacred Heart Academy Council- update (Min 15/52 refers) - Both primary schools have considered the Trust's first Annual Report at Academy Council meetings.

## 5. HEADTEACHERS' REPORTS FOR TERM 3

### a) Sacred Heart

The Head Teacher summarised some highlights which included:

- Updating of School Development Plan
- "Big Math" introduction (Question: What is this?- it is imported from St. Malachy and involves getting involvement from an Assertive Mentoring Process)
- Test-Base has been purchased to assist with continuous assessment. Noted that years 3, 4 and 5 were trailing at the end of year optional test
- Provisional details of the SATs results were discussed. In general the Head was extremely pleased. In Early Years, there is a good level of development rising 9.4% since 2015 and the average points score increased by 1.4 since 2015. The KS1 moderated and agreed results are reading 54%, writing 50% and Maths 54%. The KS2 SATs results were reading 46% (could be 50% after challenge), SPAG 61%, Maths 60% (could be 64% after challenge) and RWM a disappointing 30%.
- Both NQTs are on track to successfully complete the year. 1 has been offered a permanent contract and the other a temporary contract to cover maternity leave
- Co-ordinators are now in place for the majority of subject areas
- The quality of teaching is judged at 100% "Good"

15/70 RESOLVED: To receive and thank the Head Teacher for her report for Term 3 and the oral summary of the SATs results for Sacred Heart Academy.

15/71 RESOLVED: To report further details of SAT's results at the meeting of the Trust Board in September.

### b) St. Malachy

The Head Teacher summarised some highlights which included:

- Leadership and management and quality of teaching, learning and assessment all judged as "requiring improvement"

- Personal development, behaviour and welfare are judged as "good"
- New assessment tracking system "Essex Target Teacher" is up and running
- Governors skills audit undertaken and safeguarding and Prevent training attended
- Current attendance 94.7%
- 1 permanent exclusion
- Provisional details of SATs exam results show in the Early Years the level of development is 46%. At KS1 reading is 63%, writing 55.6% and maths 66.7%. Whilst all are still a little below national average, progress is strong. At KS2, all are showing good progress with English at 60%, Writing at 60%, Maths at 40% and SPAG 68%.

15/72 RESOLVED: To receive and thank the Head Teacher for her report for Term 3 and the oral summary of the SATs results for St. Malachy's Academy.

15/73 RESOLVED: To report further details of SAT's results at the meeting of the Trust Board in September.

c) St. John Fisher

The Head Teacher and Chair summarised some highlights which included:

- School population and recruitment. 17 appeals were considered with 2 of them granted a place
- Fund raising achieved £800 for Catholic Care
- Attainment statements to be implemented across all subjects in Year 7 to replace the national curriculum levels from September
- Renewal of Careers Award
- Digital Schoolhouse status. This funds IT support for primary schools within the Trust
- Updated sanctions and rewards system from September 2016.
- Discussion concerning support for Year 11.
- Discussion on summary of Kirkland Rowell surveys of pupils and parents.
- Discussion on School Improvement Partner reports from recent visits including a review of sixth form provision.

15/74 RESOLVED: To receive and thank the Head Teacher for his report for Term 3.

6. CONSOLIDATED TRUST BUDGET 2016-17

It was noted that each Academy Council had considered their own budget which results in the following budgets for consolidation:

**Trust**

Total Income £77,215

Total expenditure £61,307

Predicted carry forward £36.939

**St. John Fisher Catholic Voluntary Academy:**

Total Income £6,760,121

Total expenditure £7,050,076  
Predicted carry forward £426,451

**Sacred Heart Catholic Voluntary Academy:**

Total Income £906,322  
Total expenditure £904,483  
Predicted carry forward £16,290

**St. Malachy Catholic Voluntary Academy:**

Total Income £1,129,183  
Total expenditure £1,154,781  
Predicted carry forward £204,973

It was noted that the consolidated version had to be submitted by July.

15/75 RESOLVED: To approve the consolidated Trust Budget for 2016-17.

15/76 RESOLVED: To thank accountant for his work and support to the headteachers and business manager.

7. MINUTES FROM ACADEMIES' COUNCIL MEETINGS

a) St. John Fisher

On 08 March 2015

It was noted that an oral report was given at the last Trust Board meeting. The minutes had now been circulated.

On 28 June 2016

An oral report was given and the following key highlights were noted:

- School budget for 2016-17
- Receiving the reports from the internal auditors
- Approval of a number of policies
- Attendance of some governors at the Prevent training
- Changes to Leadership ISR were approved.

15/77 RESOLVED: To receive the Minutes of the St. John Fisher Academy Council meeting held on 08 March 2016 and to receive an oral report of the meeting held on 28 June 2016.

b) St. Malachy

On 26 May 2016

The following key highlights were noted:

- Review of the RE Self Evaluation Form
- Approval of Emergency Disaster Recovery Plan
- Consideration of the school budget
- Key Holders
- Discussion on Trust Board Annual Report
- Trust Equality Policy, Trust Code of Conduct and Trust Recruitment (Staff)

Policy were discussed and "ratified". It was noted that the Trust has not yet approved these documents (See minute 9 below).

Some concern was expressed at Minute 79/15 concerning the relationship between the Academy Council and the Trust Board. Following discussion it was agreed that the Chair should attend an Academy Council meeting periodically commencing in the Autumn Term that members of the Academy Council should be encouraged to apply for membership of The Trust Board and consideration should be given to the possibility of an open meeting. It was noted that provision of additional school to school support would come at a cost to the Trust budget (which would require a larger financial input from the individual Academies).

