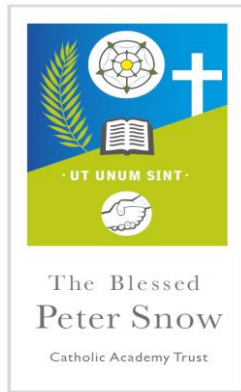


BLESSED PETER SNOW CATHOLIC ACADEMY TRUST



Company Number 09068195

Minutes of the meeting of the Trust Board held at St John Fisher Catholic Voluntary Academy on Monday 7th December 2015 at 6.00pm.

Present: Rev. Dr. J.D. Cortis (Chair & 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), Mrs V. Skwarek (Staff Director) Rev. Fr P Nealon (Foundation Director) and Mrs F Wilson (Foundation Director)

In Attendance: Mr. N. Aurangzeb (Chief Financial Officer)

Rev Dr. Cortis opened the meeting with a prayer

1. Preliminaries

15/27 RESOLVED: that due notice of the meeting had been given and that a quorum was present

2. Minutes from the meeting held on 9th September 2015

15/28 RESOLVED: that these minutes be approved (as amended in the meeting) and signed by the Chair as a true and accurate record of the meeting.

3. Matters arising from these minutes

- (a) Information Sharing Agreement with Calderdale Council -update (minute 14/25 refers). Mrs McNally confirmed that, despite reminders, a response was still awaited from Calderdale Council. It was agreed that the Chair would take it up direct.
- (b) Vacancies on Trust Board -update (minute 15/03 refers). It was noted that there are remain 2 vacancies for Foundation Directors. The Chair reported that he had approached Mrs Angela Cox at the Diocese about the possibility of representation from Leeds Trinity University, and another person is understood to be considering nomination/application

- (c) Internal audit arrangements (minute 15/22 refers). It was reported by Mr Aurangzeb that his counterpart at Bishop Konstant CMAT had been approached and kindly agreed to perform this role, which would be starting in 2016 with a termly programme.

4. Annual Report and Financial Statement of the Trust and Auditor's Report

It was reported that these have previously been considered by the Audit Committee on 16 November 2015, when they were approved subject to several minor corrections, which have been made. The Board considered and discussed the Reports and Statements, and noted those points which the auditors had raised and which may require further action. The Board authorised Chair's action to be taken between now and the next meeting to procure adequate trustees' and officers' liability insurance for Board Directors and Academy Council members if this can be obtained at reasonable cost. The change of name of Baker Tilly to RSM UK Audit LLP was noted.

- 15/29 RESOLVED: that the Auditor's report for the year ended 31 August 2015 be received and the annual report and financial statements for the same period be approved for signature by the Chair and Accounting Officer and filing.

5 Re-appointment of Auditors:

The appointment of the current auditors would cease on 31 January 2015.

- 15/30 RESOLVED: It was agreed that Mr Aurangzeb report at the next meeting on recommendations for further appointment.

6. Bids for building projects

It was reported that the following bids had been submitted:-

(a) St John Fisher Catholic Voluntary Academy

- (i) safeguarding and security works (£121,584); and
- (ii) re-roofing technology block and replacement of north light windows (£270,405)

(b) St Malachy Catholic Voluntary Academy

- (i) window works and other works to address health and safety issues (£165,600);and
- (ii) re-roofing (£142,700)

(c) Sacred Heart Catholic Voluntary Academy

- (i) works of rewiring, emergency lighting, fire alarms and suspended ceiling (£76,825)
- (ii) refurbishment of kitchen (£128,956.25)

- 15/30 RESOLVED: that these bids be approved

7 Minutes from Academy Councils

(a) St John Fisher Catholic Voluntary Academy

i) 16th. September 2015.

It was noted that there was currently one Foundation Governor vacancy, that the preliminary examination analysis for 2015 had been considered, as had the summary from the Parents' and Pupils' Kirkland Rowell Survey for 2014-15. The approval of the Academy's Development Plan for 2015-17 was noted.

On the issue of school transport, Board members had been circulated with copies of the correspondence with the Council and a summary of the advice of Counsel that there were grounds for judicial review. Mr Booth orally reported on the costs and risks of such legal action. Mr Higgins reported that All Saints Catholic College, Huddersfield had been invited to join in such action, but did not have funds available to contribute to the costs. The Board considered and discussed the risks and possible benefits of legal action.

