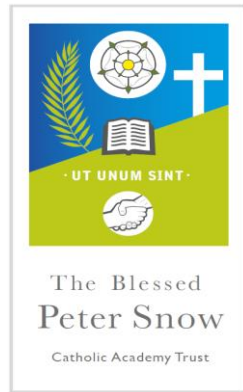


BLESSED PETER SNOW CATHOLIC ACADEMY TRUST



Company Number 09068195

Minutes of the meeting of the Trust Board held at Sacred Heart Catholic Voluntary Academy, Sowerby Bridge on Wednesday 9th September 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), 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)

In the absence of Dr Brooke, the clerk, Mr Booth acted as minute taker.

Rev. Dr. Cortis opened the meeting with a prayer.

1. PRELIMINARIES

15/01 RESOLVED: that due notice of the meeting had been given and that a quorum was present

2. MINUTES FROM THE MEETING HELD ON 6th JULY 2015

15/02 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.

2. MATTERS ARISING FROM THESE MINUTES

- a) Information Sharing Agreement with Calderdale Council -update (minute 14/25 refers). Mrs McNally confirmed that a response was awaited from Calderdale Council
- b) Vacancies on Trust Board -update (minute 14/28 refers). It was noted that there are currently 2 vacancies for Foundation Directors. It was agreed that in addition to making a further request of the Diocesan Council for Education, Directors would consider whether there were any suitable candidates who might respond to a personal approach. It was also agreed that the possibility of representation from Leeds Trinity University should be pursued

15/03 RESOLVED: for the Chair to explore representation from Leeds Trinity University on the Trust Board and to approach Mrs Cox, Diocesan Principal Education Officer.

c) Trust's Budget for 2015-16-update (minute 14/130 refers). This has been submitted with due date and no issues have been raised

d) Revised schedule of Trust Board and Committee meetings-update (minute 14/140 refers). This has been emailed out to Directors prior to the close of the last academic session.

3. ELECTION OF CHAIR OF TRUST BOARD AND DURATION OF TERM OF OFFICE.

Rev Dr Cortis was the only nominee

15/04 RESOLVED: that Rev Dr Cortis be appointed Chair for a term of office of 2 years

4. ELECTION OF VICE-CHAIR OF THE TRUST BOARD AND DURATION OF TERM OF OFFICE

Mrs Wilson was the only nominee

15/05 RESOLVED: that Mrs Wilson be appointed Vice-Chair for a term of office of 2 years

5. DIRECTORS' DECLARATION OF BUSINESS INTERESTS

15/06 RESOLVED: to receive the declarations of business interest and to publish them on the Trust's website.

6. CODE OF CONDUCT

15/07 RESOLVED: to receive the signed copies of the Code of Conduct

7. COMMITTEES FOR 2015-16

Mrs Wilson reported that the Audit Committee had met for the first time on 11th August 2015 and presented the minutes and summarised its recommendations.

15/08 RESOLVED: to receive the minutes of the Audit Committee held on the 11th August 2015

It was noted that the Committee had made various suggestions and recommendations which were then discussed.

15/09 RESOLVED: that in accordance with the recommendations of the Audit Committee in relation to the Trust's Committee Structure and Effectiveness (paragraph 4 of the Committee minutes) :

(a) the Finance, Pay and Personnel Committee be renamed the Resources Committee;

(b) the terms of reference of the Resources Committee include oversight at the Trust level of health and safety (including the reception of reports from Academy Councils on that subject);

- (c) meetings of the Standards and Mission Committees taking place after each other on the same day should be alternated so as to ensure that time available for the Mission Committee is not always liable to be curtailed.

There was discussion about the recommendation by the Trust Audit Committee that internal audit arrangements be established with another Catholic Multi-Academy Trust ("CMAT"). Mr Aurangzeb has already had contact with Bishop Konstant CMAT in Wakefield, which was willing to participate and was the nearest and longest established of the diocesan's CMATs.

15/10 RESOLVED: that arrangements be established with the Bishop Konstant CMAT for internal audit by peer review

It was noted that the Audit Committee felt that the draft risk management protocol or policy which it had considered tended to emphasise the financial side of operations and placed insufficient emphasis on Catholic ethos and values and the educational purposes of the establishments forming the Trust.

