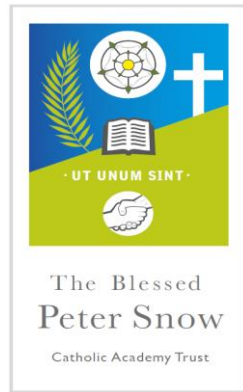


**BLESSED PETER SNOW CATHOLIC ACADEMY TRUST**



**Company Number 09068195**

**Minutes of the meeting of the Trust Board held at St John Fisher Catholic Voluntary Academy-Dewsbury on Monday 6<sup>th</sup>. July 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),

**In Attendance:** Dr. P. Brooke (Clerk), Mr. N. Aurangzeb (CF0)

1. **PRELIMINARIES**

14/123 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

It was reported that Fr. P. Nealon (Foundation Director), Mrs. V. Skwarek (Staff Director) and Mrs. F. Wilson (Foundation Director) had sent their apologies (all with consent).

It was also reported that Mr. A. Quinn had resigned as a Director of the Trust and a member of St. John Fisher Academy Council. The Chair had written to Mr. Quinn to thank him for his services.

14/124 RESOLVED: to note the resignation of Mr. A. Quinn as a Foundation Director and for Mr. Booth to inform Companies House of this (already actioned).

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 the following item was to be brought up under any other business:

- Updated Calendar of meetings

2. **MINUTES OF MEETING HELD ON 25 MARCH 2015**

14/125 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) Pension Deficit in the West Yorkshire Fund – update (Min 14/77 refers) – the invoice has now been issued. This item is to remain as an agenda item but plans are in place for this payment to be made over the next two financial years.
- b) Information Sharing Agreement with Calderdale LA –update (Min 14/25 refers)– Mrs. McNally to confirm outcome at the next meeting.
- c) Vacancies on Academies’ Council – update (Min 14/28 refers) - It was noted that there were now vacancies for two Foundation Directors. It was reported that the Diocese were advertising for a number of vacancies across two multi-academy Trusts. It was also suggested a personal approach could be used. Members knowing anyone who they think may be approached should speak to the Chair. Suggested skills would be finance and personnel (HR).

14/126 RESOLVED: To receive Chair’s update on membership of the Trust Board

- d) Minutes of Academy Council’s committees (min 14/109 refers)–this still does not appear to be happening. Chair asked that Academy Council and Committee Chairs (through their clerks if necessary) to ensure that Trust Board and Committee minutes are a standard agenda item.

14/127 RESOLVED: that minutes from the Trust Board are considered by Academy Council and those from Trust Board Committees are considered by the relevant Academy Committee.

- e) Trust’s Finance Policy – update (min 14/112 refers) – Baker-Tilley have made a number of minor alterations and suggested additions which have been addressed by the Chief Financial Officer. Chair’s action was taken to approve the policy and emailed to the three head teachers.
- f) CES Policies and Procedures - update (Min 14/114refers) – it was confirmed that each Academy had made staff aware of these policies and procedures and how to access them.
- g) Trust’s Complaints Policy – update (Min 14/116 refers) –Some changes have been made to the version considered at the last meeting to ensure compliance with the DfE guidance. Chair’s action was taken to approve the policy and emailed out to the three head teachers.

#### 4. HEADTEACHERS’ REPORTS FOR TERM 3

##### a) Sacred Heart (dated May 2015)

The Head Teacher and Chair summarised some highlights which included:

- Assessment without levels (working in collaboration with other schools)
- Areas of strength and weakness including strategies to address the latter
- Majority of teaching is judged as 2 (good) with increasing evidence of some as 1 (outstanding)
- Current attendance of 95.77%; this still needs improving
- Introduction of Protection and Online Monitoring of Safeguarding system
- The complaint is now resolved and lessons learnt
- Additional support for Year 1 Phonics is bringing about improvement
- From September one of the Teaching Assistants is to become a Pastoral Family Link worker

##### b) St. Malachy (dated April 2015)

The Head Teacher and Chair summarised some highlights which included:

- Progress with School Development Plan for 2014-15- good progress reported across the board
- Positive outcome from spring parent survey
- Work with other primary schools
- Internal judgements against OFSTED criteria
- 49% of children on roll are eligible for extra funding

- Data for Year 5 not looking good as they have had four supply teachers since Easter. The Year 6 teacher is now spending some time with Year 5 pupils to help improve these- this strategy is proving to be effective.
- Attendance 93.5% (worst in Calderdale) mainly due to 9 persistent absentees
- Child Protection Monitoring System is working well
- Good KS1 results – phonics results for 1 year up from 16.5% to 77%

c) St. John Fisher (dated July 2015)

It was noted that the Academy Council had yet to consider this because the meeting was not quorate and rescheduled for the 9<sup>th</sup>. July. The Head Teacher and Chair summarised some highlights which included:

- Mission and Ethos of the Academy
- Outcomes of appeals for year 7 September 2015 intake
- Progress with a School Development Plan for 2015-16
- Assessment without levels at Key Stage 3
- Appointments and vacancies –update
- Kirkland Rowell Parent and Pupil surveys’ outcomes identified issues well understood by the school
- SIP report – following August 2015 results a decision to upgrade the SEF to “Good” across the board (as suggested by the SIP) will be taken.
- Loss of free transport from September 2016. Mr. Booth has written a letter to the Chief Executive of Kirklees Council concerning the legality of this. Letter has been acknowledged and awaiting a response. Letter has also been shared with the other Catholic secondary school in Kirklees.

