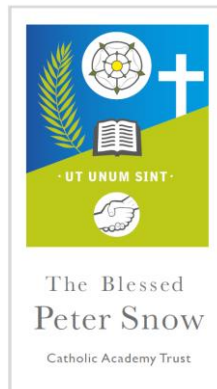


**BLESSED PETER SNOW CATHOLIC ACADEMY TRUST**



**Minutes of the meeting of the Trust Board held at St Malachy Catholic Voluntary Academy, Halifax, on Monday 19<sup>th</sup>. January 2015 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)-part, Mrs. S. McManamin (Head Teacher Director), Mrs. A. McNally (Head Teacher Director), Rev. P. Nealon (Foundation Director), Mr A. Quinn (Foundation Director)-part, Mrs. F Wilson (Foundation Director), Mrs. V. Skwarek (Staff Director and acted as minute taker)-part.

**1. PRELIMENARIES**

14/75 RESOLVED: that due notice of the meeting had been given and that a quorum was present.

Rev P. Nealon opened the meeting with a prayer.

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. None were declared.

It was reported by the Chair that there was an additional item i.e. Academies Accounts Direction 2013-14 which was emailed to members prior to the meeting will be addressed as part of item 12 of the Agenda.

**2. MINUTES FROM THE MEETING HELD ON THE 5<sup>TH</sup>. NOVEMBER 2014.**

14/76 RESOLVED: that these minutes be approved and signed by the Chair as a true and accurate record of the meeting.

**3. MATTERS ARISING FROM THESE MINUTES**

a) Appointments to the Trust Board –update (min 14/52 refers). Chair reported that Mr Parker’s appointment is still awaiting approval.

- b) Financial Support for the Trust-update (min14/54 refers). Chair reported that an interview took place on the 27<sup>th</sup>. November. Three candidates went through the process and post was offered and accepted by Mr Nawaid Aurangzeb. He is due to commence (three days for the Trust and two days for St John Fisher Catholic Voluntary Academy) in the middle of February 2015.
- c) Pension deficit in the West Yorkshire Pension Fund issues-update (min14/55 refers)

14/77 RESOLVED: that St John Fisher Catholic Voluntary Academy to issue invoices to the two primary academies and agree an incremental approach to the payment.

- d) Information Sharing Agreement –update (min 14/25 refers)-remains pending.
- e) Vacancies on Academy Councils-update (min 14/58 refers)

St Malachy: continues to carry one foundation member vacancy

Sacred Heart: 2 Foundation members vacancies have now been filled but now have one parent member vacancy.

- f) Trust's Budget for 2014-15-update (min 14/59 refers). Chair reported that the three budgets were submitted to EFA by the 8<sup>th</sup>. December. No feedback has been received.
- g) Plans to launch the Blessed Peter Snow Academy Trust-up-date (min 14/60-65 refers). Offer an update:
  - Marking the launch at academy levels

St John Fisher: change has been shared with the children during assemblies but more is being considered.

St Malachy: assemblies have been held and the musical input delivered by St John Fisher's Voluntary Catholic Academy steel band went very well.

Sacred Heart: Assemblies were held and awaiting arrangements for the steel band to visit the academy.

- Chair of the Trust has visited both primary Schools before the Christmas break
- Chair has written to Bishop Marcus before Christmas who has offered to celebrate mass at 10.00 on Thursday 30<sup>th</sup>. April 2015

14/78 RESOLVED: for the Chair to communicate with the bishop's secretary that we are happy to work with this date but suggest that the mass starts at 11.00.

14/79 RESOLVED: for the Chair, the three headteachers and Mrs Wilson to meet and progress with this initiative.

- Chair reported that an ICT Manager has been appointed for St John Fisher Catholic Voluntary Academy and he will have a discussion with him soon regarding setting up a Trust web site.
- Trust Logo. Chair has contacted a firm called Clever Box who would require £1,600 to undertake the task in spite of the requirements being agreed. Currently working with a more local firm called The Orange Circle. Chair and Mr. Higgins had a meeting with Karen Fox on the 12<sup>th</sup>. January to develop samples which had been produced based on the agreed specification. Costs will be of £500 maximum.

Meeting considered a variety of iterations.

14/80 RESOLVED: to finalize the logo based on the colourful sample without the shield but using a different font.

14/81 RESOLVED: to use the logo on Trust only documentation but for the academies to decide where to incorporate the logo on existing letter headed paper etc.