15/31 RESOLVED: that an application for judicial review should not be made.

ii) 25th. November 2015 (oral report)

The broadly positive outcome of the of the school review on the 30th. September and 1st. October 2015 was noted, together with the targets for 2016-17, the changes to the Admission Policies for 2017-18, and the approval of curriculum models for 2016-17 and 2017-18

(b) St Malachy Catholic Voluntary Academy:

15th. October 2015.

It was noted that there was a new Chair of the Academy Council, and that the Academy's Development Plan had been approved. It was reported by Mrs McNally that the issue of the minutes and confidential annex from the earlier meeting on 15th July 2015 had been discussed with the Chair, and that it was not proposed to alter the minutes or the confidential annex. There was a discussion during which the concern of the Board that minutes should be a true and complete published record of the proceedings of the Academy Council and that the use of a confidential annex should be strictly limited to those items were truly confidential was expressed. Mrs McNally was asked to relay this to the Academy Council.

(c) Sacred Heart Catholic Voluntary Academy:

15th. September 2015

It was noted that there were now no vacancies on the Academy Council and that there is a need for the Minutes of the Trust Board to be received by the

Academy Council and for this to be recorded in the minutes of the Academy Council

(b) Headteachers' meeting

The Headteachers reported that they had met, but that there were no particular matters to report

15/32 RESOLVED: to receive the minutes from the Academies' Council Meetings since the last Trust Board meeting

8 Academy's Self Evaluation Forms (SEFs)

St Malachy Catholic Voluntary Academy

It was noted that standards had earlier declined over a 2 years period and in 2012 the school did not meet Government floor standards in any of the 3 measures, but that in both 2013 and 2014 standards rose. A higher than average proportion of the children (16%) are identified as having special educational needs, and approximately 28% of the children are on the Vulnerable/Safeguarding Register. Overall effectiveness, Effectiveness of Leadership and Management and Quality of Learning, Teaching and Assessment, Outcomes for Pupils, and Effectiveness of Early Years Foundation Stage Provision: Quality and Standards are all graded as 3. Personal Development, Behaviour and Welfare is graded as 2.

Mrs McNally reported that the School Review took place on 13 November 2015 and was consistent with the SEF. There was a need to make rapid as well as good progress. Disadvantaged children were doing well, and progress in mathematics was better than English.

The Board raised various questions.

St John Fisher Catholic Voluntary Academy

It was noted that recruitment of quality staff in certain areas remained difficult. The School has the highest percentage of excess pupils in the local authority area. Leadership and Management is judged as 3 (mainly linked to outcomes of pupils). Quality of teaching, learning and assessment, and Personal development, behaviour and welfare are judged as 2. Outcomes for Pupils is judged as 3 (requires some improvement) mainly linked to making 4 levels of progress in English, the progress of pupil premium particularly in mathematics, improvement of outcomes in science, and raising performance of A2 students .

Mr Higgins reported that the very helpful School Review (see above) had confirmed that the School look to evaluate itself overall at 2.

The Board asked several questions.

Sacred Heart Catholic Voluntary Academy

It was noted that the socio-economic context and catchment area has narrowed considerably in recent years. Initial assessment on entry suggests that communication and language are below national expectations. There have been significant changes in leadership and staff since the last inspection. The Schools grades itself as 2 in each category. Areas of development include further to refine the ways in which pupils are supported to improve their work.

Mrs McManamin answered the Board's questions and reported that the SEF had been revised recently in consultation with the School's Improvement Partner. The School Review was to take place in January 2016. The School had a recent canonical review, the result of which had not yet been received.

