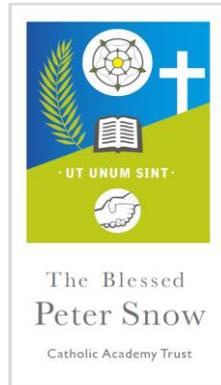


## **BLESSED PETER SNOW CATHOLIC ACADEMY TRUST**



**Company Number 09068195**

**Minutes of the meeting of the Trust Board held at Sacred Heart Catholic Voluntary Academy, St. Peter's Avenue, Sowerby Bridge on Wednesday 25 March 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), Mrs. A. McNally (Head Teacher Director), Rev. P. Nealon (Foundation Director), Mrs. V. Skwarek (Staff Director)

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

### **1. PRELIMINARIES**

14/102 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 Mrs. S. McManamin (Head Teacher Director), Mr Quinn (Foundation Director) and Mrs. F. Wilson (Foundation Director) had sent their apologies (all 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. There were no declarations made.

It was noted that there were three matters to be brought up under any other business:

- Circulation of Papers for meetings
- Insurance Cover
- Disciplinary matter

### **2. MINUTES OF MEETING HELD ON 19 JANUARY 2015**

14/103 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) – no further progress. Invoices still need to be issued by St. John Fisher Catholic Voluntary Academy. Finance, Pay and Personnel Committee was informed by Baker Tilley that a statement needs to be requested from the pension fund on an annual basis
- b) Information Sharing Agreement with Calderdale LA – update (Min 14/25 refers) – Information sharing is taking place but there is still need for a legal agreement with Calderdale LA. Mrs McNally and Mrs McManamin (Headteachers Directors) to action.
- c) Vacancies on Academies' Council – update (Min 14/28 refers) - We currently have one Foundation Director vacancy. Mrs Angela Cox has agreed to seek nominations from across the parishes in Kirklees and Calderdale through the parish bulletins.

Other CMATs have representation from Leeds Trinity University. We did say in the past that we may wish to pursue this but it was agreed to leave this in abeyance.

14/104 RESOLVED: To consider representation from Leeds Trinity University at a later date

- d) Trust Logo – update (min 14/80 – 81 refer) – the latest reiteration was considered by the Standards in Learning and Teaching Committee at their last meeting. The version as it would appear on letter heads was agreed subject to making the bottom line font bolder.

14/105 RESOLVED: To approve the Trust logo subject to a bolder font on the bottom line

- e) Sacred Heart's SEF – update (min 14/83 refers) – this was submitted and considered by the Standards in Learning and Teaching Committee at their meeting on 4 March 2015.
- f) Framework to produce Headteacher's Reports - update (Min 14/85 refers) – It was agreed to standardise on a format based on the four OFSTED categories (Leadership and Management, Behaviour and Safeguarding, Teaching and Learning, Pupil Achievement and Progress) and a local context.
- g) Deputy Headteacher at St. John Fisher – update (Min 14/89 refers) – Sarah Wilkinson has been proposed to fill this vacancy and Academy Council approved this on 27 February 2015. The post has been accepted and Sarah will commence on 1 September 2015.
- h) Audit of Trust Members' skills – update (Min 14/90 refers) – This has been submitted to the Diocesan Council for Education.
- i) Accounting Officer for the Trust – update (Min 14/93 refers) – Mr. Kevin Higgins is confirmed as Accounting Officer for the Trust.
- j) Financial Management and Governance Self Assessment – update (Min 14/95 refers) – The form has been submitted to EFA by the due date. No issues have been raised but there is the possibility that an audit may be activated.