15/11 RESOLVED: that further work be undertaken by the Resources Committee on the draft risk management policy to reflect the points which the Audit Committee raised, particularly the Catholic ethos and values and the educational purposes and nature of the Trust

It was noted that the Audit Committee had raised a point concerning the appointments of Assistant Head Teachers (instead of a Deputy Head) at St Malachy's and that the implications of this as regards the Protocol for Senior Staffing Decisions needed to be further considered. It was pointed out that the situation at St Malachy's was one of the reasons why the Protocol had been prepared, so that if there was to be a structural change such as happened there, the Trust would be involved. There was also discussion whether there was a legal requirement to have a Deputy Head and the need to ensure that in the absence of the Head Teacher it was clear who was in charge.

15/12 RESOLVED: that subject to it first being checked whether it was a legal requirement to have a Deputy Head that the Academy Councils be reminded that if they had not already done so they should adopt the Protocol for Senior Staffing Decisions.

(It was later reported to the Chair by Mr Booth that there was no legal requirement to have a Deputy Head provided that there were adequate arrangements for the duties and responsibility of a Head Teacher to be undertaken on occasion of absence or incapacity. There were legal requirements as to the appointments of Deputy Head if it was determined to have one)

15/13 RESOLVED: for the Chair to email St John Fisher's policy for selection and recruiting (staff) to both St Malachy and Sacred Heart

The paper from the All Part Parliamentary Group on Education Governance and Leadership entitled "Twenty-one Questions for Multi-academy Trusts" was considered briefly

15/14 RESOLVED: that the Audit Committee be asked to give further consideration to this when it meets next (on 16 November 2015 at St Malachy's Presbytery) to agree the auditing arrangements with Baker Tilly, and when it will also consider the revised terms of reference of the Committees.

Consideration was given to the Committee Structure for 2015-16 and Directors were asked to indicate those Committees on which they would serve. The need for the Standards in Learning and Teaching to have more than one Foundation Director on it was noted and dealt with.

15/15 RESOLVED: that the Trust have the following Committees:

- Mission
- Standards in Learning and Teaching
- Audit
- Resources

15/16 RESOLVED: for the Chair to email St Joh Fisher's current Committee Terms of Reference to facilitate review of corresponding committees at both St Malachy and Sacred Heart academies.

8. BUILDING CONSULTANTS FOR THE TRUST

The Board was reminded that it had previously been agreed that the Trust would move towards having one Building Consultant to support each academy across the Trust which was especially important in consolidating bids to the Education Funding Agency ("EFA"). As requested previously by the Board, Mr Aurangzeb and the Chair had worked on this over the summer. It was reported that it was considered to serve little purpose to invite current and possible providers to give a presentation to the Trust Board.

However, Mr Aurangzeb had had discussions with the current providers, Langtry Langton and AHR (formerly AEDAS), and reported that, contrary to the impression that they had previously been given, they would be able to continue to work separately on projects but work together on the presentation of consolidated bids to the EFA. Langtry Langton (but not AHR) was willing to offer a discount (of 12.5%) on its fee even if it were working only for 2 of the 3 Academies. AHR has more rigid fee scales.

The criteria for the next round of bids was not yet known. As Sacred Heart was content with AHR, and both they and Langtry Langton had work in hand (at risk) with regard to future bids, it was proposed that for the time being, meaning the coming year, the Trust continue with the current arrangements so that AHR be employed for Sacred Heart and Langtry Langton for the other two Academies. It was recognised that this would be a temporary solution, for practical reasons, and did not change the strategy of working towards one adviser in due course.

15/17 RESOLVED: It was noted that St Malachy's in particular may need a condition survey.

15/18 RESOLVED: that the current arrangements be continued with for the current round of bids and year, on condition that the AHR and Langtry Langton are able to work together on the consolidation and presentation of a consolidated bid.

9. MINUTES FROM ACADEMIES' COUNCIL MEMBERS:

The minutes of the following meetings of Academy Councils were presented

(a) St John Fisher Catholic Voluntary Academy on 9th July 2015

There were particularly noted the updates on staffing issues for September 2015, the Report from the most recent School Improvement Partner's visit, and the Pupil Placement Protocol.

(b) St Malachy Catholic Voluntary Academy on 15th July 2015

It was noted that the Academy Council had apparently proposed amendments to the Trust Finance Policy which had already been approved by the Trust, and that the reference in the minutes to the "Complaints Against Staff Procedure" was wrong'. It should be "Complaints Procedure".