15/33 RESOLVED: to note the updated Self-Evaluation Form from each Academy

15/34 RESOLVED: that the Mission Committee be asked to receive and consider the Section 48 Self Evaluation Forms at its next meeting

9 Reports of Head Teachers

St Malachy Catholic Voluntary Academy

Mrs McNally spoke to her report and answered questions from the Board on it. Particular items noted included the feedback from the survey of parents (for which the questions had been taken from the OFSTED guidance), which Mr McNally described as being quite positive. The Board also noted the monitoring of the Development Plan, school targets, and the Raise-online data (which Mrs McNally confirmed was not yet validated)

St John Fisher Catholic Voluntary Academy

Mr Higgins summarised and responded to the Board's questions on his report. The Board noted the comments as to the ability of September 2015 cohort, the further movement in the ethnic backgrounds of students, the position on student enrolment in the 6th. Form. Mr Higgins explained that the reason for the letter from the Regional Schools Commissioner was the dip in the results, and that the School had responded to this with its explanation. Pupil Premium was being used to raise attainment, and next summer's results were of even greater importance.

Sacred Heart Catholic Voluntary Academy

Mrs McManamin confirmed that her report had not yet been presented to the Academy Council.

15/35 RESOLVED: to note the reports of the Head Teachers and thank them.

15/36 RESOLVED: for the Sacred Heart Headteacher's Report for term one to be considered by the Standards in Learning and Teaching Committee.

10 Minutes from Trust Board Committee Meetings held this Term:

- (i) The Resources Committee met on 14th. October 2015 when it approved its action plan for 2015/16. It also considered progress with building projects, consolidation of service level agreements, and professional advisers for the academies. The Board noted the need to ensure that there was evidence of effective budget monitoring by Governors at Academy level.

It was reported that at St John Fisher, there are regular budget monitoring meetings (of which the latest had taken place earlier in the evening) which take place separately to the meeting of the Academy Resources Committee where practicable.

Mrs McManamin reported that at Sacred Heart, after the monthly management reports were considered by her and the business manager, they were then presented to the Governors. It was agreed that the Academy Council would be asked to confirm that there was Governor scrutiny of the management reports. How this was achieved was a matter for the Academy Council to decide.

Mrs McNally confirmed that at St Malachy's the reports are considered every half-term as part of the Academy Council committee meetings.

- (ii) The Standards in Learning and Teaching Committee met on 24th. September 2015 when it considered the strategy for monitoring standards across the Trust and approved its Action Plan for 2015-16. There had been an update on the issue of assessment without levels and Progress 8 Measures in 2016 and 2017.
- (iii) The Mission Committee meeting held on 24th. September 2015 also approved its Action Plan for 2015-16. As to the long-term development of the Trust, Rev Dr Cortis reported that after the meeting he wrote on behalf of the Trust to the Episcopal Vicar for Evangelisation and Education requesting that the issue of engagements with Schools eligible to join the Trust be discussed by the Diocesan Council for Education. In response Fr Swinglehurst said that there was to be an open meeting on 24th. November 2015 for all schools who are not currently in a Trust. Rev Dr Cortis reported that he attended the meeting which had presentations from Angela Cox and representatives from the Bishop Wheeler Trust. It appeared that there was only one primary school represented from the Calderdale and Kirklees area.
- (iv) The Audit Committee met on the 16th. November 2015 in order to consider the auditor's report, which it was noted had been presented by Victoria Craven of the auditors, before being considered in detail by the committee before being approved. The committee had also

worked satisfactorily through the 21 Questions for Multi Academy Trust (provided by the DfE)

15/37 RESOLVED: to receive the minutes from Committee meetings held this term

11 Any other Urgent Business

Other than the question of a judicial review of the decision of Kirklees Council on school transport (Resolution 15/31 above), the only other item was the question raised by Mrs McManamin needed to be at Trust level and which at Academy level. It was clarified that wherever possible and appropriate there were Trust-wide policies but others could be confined to Academy level.

15/38 RESOLVED: that the Chair would email the headteachers a list of policies currently approved for St John Fisher Academy as a base in order to move forward with this issue.

12 Agenda, minutes and related papers – academies copy

For the avoidance of doubt, it was noted that the supporting documents before the Board in relation to the possible judicial review were privileged and strictly confidential and must not be disclosed or made further available

15/39 RESOLVED: that (subject to the above) no part of the agenda, minutes or related papers be excluded from the copy to be made available at the Academies.

13 Date of Next Meeting(s)

15/40 RESOLVED: to hold Trust Board Meetings on:

- (i) Wednesday 16th. March 2016 at St John Fisher Academy at 6.00pm
- (ii) Tuesday 12th. July 2016 at St John Fisher Academy at 6.00pm (**note change from the original schedule**)