On 7 July 2016

The following key highlights were noted

- Preliminary discussion on SATs results
- Annual General Meeting was held

15/78 RESOLVED: to receive the minutes from St. Malachy Academy Council of the 26 May 2016 and the oral report on the minutes of 7 July 2016.

c) Sacred Heart

On 8 March 2016

The following key highlights were noted

- Discussion following the B11 report by the Diocesan Council for Education (Caroline Hyde)
- Priorities for the Sowerby Bridge local schools cluster.

On 28 June 2016

The following key highlights were noted

- Discussion and approval of 2016-17 Budget
- Provision of maps showing parish boundaries.

15/79 RESOLVED: to receive the minutes from Sacred Heart Academy Council of the 8 March 2016 and to receive an oral report of the meeting held on 28 June 2016.

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

a) Standards in Learning and Teaching Committee on 19 April 2016

Chair highlighted the following:

- Finalising of Information Sharing Agreement with Calderdale local authority
- Update on actions following the two B11 inspections
- Update on progress on assessment without levels
- Inspectors' Dashboard Data following last year's outcomes
- RAGED School-to-School plan for 2015- 16

15/80 RESOLVED: to receive the minutes from the Standards in Learning and

## Teaching Committee meeting this term.

### b) Resources Committee on 15 June 2016

Chair highlighted the following:

- Update on the projects under the Condition Improvement fund 2014- 15
- Noted that each Academy had approved their own emergency plan in line with the Trust wide emergency plan
- Future contribution to the Trust budget from each Academy as 1%. This to be monitored if additional spending needed for school-to-school support
- Outcome of the bid from the Conditions and Improvement Fund 2015-16. The outcome of the two appeals is that St. John Fisher had one of its projects (safeguarding) approved but the bid from St. Malachy remains unsuccessful. It was noted that the accountant was still awaiting a response to this outcome from the architects.

15/81 RESOLVED: to note the minutes from the Resources Committee meeting this term.

### c) Mission Committee held on 19 April 2016

The following were highlighted

- Receiving the Safeguarding audits from Sacred Heart and St. Malachy
- Report on activities associated with the Extraordinary Year of Mercy
- Recruitment of pupils for September 2016.

15/82 RESOLVED: to note the minutes from the Mission Committee meeting this term.

### d) HEADTEACHER'S MEETINGS

There had been no formal meetings between the three Heads.

## 9. POLICIES FOR APPROVAL

### a) Freedom of Information

This was considered by the Mission and Resources committees who are recommending approval by the Trust Board.

15/83 RESOLVED: To approve the Freedom of Information Policy and place on each Academy's web site and that of the Trust.

### b) Code of Conduct for the Academy Councils of the Blessed Peter Snow Academy Trust 2016-17.

This was considered by the Mission and Resources committees who recommend approval by the Trust Board.

15/84 RESOLVED: To approve the Code of Conduct and to implement in each

Academy from September 2016.

c) Recruitment and Selection (Staff) - update on progress.

This was considered by the Resources committee but further work is required to make the policy meet the needs of the Primary Academies.

15/85 RESOLVED: that the Primary Academies will consider this for approval at the September Trust Board meeting.

d) Equality - update on progress

This was considered by the Resources committee but further work is required to make the policy meet the needs of the Primary Academies.

15/86 RESOLVED: that the Primary Academies will consider this for approval at the September Trust Board meeting.

10. SCHEDULE OF MEETINGS FOR 2016-17

The schedule had been circulated for approval.

15/87 RESOLVED: To approve the schedule of meetings for 2016-17.

11. FEEDBACK FROM OPEN MEETING (TRUST) 27 APRIL AND 8 JUNE (DIOCESAN)

Trust meeting 27 April

The following were noted:

- There was good representation from all schools in Calderdale and Kirklees
- A presentation was given covering the philosophy of the Trust and its structures
- Financial arrangements and processes were explained
- A useful question and answer session followed.

Diocesan meeting on 8 June at St. Joseph' s. Huddersfield

The following were noted

- The Principal Education Officer gave a presentation and update on the current position
- Representation was not as wide as the previous meeting
- A useful question and answer session followed
- A suggestion was made regarding the setting up of a forum of Head teachers and a Trust Board member to strengthen partnership working and moving forward.

It was noted that some schools had expressed an interest in moving forward and this needs to be followed up, as does the setting up of the forum (last point above). It was also agreed that the Chair would explore the feasibility of bringing in a representative of one of the other MATs to make a presentation and the possibility of regular meetings of the 4 MAT Chairs.

15/88 RESOLVED: To receive an update of the two open meetings set up to increase membership of this Trust.

12. ANY OTHER URGENT BUSINESS

There were no items.

13. AGENDA. MINUTES AND RELATED PAPERS

15/89 RESOLVED: that no part of these minutes, agenda or related papers be excluded from the copy to be made available in the Academies.

14 DATE OF FUTURE MEETINGS

15/90 RESOLVED: To hold a full Trust Board meeting at 6 pm on:

- Wednesday 28 September 2016 at St. Malachy Academy,
- Tuesday 6 December 2016 at St. John Fisher Academy,
- Wednesday 29 March 2017 at Sacred Heart Academy,
- Monday 3 July 2017 at St. John Fisher Academy.

15. CLOSE OF MEETING

There being no other business the Chairman declared the meeting closed at 21.00 wishing everyone a restful break over the summer.