### 4. HEADTEACHERS' REPORTS FOR TERM 2

- a) Sacred Heart (dated January 2015)

Rev Dr. Cortis and Mrs. Skwarek offered some highlights:

- Stronger links with the Parish church were noted and welcomed.
- Religious Education Self Evaluation

- Diocesan approval to increase the PAN from 25 to 30 from September 2015.
- In-house training sessions for staff
- Changes to PPA timetable due to staff changes
- In response to a question it was confirmed that staff do have a mid-cycle review of their performance management objectives

b) St. Malachy (dated February 2015)

Mrs. McNally and Rev Dr. Cortis offered some highlights

- Review of School Development Plan and Curriculum development with good progress being reported
- Social Media Training for staff. A question was raised as to if this could be extended to parents. It was agreed that this would be explored.
- 87% of teaching considered good or outstanding
- Key Stage 2 targets for 2015–16. These are believed to be challenging and aspirational.
- In response to questions it was stated that current year 6 offer a big challenge, year 2 is looking strong, year 3 good but years 4 and 5 will need additional support.
- Attendance levels good
- Letter of congratulations from the Minister for Schools regarding success achieved by Pupil Premium children

c) St. John Fisher (dated March 2015)

Mr. Higgins and Rev Dr. Cortis offered some highlights

- Recruitment to the main school and 6<sup>th</sup> Form (oversubscribed by 40 at Year 7, possibility of relaxing cap on numbers of external candidates in 6<sup>th</sup> Form)
- Attainment 8 and Progress 8
- Changes to 6<sup>th</sup> Form Curriculum and funding (over 18's attract 17.5% reduction in funding)
- Trailing of assessment without levels in two faculties (Sports & PE, and Maths) from September 2015
- Headteacher's objectives for 2014–15
- Staff completed on-line training for radicalisation awareness (to be extended to Primary academies)
- Higher exclusion numbers than last year
- Options for 2015–16 are working reasonably well. A few pupils have not been able to do all they wanted.

14/106 RESOLVED: to receive the headteachers' reports for their Academy Councils and to thank them.

## 5. MINUTES FROM ACADEMIES' COUNCIL MEETINGS

a) Sacred Heart on 13 January 2015

The following were noted

- Two new staff members
- A new co-opted governor (no voting right) to Academy Council

b) St. Malachy on 9 February 2015

The following were noted:

- Changes to Leadership team (this provoked a discussion on appointments of senior positions in the academies but also respecting the need for subsidiarity. It was felt that there should be some input from the Trust Board.

14/107 RESOLVED: that Mr. Booth to prepare a suggested procedure for appointments to senior positions in each Academy

- Nomination of Academy as one of the “Top of the Class” schools by the Halifax Courier
- 48% of children are eligible for FSM/Pupil Premium
- 26% of pupils are on safeguarding list
- Bishop’s concern at the lack of post-11 Catholic provision in the area (it was suggested that part of the proceeds of sale of St. Catherine’s school could help towards transport costs to travel to All Saints). Agreed that the Trust Board should have a role in these discussions.

c) St. John Fisher on 12 January and 27 January 2015

The following were noted:

- School transport provision removed
- Self-evaluation document
- Statutory and non-statutory targets for 2015 – 16
- Resignation of Assistant Headteacher – Post 16 education from 31 August 2015
- Appointment of new Deputy Headteacher as of 1 September 2015

d) Oral Report of Headteachers’ meeting

The report was not available

14/108 RESOLVED: To receive the minutes from the Academies’ Council meetings

It was noted that minutes from the meetings of the primary academies do not make reference to Trust Board minutes. This needs addressing as the minutes are the key link between Trust Board and the academies.

It was also noted that some of the Committee titles used by the Academies do not fully reflect those used by the Trust Board.

14/109 RESOLVED: that Chairs of Academy councils need to ensure that minutes from the Trust Board and Committees and included on the agendas of appropriate fora.

6. FINANCE POLICY

A second draft of this policy was considered in detail by the Finance, Pay and Personnel Committee on the 18<sup>th</sup>. March and a copy emailed out to Trustees. It was also noted that this version had been emailed to Baker Tilley (Auditors) to check.

14/110 RESOLVED: to approve the Trust’s Finance Policy provided there are no major issues raised by Baker Tilley.