- The Chair sent an update regarding the Trust via email to Headteachers of all the Calderdale and Kirklees Catholic Schools on the 12<sup>th</sup>. December with a request to circulate to members of their Governing Body.

#### 4. ACADEMY'S SELF-EVALUATION FORMS(SEF)/SCHOOL IMPROVEMENT REPORTS (SIP)

##### i) St Malachy (plus Standards visit November 2014)

Judgements are as follows:

- Leadership and Management 2
- Behaviour and Safety 2
- Quality of Teaching 3
- Achievement 3
- Overall effectiveness 3

Highlights from Standards meeting:

- Attendance improved considerably
- Low key stage 1 results
- Impact of increasing number of children with English as additional language from 8 to 17% in three years
- Progress levels for key stage 2 in 2014 are 10% more than 2013
- Raising attainment plan for each class
- School development plan is progressing well

Comments and questions were raised regarding the strategies to support the learning and development of the Polish children and the expected key stage two of the current year 6 children.

##### ii) St John Fisher

Highlights:

- Recruitment of staff in shortage areas has been difficult

- Key stage 4 results in English were not as strong
- Attention is needed to the results for Key Stage 4 modern foreign languages and humanities
- Excellent results in RE, maths and science
- ALPS (value added) scores increased steadily until 2013 but slipped at A2 in 2014
- Year 11 pupil premium students did less well in 2014
- Engagement at key stage 3 will be boosted through the bedding in of the 'Enhancement programme'
- Number of lessons judged as 'outstanding' has doubled in the last two years
- Can demonstrate four/five year trend on improvement for most of the key indicators
- Student progress across the school has improved over a sustained period
- Need to increase 4 Level Progress outcomes for all students
- Judgements are:
  - Leadership 2/3
  - Behaviour and Safety 2
  - Teaching 2/3
  - Achievement 3
  - Overall Effectiveness 3

Comments and questions were raised regarding the view of the Local Authority that the overall judgement should be a 2, key stage 2 data from the feeder schools, setting of targets, uneven progress made between years 7-9, challenges faced to achieve the key stage 4 targets following the 2015 summer examinations.

Meeting considered the tabled report from the School Improvement Partner following her visit of the 9<sup>th</sup>. December 2014.

### iii) Sacred Heart (SIP Report November 2014)

#### Highlights:

- Considerable change in staffing over the last year
- 'Forest School'
- Cornerstone curriculum which is thematic and creative
- Foundation stage 42% achieved a good level of development. The national average is 60%
- Stage 1 outcomes are higher than national average
- Stage 2 overall attainment is lower than the previous five years but a degree higher than the national average. Maths showing the biggest decline
- Targets for 2016
- Self-evaluation judgement is 2 for each category and hence 2 for overall effectiveness

Meeting noted the key stage two performance for which £1,000 were awarded by Calderdale LA specifically for sustained achievement of the pupil premium children between 2001-14. A bid had been submitted to be considered for a £100,000 one-off fund. If the bid progresses to the final stage this will include a two hour inspection of pupil premium work sometime in February.

14/82 RESOLVED: to note the Self-Evaluation Forms from St Malachy and St John Fisher Catholic Voluntary Academies and the School Improvement Partner reports from the most recent visits to Sacred Heart, St Malachy and St John Fisher Catholic Voluntary Academies.

14/83 RESOLVED: for the Trust Board to consider the SEF from Sacred Heart Catholic Voluntary Academy at the next meeting

## 5. HEADTEACHER'S REPORTS FOR TERM 1

### i) Sacred Heart:

#### Highlights:

- Diocesan input to critically review section 48 provision
- Input to staff on health matters such as allergies and asthma
- New PPA time-table
- Excellent SAT results recognised by Calderdale Local Authority.
- Writing remains an issue for further development
- Parental questionnaire

### ii) St Malachy

#### Highlights:

- Staff performance management review for 2013-14
- School targets for 2015-16
- Governors' contributions
- Low school attendance for year 6
- Pupil premium

### iii) St John Fisher

#### Highlights:

- School population including religious and ethnic status
- Ability of September 2014 intake
- Students with English as additional language
- 'Announce' mission week
- Key Stage 3 provision and assessment
- Staff appraisal
- Use of Pupil Premium to raise attainment
- Year 11 progress to October half term

Comments were made about the role of the literacy co-ordinator role and soft-ware available to support the development of key skills in lower ability children.

14/84 RESOLVED: to receive and thank the three headteachers for their reports for term 1.