14/128 RESOLVED: to receive the head teachers’ reports to their Academy Councils and to thank them. To note also that the format is now consistent across each academy.

14/129 RESOLVED: to receive the headteacher’s report from St Malachy (July 2015) at the next meeting.

5. TRUST’S BUDGET FOR 2015 - 16

The consolidated Trust budget as considered and recommended by the Trust Finance, Pay and Personnel committee was approved.

14/130 RESOLVED: For the Trust Board to approve the consolidated budget for 2015-16 and for each Academy Council to receive this budget.

6. PROTOCOL FOR SENIOR STAFFING DECISIONS

The proposal was considered by the Finance, Pay and Personnel Committee who recommend that the Board approves it.

14/131 RESOLVED: that the Protocol for Senior Staffing Decision is approved and for the Academy Councils to note and operate this policy.

7. MINUTES FROM ACADEMIES’ COUNCIL MEETINGS

a) Sacred Heart on 19 May 2015

The following were noted

- School Improvement Partner report (Yr 5 progress good)
- Increase in safeguarding issues
- Trail of an after school club
- Policy approvals

14/132 RESOLVED: to receive the minutes from Sacred Heart Academy Council of the 19<sup>th</sup>. May 2015

b) St. Malachy on 30 April 2015

The following were noted:

- Changes to Senior Leadership Team – 2 new Assistant Heads and no Deputy
- Update on Pupil Premium grant
- Update on Sports Premium grant

14/133 RESOLVED: to receive the minutes from St. Malachy Academy Council of the 30<sup>th</sup> April 2015

c) St. John Fisher on 25 March 2015

The following were noted:

- Arrangements for recording assets
- Staffing issues – a number are now resolved but still some outstanding
- Consultations on changes to TLR structure from September 2015
- The meeting scheduled for 1 July will now take place on 9 July

14/134 RESOLVED: to receive the minutes from St. John Fisher Academy Council of the 25<sup>th</sup> March 2015

d) Oral Report of Head teachers' meeting

It was reported that there had been no meeting of all three Heads together since the last Trust Board meeting. Meetings have taken place between the primary heads and between Mr. Higgins and Mrs. McManamin

14/135 RESOLVED: To receive the oral report of Head Teacher's meetings

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

a) Standards in Learning and Teaching Committee on 9 June 2015

Rev Dr. Cortis highlighted the following:

- Progress towards developing a strategy to monitoring standards across the Trust
- Progress with developing a strategy for assessment without levels
- Key priorities for each School Development Plan 2015–16

14/136 RESOLVED: to note the minutes from the Standards in Learning and Teaching Committee meeting this term.

b) Finance, Pay and Personnel Committee on 17 June 2015

Mr. Booth highlighted the following

- Forecasts for Trust's Budgetary needs
- Two out of the three bids under the Condition Improvement Fund have been successful
- Spend against Primary Chain grant summary now submitted
- Staffing issues

14/137 RESOLVED: to note the minutes from the Finance, Pay and Personnel Committee meeting this term.

c) Mission Committee held on 9 June 2015

- Dr. Henry highlighted the following
- Mass to launch the Blessed Peter Snow Academy Trust
- Section 48 Self-Evaluation Forms considered
- Consideration of the three Governors' Annual Report on the implementation of the Special Educational Needs and Disability policy and Equality Scheme
- Pupil Recruitment for 2015-16

14/138 RESOLVED: to note the minutes from the Mission Committee meeting this term.

## 9 VISITS TO ACADEMIES

It was noted that Mr. Higgins had visited the Sacred Heart Academy

## 10 REVIEW OF FIRST YEAR OF THE TRUST

The Audit committee members Dr. Henry, Fr. Nealon and Mrs. Wilson need to have their first meeting over the summer break and should have minutes to the Chair of the Trust Board by 27 August.

Chair gave an oral report on progress from the Action Plan for the Trusts' Committees agreed in December 2014. Good progress was made but some points needed to be repeated/deferred to 2015-16.

Agreed to progress towards a Trust wide Pay and Appraisal Policy.

14/139 RESOLVED: Dr. Henry to liaise with the Clerk and members of the Audit Committee to arrange a meeting.

## 11. ANY OTHER URGENT BUSINESS

### a) Updated Calendar of meetings for 2015-16

It was agreed to try and arrange meetings for the coming year so that individual Academy Councils (and not just the Finance committees) consider the budget before Trust Board approval.

14/140 RESOLVED: that the Chair will send out a revised list of meeting dates following the discussions held.

## 12. AGENDA, MINUTES AND RELATED PAPERS

14/141 RESOLVED: that no part of these minutes, agenda or related papers 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 St. Malachy Academy Council meeting held on 30 April 2015

## 13. DATES OF FUTURE MEETINGS

14/142 RESOLVED: To hold a full Trust Board meetings on:

- Wednesday 9 September 2015 at Sacred Heart Academy,
- Tuesday 8 December 2015 at St. John Fisher Academy,
- Wednesday 16 March 2016 at St. John Fisher Academy,
- Tuesday 5 July 2016 at St. John Fisher Academy.

All meetings to commence at 6.00 pm

14/143 RESOLVED: for the Chair to circulate the above dates to Fr T Swinglehurst, Episcopal Vicar for Schools and Evangelization, who would like to attend one Trust Board Meeting next year.

14. CLOSE OF MEETING

There being no other business the Chair declared the meeting closed at 20.15 by thanking members for their work during this first and challenging year of the Trust and wished all a good summer break when it comes.