

BLESSED PETER SNOW CATHOLIC ACADEMY TRUST

Minutes of the meeting of the Trust Board held at Sacred Heart School, St. Peters Avenue, Sowerby Bridge, HX6 1BL on Wednesday 1 October 2014 at 6.00pm.

Present: Rev. Dr. J.D. Cortis (Chair and Foundation Director), Mr. P. Booth (Foundation Director), Dr. M. Henry (Foundation Director), Mr. K. Higgins (Head Teacher Director), Mrs. S. McManamin (Head Teacher Director), Mrs. A. McNally (Head Teacher Director), Rev. P. Nealon (Foundation Director), Mr. A. Quinn (Foundation Director), Mrs. F. Wilson (Foundation Director)

In Attendance: Dr. P. Brooke (Clerk), Mr. B. Parker,

1. PRELIMINARIES

14/30 RESOLVED: that due notice of the meeting had been given and that a quorum was present.

Mrs. S. McManamin opened the meeting with a prayer.

Rev Dr. Cortis confirmed that the Secretary of State had approved the formation of the three academies with effect from today (1st October 2014).

It was reported that no apologies had been received

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 were three matters to be brought up under any other business:

- Resignation of a member of the Senior Leadership Team at St John Fisher Catholic Voluntary Academy
- Appointment of a Lay School Chaplain for St John Fisher Catholic Voluntary Academy
- Related Party Transactions

2. APPOINTMENTS TO THE TRUST BOARD

Foundation Director – Mr. B. Parker's appointment was awaiting confirmation from the Diocesan Administrator/Bishop.

Staff Director vacancy – only one application – Mrs Victoria Skwarek from Sacred Heart Catholic Voluntary Academy had been received.

14/31 RESOLVED: To appoint Mrs Skwarek as Staff Director to the Trust Board

3. MINUTES OF MEETING HELD ON 2 SEPTEMBER 2014

14/32 RESOLVED: That these minutes be approved and signed by the Chair as a true and accurate record, subject to changing Mr. Henry to Dr. Henry

4. MATTERS ARISING FROM THESE MINUTES

- a) Financial support for the Trust - update –(min 14/04 refers). – Chair reported that a person specification and job description have been prepared and an advertisement has been agreed and issued. The closing date is 13 October 2014 and so far there have been one request for details.

14/33 RESOLVED: That Rev Dr. Cortis, Fr. Nealon, Mr Booth, Mr Higgins and Mrs McNully will be involved in the shortlisting and selection process.

- b) HMRC and West Yorkshire Pension Scheme issues– update (min 14/05 and 14/06 refer) – Mr. Higgins gave an update. He noted that the Trust has been registered with HMRC, teachers' pension and West Yorkshire Pensions Scheme. It was noted that the Academy Trust has been registered with HMRC as two separate employers (St. Malachy and Sacred Heart and secondly St. John Fisher). Other papers involving Corporation Tax and VAT have also been submitted to HMRC. It was also noted that there was no longer any need for a second actuarial valuation for the West Yorkshire Pension Scheme. The Trust has been registered as three separate Academies with the Teachers' and West Yorkshire Pension Scheme.

14/34 RESOLVED: To continue monitoring the issue of the deficit in the West Yorkshire Scheme at subsequent Board meetings

- c) TUPE Arrangements for Calderdale Schools–update (min 14/07-refers) – this item is now sorted out
- d) Registering Directors with Companies House–update (min 14/12 refers – Chair reported that this has been done on behalf of the Trust by Browne-Jacobson. It was noted that the Staff Director will need to be registered.
- e) Appointment of Vice Chair of the Trust (min 14/14 refers)–only one nomination was received.

14/35 RESOLVED: To appoint Felicity Wilson as Vice Chair of the Trust Board until the Annual General Meeting of the Trust in September 2015

- f) Summary of Trust's Mission Statement– update (min 14/17)–The summary which had been circulated was agreed as a mini-statement. It was also suggested and agreed that, for policies and other documents, the following single sentence summary should be used:
“Our Academies are communities with Christ at the centre where each individual is valued and all are encouraged to grow in learning and true wisdom”

14/36 RESOLVED: to agree the full Mission statement, the summary Mission Statement and the one sentence summary to be used by each Academy as appropriate.

- g) Information Sharing agreement–update (min 14/25 refers) – Chair reported that the Academy Council of St. John Fisher have signed the agreement with Kirklees Council. A similar document from Calderdale Council needs to be approved and signed by St. Malachy and Sacred Heart Academy Councils at their next meeting.

5. ARRANGEMENT FOR FORMATION OF ACADEMY COUNCILS

14/37 RESOLVED: to note the membership of the three Academy Councils as follows:

St John Fisher Catholic Voluntary Academy Council consists of 12 members

- Six Foundation Members and one subject to approval
- One headteacher
- Two parent members
- Three staff members with only two having a vote at any one time
- One local authority member with no voting right until either resignation or end of term of office

St. Malachy Academy Council consists of 12 members and Sacred Heart Academy Council consists of 10 members. The detailed make up of each is to be clarified and resolved by the individual Academy Councils and reported back at the next Trust Board meeting.

6. TERMS OF REFERENCE FOR TRUST'S COMMITTEES

The Board approved the document entitled 'Schemes of Delegation'. Items relating to Trust Board and its Committees have been separated out to create the circulated paper.