Fr Nealon expressed concern about the minutes, and, in particular, the use of the confidential appendix to refer to matters which may not truly be confidential or require to be treated so, or to record discussions which took place outside the meeting. It was noted that the minutes are evidently draft minutes which will require to be considered and approved by the Academy Council when it next meets. The Trust Board could not interfere in that, but ask the Academy Council to consider the points which had been raised.

(c) Sacred Heart Catholic Voluntary Academy had not met since the last Trust Board meeting.

(d) Head Teachers' meetings

The Head Teachers reported that while there had been no meeting of all three Heads since the last meeting of the Board, there had been meetings between the Head Teachers of St Malachy's and Sacred Heart, who continue to work closely on matters of common interest between them, and to share experience and expertise.

15/19 RESOLVED: that the minutes from Academy Council meetings held at St John Fisher and St Malachy's since last Trust Board meeting be received and that concerns about the minutes of St Malachy's (and the confidential appendix) be drawn to the attention of St Malachy's Academy Council so that it can consider and resolve when it next meets.

10. EXAMINATION AND ASSESSMENT RESULTS 2014-15

(a) Sacred Heart

Mrs McManamin referred to the two reports which had been prepared by her presented to the Board in advance of the meeting and identified the main features, including those areas of positive achievement and, particularly, those where further work continued to be required to ensure improvement. Comparison was also made between the results achieved and national averages. There was a discussion of particular areas, where Mrs McManamin provided such explanations as the Board required.

(b) St Malachy

The Board was referred to pages 17 to 24 of the Head's Report which had been presented to the Academy Council on 9 July 2015 and to the Board in advance of this meeting. Mrs McNally took the Board through the main features of improvement achieved and still to be achieved. Mrs McNally answered the questions which the Board had.

(c) St John Fisher

The Board was presented with in advance of the meeting with a written initial examination analysis from Mr Higgins which he summarised orally at the meeting, identifying those areas of particular note such as the improved progress at AS level and the disappointing percentage of those achieving 5 A*-C Grades including English and Mathematics at GCSE. Lack of progress in English, in particular, was a continuing concern. Mr Higgins provided such further information as the Board requested.

15/20 RESOLVED: that the results reported for 2014 -15 be received and that the children and students be congratulated and the staff be thanked for their hard work and commitment

15/21 RESOLVED: that the Standards in Learning and Teaching Committee consider and discuss these results in greater detail once they can be compared with local and national data.

11. HEAD TEACHER'S REPORTS

The only Head Teacher to report since the last meeting was for St Malachy's (as presented to the Academy Council meeting on 9 July 2015). The main features relevant to the Board were mentioned, including the review of the School Development Plan for 2014-15, and the quality of teaching

15/22 RESOLVED: that the Head Teacher's Report for St Malachy's for term 3 2014/15 be received

12 DRAFT ACTION PLAN for 2015-16

The draft action plan for Committees for 2015-16 which had been circulated in advance of the meeting was considered. It was noted that when considering the Trust-wide Pay Policy the Resources Committee would also need to consider any implications from the way in pay increases had been implemented by the different payroll providers at Kirklees and Calderdale (which was a question of timing rather than substance)

15/23 RESOLVED: that (subject to noting the name of Resources Committee which was also now to consider health and safety at a trust level) the action plan for committees be approved

15/24 RESOLVED: for the three Academy Council to consider a revised Pay Policy at their next meeting.

13. ANY OTHERS URGENT BUSINESS

There was no other urgent business

14. AGENDA, MINUTES AND RELATED PAPERS

15/25 RESOLVED: that no part of the agenda, minutes or related papers be excluded from the copy to be made available at the Academies, with the exception of the confidential appendix to the draft minutes of St Malachy Academy Council held on 15th July 2015.

15. DATES OF FUTURE MEETINGS:

15/26 RESOLVED: to hold meetings on:

- (i) Monday 7th. December 2015 at St John Fisher Academy at 6.00p.m
(note date change from original schedule)
- (ii) Wednesday 16th. March 2016 at St John Fisher Academy at 6.00 p.m.
- (iii) Tuesday 5th. July 2016 at St John Fisher Academy at 6.00 p.m.

16. CLOSE OF MEETING

There being no other business the meeting closed at 8.40pm