14/85 RESOLVED: for the three headteachers to consider a framework for their reports in the future to achieve a more consistent approach but also cover the key foci of the Trust i.e. standards, ethos, finance and parents'/children voices.

## 6. MINUTES FROM ACADEMIES' COUNCIL MEETINGS

### a) St John Fisher Catholic Voluntary Academy:

Oral report from the Council meeting held on the 12<sup>th</sup>. January 2015.

Highlights:

- Academy members skills audit
- Consultation on admission policies for 2016-17
- School transport
- SEF judgements
- Targets for 2015-16

### b) St Malachy Catholic Voluntary Academy:

Oral report from the headteacher:

- Exploration of purchase of a mini-bus
- Links with Trinity High School
- Approval of holidays for 2015-16
- Proposed changes to the Senior Leadership Team

### c) Sacred Heart Catholic Voluntary Academy:

Oral report from the headteacher;

- An application to increase the PAN from 25 to 30 from September 2015 is currently being considered by the Diocesan Council for Education
- 2 vacancies will be advertised after February half-term.
- Learning mentor post to be advertised internally in the first instance.

14/86 RESOLVED: to note the oral reports following the last Full Academy Council meetings and to receive the minutes at the next meeting

### d) Headteachers' meeting (oral report)

The two primary academies headteachers have met to consider sharing of resources in key skills and some input on modern foreign languages teaching (Miss Graham is delivering one hour a week input at St Malachy). Both academies have undertaken joint inset on 'Read, Write Inc' funded through the Primary Chain Grant.

Meeting considered social work input from Catholic Care and was of the view that whenever possible a co-ordinated approach is required when opportunities for revision of services arise. It was noted that that the cost of £4,000 for a half-day input a week through Catholic Care was deemed to be too expensive.

14/87 RESOLVED: to receive the oral report from the headteachers' meetings

14/88 RESOLVED: for the three business managers to meet soon to prepare a paper covering current service level agreements and include costs for next year to be considered by the Trust's Finance, Pay and Personnel Committee which is scheduled for 18<sup>th</sup>. March 2015.

## 7. DEPUTY HEADTEACHER AND CHAPLAIN VACANCY AT ST JOHN FISHER CATHOLIC VOLUNTARY ACADEMY.

Chair reported that most of the selection and appointing panel together with a Trust Board Member and Mrs A Cox, Diocesan Principal Education officer met on the 27<sup>th</sup>. November to agree the advertisement and progress with the job description and person specification. Closing date will be Monday 9<sup>th</sup>. February with short listing meeting on the 11<sup>th</sup>. February with presentation, interviews etc. to take place on the 26<sup>th</sup> and 27<sup>th</sup>. February 2015. Advertisement is now out together with an information pack.

An appointment has been made to the Chaplain vacancy

14/89 RESOLVED: to note Chair's feedback on the vacancies for a deputy headteacher and lay chaplain at St John Fisher Catholic Voluntary Academy.

#### 8. AUDIT OF TRUST MEMBERS' SKILLS.

Meeting considered the circulated collated skills audit which covered 9 members of the Trust Board. Attendees agreed with the RAGed grading given and that at this stage there was no need for targeted Trust Board wide development. Chair however encouraged members to access training provided by the Diocesan Council for Education and/or Local Authorities to meet specific individual needs. He also confirmed that a copy of the collated skills audit was emailed to the Diocesan Council for Education

14/90 RESOLVED: to note the outcome of the skills audit.

Note Mr Higgins had to leave the meeting at this point-8.05 pm.

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

a) Standards in Learning and Teaching Committee held on the 10<sup>th</sup>. November 2014.

Highlights:

- Committees' Terms of Reference and Action plan for the year
- Strategy of how to monitor standards across the three academies
- School-to-school support
- Sharing of key priorities included in each School Development Plan
- Terminal results achieved for academic year 2013-14
- Quality of teaching across the three academies
- Strengths and areas for development of each academy

14/91 RESOLVED: to receive the minutes from the Standards in Learning and Teaching Committee held on the 10<sup>th</sup>. November 2014.

b) Finance, Pay and Personnel Committee held on the 18<sup>th</sup>. November 2014. Mr Booth spoke to this item

Highlights:

- Terms of Reference for the Committee and Action Plan for 2014-15
- Trust Budget for 2014-15
- Strategy of how to monitor the academies' budget

- Primary Chain Grant
- Staff performance management review and setting of objectives for 2014-15
- Bids submitted through the Condition Improvement Fund
- PS Financial Software

14/92 RESOLVED: to receive the minutes from the Finance, Pay and Personnel Committee meeting held on the 18<sup>th</sup>. November 2014

Chair referred to the issue of the Chief Executive Officer for the Trust included in these minutes. He reported that advice has been sought from the Diocesan Principal Education Officer. Reference was also made to the Academies Handbook.