Trust Board it was agreed to change the penultimate point to read "to celebrate and share when standards are high/improving" The additional term of reference ("to develop a strategy of keeping in touch with the other schools (Kirklees and Calderdale LAs) who can potentially join the Trust in the future") was agreed and approved.

Finance, Pay and Personnel The terms were agreed

Mission The last bullet point on the amended Trust Board terms should be duplicated to this committee's terms.

Standards in Learning and Teaching The terms were agreed

Audit The following Terms of reference were agreed

- To monitor and advise suggested improvements if required to the operation of the Trust Board and its procedures
- To provide assurance as to the suitability of and acceptance with the financial systems and control
- To provide assurance to the Trust Board that risks are being adequately identified and managed
- To receive and consider the external auditor's annual report

14/38 RESOLVED: To approve the modified Terms of Reference for the Trust Board and the corresponding committees.

7. DRAFT ACTION PLAN 2014 – 15 FOR TRUST'S COMMITTEES

Each committee should review and approve the circulated document.

14/39 RESOLVED: To receive the draft action plan for 2014-15

8. PRACTICALITIES FOR APPROVING THE TRUST'S BUDGET

14/40 RESOLVED: To agree the following procedure:

The Trust budget is to be approved on 5 November and the individual Academy Councils will approve their budgets at least one week before (St. John Fisher – 22 October, Sacred Heart – 14 October, St. Malachy to be determined). Each should provide a short narrative and circulate the papers by e-mail to the Chair by the 24th. October who would then pass on to Trust Board members.

9. MINUTES FROM ACADEMY COUNCILS AND COMMITTEES AND REPORTS FROM HEADTEACHERS

14/41 RESOLVED: To agree the following procedure: Each Academy Council needs to provide the Chair with copies of Academy Council Minutes, their Committee Minutes and Head Teachers reports at least seven days before the Trust Board meeting is to take place. Copies of the 2013-14 Self-Evaluation Form (SEF's) should be submitted when available.

14/42 RESOLVED: that as St John Fisher Catholic Voluntary Academy's address is used for the Trust, Karen Winterburn is to be asked to electronically save all paper work such as minutes, agendas etc. from committees at both Trust and Academy level via the Chair of the Trust.

10. COMPANY SECRETARY ROLE

Browne-Jacobson had submitted a proposal to act as company secretary (for £400 for the first year). Following discussion it was agreed that the role would be better performed by a Board member with appropriate experience.

14/43 RESOLVED: That Paul Booth takes on the role of Company Secretary. Other than disbursements, this would be carried out at no charge to the Board.

11. PLANS FOR LAUNCHING OF THE TRUST

Following a discussion it was agreed that the practicalities of a Mass involving all three school communities together would be difficult to organise. It was agreed that there should be an event at each of the schools held during the day and involving pupils, staff and governors, and, on a separate date a Mass – maybe at St. Patrick's Birstall – for parents, pupils, governors and other stakeholders to be celebrated, if possible, by Bishop elect Marcus.

Other issues discussed included a website (as with each of the other 3 CMAT's). It was agreed that the two primary school Heads would involve their IT specialists in advancing this through All Saints Catholic College-Huddersfield who set up the initial electronic site.

14/44 RESOLVED: That the Chair, 3 Heads, Fr. Nealon and Mr. Quinn would progress the launch.

14/45 RESOLVED: for the three headteachers to encourage staff and pupils to submit proposals for a Trust Logo.

12. STRATEGY TO KEEP ENGAGEMENT WITH OTHER SCHOOLS

A number of suggestions were considered.

14/46 RESOLVED TO:

- Use existing fora such as pyramid meetings to keep the remainder schools in the cluster updated
- Use the Trust wide website once developed
- Use of a termly news-letter which will be circulated electronically
- Monitor this strategy and consider other avenues as it evolves

13. ANY OTHER URGENT BUSINESS

- a) The Chair informed the Board of the intention of Fr. Michael Hall to resign as Deputy Head of St. John Fisher Catholic Voluntary Academy effective 31 August 2015. It was agreed that the Diocese would need to be notified and that both the Trust Board and the Diocese will need to be involved in the appointment of a successor.

14/47 RESOLVED: That the St John Fisher Catholic Voluntary Academy Council consider the appointment and forward a proposal to the Trust Board for its meeting on 5 November.

- b) The Lay Chaplain post at St John Fisher Catholic Voluntary Academy. Chair reported that the acting position has been in place since October 2012. The post holder is on the same scale as that of a her substantive post of learning mentor. The post has been advertised and interviewed last year but no appointment could be made. It has been re-advertised resulting in a poor field and was not progressed. The post has recently been re-advertised with a closing date of 20th. October.

14/48 RESOLVED: that if this attempt was not successful the approach would be reviewed at the Trust Board. In particular the salary offered should be considered.

- c) Mrs. McNally noted that there was a need to declare and record an interest both at Trust Board and Academy Council meetings where they were to enter into transactions with a relative or friend of any member (This is recorded in item 1 of these minutes).

14. DATES OF FUTURE MEETINGS

14/49 RESOLVED: To hold full Trust Board meetings at 6 pm on:

- Wednesday 5 November 2014 at St. John Fisher
- Monday 19 January 2015 at St. Malachy
- Wednesday 25 March 2015 at Sacred Heart
- Monday 6 July 2015 at St. John Fisher

15. AGENDA, MINUTES AND RELATED PAPERS

14/50 RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available in the Academies.

16. CLOSE OF MEETING.

There being no other business the Chair declared the meeting closed at 20.40 hrs.