14/111 RESOLVED: that headteachers need to make all Members of the Academy Council and staff aware of this policy and to publish the policy on the website of the three academies.

14/112 RESOLVED: that Academy Councils need to check compliance with this policy.

## 7. CES POLICIES AND PROCEDURES (2013 version)

There is a need to standardise practices across the three Academies in the following areas and to adopt the CES policies and procedures. The documents provided are the latest version and have been customised for the Trust.

- i) Capability
- ii) Disciplinary
- iii) Grievance
- iv) Sickness Absence

14/113 RESOLVED: to adopt the CES Policies and Procedure covering capability, discipline, grievance and sickness/absence (2013 version) for implementation across the three academies.

14/114 RESOLVED: for the headteachers to ensure that staff are aware of these policies and procedures and that they have access to them.

## 8. COMPLAINTS POLICY

A draft policy had been circulated to Trustees for discussion and approval. It was noted that there were a number of errors in terminology that needed tidying up and the role of the Trust Board needs to be clarified. It was also noted that every effort need to be made to resolve issues at the earliest stage possible. Clarity is also needed regarding how academies report complaints to the Trust Board. Mr. Booth agreed to frame wording for this.

14/115 RESOLVED: To approve the Complaints Policy subject to the above changes

14/116 RESOLVED: For headteachers to ensure the policy is published on each academy web site.

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

### a) Standards in Learning and Teaching Committee on 4 March 2015

Rev Dr. Cortis highlighted the following:

- Framework to monitor standards across the Trust to be proposed by the Headteachers
- Assessment without levels
- Areas of success and risks from the Academies' Development Plans for 2014-15.

### b) Finance, pay and Personnel Committee on 18 March 2015

Mr. Booth highlighted the following

- Meeting with Baker Tilley (Auditors)
- Academy Conversion costs
- Spend against Primary Chain Grant Fund

### c) Mission Committee held on 4 March 2015

Dr. Henry highlighted the following

- Additional Committee Terms of Reference

- Committee's Action Plan for 2014 – 15
- Plans for the inaugural Mass for the Trust on 30th April 2015

14/117 RESOLVED: for the proposed additional Term of Reference for the Mission Committee be approved

14/118 RESOLVED: To receive the Committee Minutes for this term

10 VISITS TO ACADEMIES

There were none reported

11. ANY OTHER URGENT BUSINESS

a) Circulation of papers for meetings

14/119 RESOLVED: To continue circulating papers electronically

b) Insurance – Risk Protection Arrangements

A letter from the Catholic Church Insurance Association notes that it is now possible to use the DfE Risk Protection Arrangement (RPA) as an alternative to commercial insurance for properties occupied by Catholic Academies.

14/120 RESOLVED: To join the Department of Education- Risk Protection Arrangement (RPA) once the existing commercial insurance expires.

c) Restricted Item of Business

12. AGENDA, MINUTES AND RELATED PAPERS

14/121 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 these minutes **AND** the restricted part of the minutes of St. Malachy Academy Council meeting held on 9 February 2015.

13. DATES OF FUTURE MEETINGS

14/122 RESOLVED: To hold a full Trust Board meeting at 6 pm on Monday 6 July 2015 at St. John Fisher Academy. This will be preceded at 5 pm by a meeting of the Finance, Pay and Personnel Committee to consider the Trust budget for approval.

14. CLOSE OF MEETING

There being no other business the Chair declared the meeting closed at 20.30.

**Company Number 09068195**

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**Minutes of the meeting of the Trust Board held at Sacred Heart Catholic Academy, St. Peter's Avenue, Sowerby Bridge on Wednesday 25 March 2015 at 6.00pm.**

**Minute 11 c – Restricted Business**

Mrs. McNally reported the outcome of a Disciplinary matter at St. Malachys which was also a safeguarding issue. The Local Authority (LADO) and Human Resources were involved. The individual concerned was suspended pending an investigation.

A panel, with the addition of Dr. Henry, was eventually convened and, after taking advice re-instated the individual.