

**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, WF13 4LL on Wednesday 5 November 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), Mrs. V. Skwarek (Staff Director)

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

**1. PRELIMENARIES**

14/51 RESOLVED: that due notice of the meeting had been given and that a quorum was present.

Rev Dr. Cortis opened the meeting with a prayer and welcomed Mrs. V. Skwarek to her first meeting as Staff Director. Directors introduced themselves to Mrs. Skwarek.

It was reported that Mr. A. Quinn (Foundation Director) and Mrs. F. Wilson (Foundation Director) had sent their apologies (both 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. Mrs. McNally declared an interest in the selection process for the account post (Item 4 a).

It was noted that there was one matter to be brought up under any other business:

- Condition Improvement Fund 2015-16

**2. APPOINTMENTS TO THE TRUST BOARD**

Foundation Director – It was reported that Mr. B. Parker's appointment was still awaiting confirmation from the Diocesan Council for Education.

14/52 RESOLVED: To receive Chair's update on Appointments to the Trust Board.

**3. MINUTES OF MEETING HELD ON 1 OCTOBER 2014**

14/53 RESOLVED: 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) Financial Support for the Trust – update (Min 14/33 refers) – Mrs. McNally has declared an interest as one of the candidates is known to her and therefore has withdrawn from the process. Mrs. McManamin agreed to take her place. Four application forms had been received and circulated to the panel members (Mr. Booth, Rev Dr. Cortis, Mr. Higgins, Mrs. McManamin and Fr. Nealon). Following discussion it was agreed to invite all four applicants to the next stage. The interviewing panel requested that an appropriately qualified person either join them as an adviser or at least ensure that questions were appropriate and model answers provided. The first choice would be Graham Myers from the David Konstant Academy Trust. Failing this Paul Booth would liaise with an accountant able to give guidance with suitable questions.

14/54 RESOLVED: For Mr. Higgins to action the finding of appropriate expertise and for the interviews to take place on Thursday 20 November at St. John Fisher Voluntary Academy

- b) Pension deficit and the West Yorkshire Pension Fund – update (Min 14/34 refers)

14/55 RESOLVED: That the Head Teachers of St Malachy and Sacred Heart would make up the deficit of £8,000 each from the academy budgets to St John Fisher Voluntary Catholic Academy

14/56 RESOLVED: That the main Trust Board contact with the West Yorkshire Pension Fund would be Mr. Paul Booth. Other contacts would be the business manager from each Academy.

14/57 RESOLVED: That, as Calderdale will only use one entity for pay and pensions, it was agreed that both Academies would come under St. Malachy for administrative purposes only.

- c) Registering Directors with Companies House – update – Chair confirmed that Mrs. Skwarek had been registered at Companies House as a Director by Browne-Jacobson.

- d) Information Sharing Agreement – update (min 14/25) – The two Calderdale headteachers agreed to finalise this process.

- e) Arrangements for formation of Academy Councils – update (min 14/37)

14/58 RESOLVED: that St John Fisher Catholic Voluntary Academy consists of 12 members and has no vacancies,

St Malachy Catholic Voluntary Academy consists of 12 members with vacancies of 2 foundation members.

Sacred Heart Catholic Voluntary Academy consists of 10 members and has two foundation members' vacancies that are currently being recruited.

## 5. TRUST BUDGET FOR 2014/15

The Chair reported that the three academies are very much aware of the difficulties in formulating a revised budget for 2014-15 to fit in with the format prescribed by DfE/EFA and the challenges experienced in using the PS Financial system. The latest information requires that the Trust needs to approve its budget 6 weeks after each academy has received the third and final Funding Letter. This occurred at end of October making the target date for the approval of the Trust budget of 11 December 2014.

Each Head described how far they were towards agreeing their own budget. St. John Fisher was within a couple of days of being able to formulate it in the prescribed way. Baker Tilley helped them with this process. Sacred Heart needs to do the same. St Malachy had already circulated a budget but still needed some refinement.

14/59 RESOLVED: To hold a Finance Trust Board meeting on 18 November to check progress and approve if practicable.

## 6. PLANS FOR LAUNCHING THE BLESSED PETER SNOW ACADEMY TRUST

14/60 RESOLVED: that each school will determine a function to take place at each site before Christmas (on different dates)

14/61 RESOLVED: that the St. John Fisher Steel Band will play at both of the primary school functions

14/62 RESOLVED: That the Chair of the Trust Board would visit the Staff and Pupils of each of the Primary Schools before Christmas

14/63 RESOLVED: That following the ordination and installation of the bishop-elect, the Chair would explore possible dates and venues for a joint Inaugural Mass at a neutral place

14/64 RESOLVED: For IT staff from St. John Fisher to work on the CMAT3 website and come up with a proposal once the staffing levels are better.