Chair proposed that the Trust is not big enough to warrant such a position at this stage however there is the need to re-consider the allocated positions to oversee finance and standards. This could be shared out between two headteachers with support from the accountant and the Chairs of the Finance and Standards Committees

14/93 RESOLVED: that Mr Higgins to oversee the finance (Accounting Officer) and Mrs McNally to oversee the standards.

**N.B.** Mr Higgins was not present at the meeting when this issue was considered.

#### 10. POLICIES FOR TRUST/ACADEMIES.

Meeting considered a table with policy titles which was circulated prior to the meeting. The Chair suggested that this is considered and move towards identifying Trust wide policies. Whilst the Trust Board respects the principles of subsidiarity there is a need for each policy to have a stem which states an agreed Trust position.

14/94 RESOLVED: that Trust Board will develop policies for the following areas:

- Tendering
- Complaints
- CES procedures to cover capability, discipline, grievance
- Pay policies
- Anti-bullying
- Equality and information objectives
- Freedom of Information
- Health and Safety
- Safeguarding Policy and Procedures
- Data Protection
- Whistle Blowing
- Financial Policies
- 

Chair asked about how accessible are current school policies:

Sacred Heart: some policies are available on the school's website

St Malachy: some policies are available on the school's website



St John Fisher: all approved policies are accessible through the School's website in a PDF format

## 11. FINANCIAL GOVERNANCE

### i) Financial Management and Governance Self-assessment (FMGS).

Chair referred to the circulated document (March 2014) which included a grid with FMGS questions. Following discussion it was agreed that that we can indicate a 'yes' response to all questions with the exception of:

- Appointment of a principal or chief executive officer
- Confirmation of the change to accounting officer
- Approval of a competitive tendering policy
- Approval of accounting policies (as it is work in progress)

14/95 RESOLVED: to agree the collated response and to submit to EFA by the 1<sup>st</sup>. February 2015.

### ii) Finance Policy.

This draft policy was emailed out to members on the 12<sup>th</sup>. January. It also indicated additional input/detail to be provided by Sacred Heart and St Malachy Catholic Voluntary Academies.

14/96 RESOLVED: to refer draft policy for further work by the accountant, the business managers and the Finance, Pay and Personnel Committee

### iii) Employer's Discretion Statement-Local Government Pension Scheme

Chair referred to the document which was circulated to members prior to the meeting. It contains 5 specific points and other further discretions. These were considered.

14/97 RESOLVED: to approve the document and submit to the West Yorkshire Pensions Fund and ensure that staff have access to it

### iv) Academies Accounts Direction 2013-14

This document was emailed out to members prior to the meeting for information.

14/98 RESOLVED: To note the Academies Accounts Direction 2013-14 and ensure that a version is available for the newly appointed accountant

## 12. VISITS TO ACADEMIES BY BOARD MEMBERS.

Chair reported that three members of the Trust Board not associated with St John Fisher Catholic Voluntary Academy attended their prize giving evening on Thursday 4<sup>th</sup>. December at Dewsbury Town hall.

Chair visited both Sacred Heart and St Malachy Catholic Voluntary Academies on Wednesday 17<sup>th</sup>. December. Met all staff who were present and visited every class. He noted the supportive and enthusiastic approach in both academies, willingness to

work in partnership and the 'forest school' initiative at Sacred Heart academy. Chair also met the Chair of the Sacred Heart Academy

14/99 RESOLVED: to note the Chair's report from Board members visits to academies.

13. ANY OTHER URGENT BUSINESS

None was raised.

14. AGENDA, MINUTES AND RELATED PAPERS – academies copy.

14/100 RESOLVED: that no part of these minutes, agenda or related papers be excluded from the copy to be made available in the academies.

17. DATES OF NEXT MEETING(S):

14/101 RESOLVED: to hold the next meetings on:

- (i) Wednesday 25<sup>th</sup>. March 2015 at Sacred Heart Academy at 6.00
- (ii) Monday 6<sup>th</sup>. July 2015 at St John Fisher Academy at 6.00