Several suggestions were made for a Trust logo. Sacred Heart children had come up with some examples. Following discussion it was agreed that all suggestions should be shown on the wall of Sacred Heart Academy and that a proposal based on a shield with a central cross and 4 emblems, 1 in each corner. These could be a Yorkshire Rose (Blessed Peter Snow was a Yorkshire man, a palm (a sign of martyrdom), an open book (symbolising schools), Joined hands (symbolising partnership). There would need to be a suitable motto (e.g. loving to learn whilst learning to love)

14/65 RESOLVED: that the Chair would contact and involve a company in coming up with a final proposal

## 7. MINUTES FROM ACADEMIES

a) St. John Fisher Catholic Voluntary Academy

- i) Minutes from the AGM held on 11<sup>th</sup>. September 2014 noting:
  - Admission appeals for 2014-15
  - Prize Giving Evening
  - Preliminary Examination Results Analysis for 2013-14
  - School Development Plan for 2014-17
  - Fire in one of the art room
  
- ii) Minutes from the Standards Meeting held on 25<sup>th</sup>. September 2014 noting
  - Discussion with the head of the PE/Sport Faculty following a recent review
  - Implementation of the Enhancement Project
  
- iii) Minutes from the Finance, Pay and Personnel Committee held on the 9<sup>th</sup>. October noting
  - Vacancies and staffing issues
  - Arrangements for staff performance review
  - Diocesan invoice for school capitation
  - Budget monitoring
  
- iv) Minutes from the Inaugural Academy Council meeting held on 22<sup>nd</sup>. October noting
  - Membership and Committees of the Academy Council
  - Delegated authority levels for cheques
  - Arrangements for recording assets
  - Audit of members' skills
  - School transport
  - Placement of statemented student

14/66 RESOLVED: to receive the minutes from the meetings of the Academy Council and Committees of St John Fisher Catholic Voluntary Academy.

b) St. Malachy Catholic Voluntary Academy

- i) Minutes from the Academy Council meetings held on the 9<sup>th</sup> and 23<sup>rd</sup> October noting:
  - Governors' review now started
  - Query the entry of 'associate members with voting right' should read "no voting rights"
  - RE Provision
  - Academy's budget for 2014-15
  - Post Year 6 catholic education in Calderdale discussion
  
- ii) Minutes from the Resources Committee held on the 29<sup>th</sup> September noting:
  - Building works
  - Changing architects: Agreed to broaden discussion across the Trust
  - Reference to numbers increasing (no change in PAN proposed)

- iii) Minutes from the Standards and Pastoral Committee held on 29<sup>th</sup>. September noting:
- Literacy review
  - Reference to category 3 school
  - Screening children for dyslexia
  - KS2 Foreign Language input

14/67 RESOLVED: to receive the minutes from the meetings of the Academy Council and Committees of St Malachy Catholic Voluntary Academy.

c) Sacred Heart Catholic Voluntary Academy

- i) Minutes from the Academy Council Meeting held on 20<sup>th</sup>. October noting:
- Membership of Academy Council-particularly two foundation members vacancies
  - Entry regarding P Bryan contacting the Chair of the Trust – this contact was not received.
  - Challenges with progressing with academy's budget
  - KS 2 results above national average
  - School Development Plan

14/68 RESOLVED: to receive the minutes from the meeting of the Academy Council of Sacred Heart Catholic Voluntary Academy.

d) Head teachers' meeting (oral report)

Mr. Higgins outlined the discussions at the Head's meeting

- Problems with Finance and Budgets, and, in particular, the new format
- Valuation of Land and buildings
- Standards Committee meetings at Trust Board level should include sharing quality of teaching information, strengths and weaknesses of each academy and terminal results.
- Staffing issues
- RE provision in Calderdale

14/69 RESOLVED: To receive the oral report of the Head Teacher's meeting.

8. POSTS OF DEPUTY HEAD TEACHER AND CHAPLAIN AT ST. JOHN FISHER CATHOLIC ACADEMY

Chair reported that the interviews for the Chaplain's post would take place on Friday 7 November

Chair reported that the resignation of the Deputy Head of St. John Fisher Catholic Voluntary Academy from the 31<sup>st</sup>. August 2015 has been reported to the Diocese. The proposal is to go ahead with the advertisement as soon as possible. A meeting will need to take place with Diocesan input to agree person specification, job description, selection processes and dates. A number of suggested dates for this meeting were proposed. The Academy has agreed the area of focus will be curriculum and data with an ISR of L19

to L23. There would be a need for a Trust Board member (out with St. John Fisher) should join the panel.

14/70 RESOLVED: for the Chair of St John Fisher Catholic Voluntary Academy to co-ordinate the processes for this appointment.

14/71 RESOLVED: for Rev. P. Nealon to be a member of the selection and appointments panel.

#### 9. AUDIT OF ACADEMY MEMBERS' SKILLS

Directors were reminded to return completed audit forms (if not already done so) to the Chair as soon as possible

14/72 RESOLVED: for the Chair to create a composite grid and share with Trust Board with the purpose of identifying skills gaps and subsequent training.

#### 10. ANY OTHER URGENT BUSINESS

##### a) Condition Improvement Fund 2015 – 2016

Bids for improvement works can take place once a year with two bids per individual school. Next cycle date is 28 November in order to gain approval from the Diocesan Council for Education. Sacred Heart has almost completed their bid. St. Malachy and St. John Fisher are still working on their bids. All bids to be discussed at Trust Finance committee on 18 November 2014.

#### 11. DATES OF FUTURE MEETINGS

14/73 RESOLVED: To hold full Trust Board meetings at 6 pm on:

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

#### 12. AGENDA, MINUTES AND RELATED PAPERS

14/74 RESOLVED: that no part of these minutes, agenda or related paper be excluded from the copy to be made available in the academies **with the exception** of the restricted items as recorded in the minutes of the Finance, Pay and Personnel Committee meeting of 9<sup>th</sup>. October (St John Fisher Catholic Voluntary Academy).

#### 13. CLOSE OF MEETING

There being no other business the Chair declared the meeting closed at 20.20