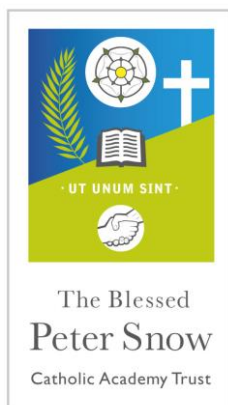


## **Company Number 09068195**



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

#### **Minutes of the meeting of the Trust Board held at St. Malachy Catholic Voluntary Academy, Furness Place, Illingworth, Halifax HX2 8JY on Tuesday 28 September 2016 at 6.20pm.**

**Present:** Rev. Dr. J.D. Cortis (Chair & Foundation Director), Mr. K. Higgins (Head Teacher Director), Mrs. S. McManamin (Head teacher Director), Mrs. A. McNally (Head Teacher Director), and Mrs. F. Wilson (Foundation Director)

**In Attendance:** Mr. N. Aurangzeb (Chief Financial Officer), Mrs. J. Noble (Deputy Director of Education- Diocese), Dr. P. Brooke (Clerk)

#### 1. PRELIMINARIES

16/01 RESOLVED: that due notice of the meeting had been given and that a quorum was present.

Rev Dr. Cortis welcomed everyone and introduced Mrs. Noble. Mr. Higgins opened the meeting with a prayer.

It was reported that Mr. P. Booth (Foundation Director), Rev. Fr. P. Nealon (Foundation Director) and Mrs V. Skwarek (Staff Director) had sent their apologies

16/02 RESOLVED: To record apologies and to give consent for absences

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 are several items of other business:

- Setting up of a forum of Headteachers and Trust Board members to

- strengthen partnership working (to be taken under item 3)
- Letter from the Chair of St. Malachy's Academy Council (to be taken under item 8b)
- Diocesan Continuing Professional Development Programme 2016-17 (to be taken under item 14)
- Notes from the Chair and Vice Chair of Sacred Heart Academy Council (to be taken under item 14)

## 2. MINUTES OF MEETING HELD ON 12 JULY 2016

16/03 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) Representation on the Trust Board - update (min 15/66 refers}

The Chair referred to the letter of resignation from Mrs. Victoria Skwarek to become effective once the staff director position is filled

16/04 RESOLVED: To note Mrs. Skwarek's intention to resign from membership of the Trust Board.

16/05 RESOLVED: To place a call out for nomination to the position of staff director from the existing staff governors on the three Academy Councils. If more than one name is put forward then an election will be required across the staff at all three academies

It was noted that current staff governors are:  
 St. John Fisher- Claire Oldroyd and Anita Fleetwood  
 St. Malachy- Julie Morris  
 Sacred Heart- to be elected following Mrs. Skwarek's resignation

16/06 RESOLVED: for Companies House to be informed of the following changes

- Mgr J Wilson to be replaced by Rt. Rev. Marcus Stock, Bishop of Leeds from 15 September 2014
- Mgr. M. McQuinn to be replaced by Mgr. Paul Fisher from 1<sup>st</sup>. September 2016
- Fr T Swinglehurst to be added
- All above as Members
- Resignation of Dr. Malcolm Henry as director from 10 June 2016
- Resignation of Mrs. Victoria Skwarek as director (date 6 October 2016)

Bishop Marcus has proposed that he and other members meet with representatives of the 4 CMATs to formally present their accounts. This will offer an opportunity for each CMAT to outline the impact they are having in providing excellent Catholic education and highlight achievements and future plans. The meeting is likely to take place in January 2017

Following the last meeting the Chair contacted the Principal and Deputy Director of Education regarding the membership of this Trust Board. He met with Caroline Hyde and Julie Noble in June and again this morning to discuss membership and future of the Trust.

The Chair reported that there were 2 Foundation Director vacancies and the Diocese was hoping to fill one from the recent trawl for Foundation Directors and one from Leeds Trinity University. There was a discussion about partnership, vulnerability and the future of the Trust bearing in mind the size of it. It was agreed that a priority of both the Trust and the Diocese is to build up the number of schools. It appears that unless they are prompted schools seem quite happy to remain as they are. The Trust has been active in trying to recruit other schools but with little success. It was agreed that the Diocese should be providing more strategic direction concerning this and other Trusts. It was agreed to continue this discussion in the Mission Committee on 13 October.

16/07 RESOLVED: To note Chair's update on membership and other related matters.

- b) Consolidated Trust Budget 2016-2017- update {Min 15/75 refers}  
This was submitted by the due date and no issues have arisen
- c) Policies approved at the last meeting - update (Min 15/83 refers)

Over the summer break the Chair and St. John Fisher ICT manager have refreshed the Trust's website and approved policies have been placed on it.

16/08 RESOLVED: For Sacred Heart and St. Malachy Academies to ensure there is a direct link between their own website and that of the Trust

- d) Setting up a Forum of Headteachers and Trust Board members to strengthen partnership working.

This is to be discussed further at the next Mission Committee Meeting.

#### 4. CHAIR OF THE TRUST BOARD

The Rev. Dr. Joseph D. Cortis was elected the Chair of the Trust in September 2015 for a period of two years

#### 5. VICE CHAIR OF THE TRUST BOARD

Mrs. Felicity Wilson was appointed Vice-Chair of the Trust in September 2015 for a period of two years

#### 6. DIRECTORS DECLARATIONS OF BUSINESS INTERESTS

The signed forms of all present were collected.

16/09 RESOLVED: To publish details of Business Declaration on the Trust's website

and include in the annual report

## 7. COMMITTEES FOR 2016-17

16/10 RESOLVED: the Committees for 2016-17 will be Resources, Standards in Learning and Teaching, Mission and Audit and that each Committee review its own Terms of Reference at their first meeting and report any changes to the next meeting of the Trust Board for approval

The membership of each committee at present will be:

Resources Rev. Dr. J.D. Cortis, P. Booth, S. McManamin, A. McNally, K. Higgins, N Aurangzeb (in attendance)

Standards Rev Dr J.D. Cortis, S. McManamin, A. McNally, K. Higgins, F. Wilson

Mission Rev J.D. Cortis, Fr. P. Nealon, S. McManamin, A. McNally, K. Higgins, F. Wilson

Audit F. Wilson, Fr P. Nealon

It was noted that the Audit Committee are no longer able to meet on 14 November. The proposed alternative is 17 November

## 8. MINUTES FROM ACADEMIES' COUNCIL MEETINGS

### a) St. John Fisher Catholic Voluntary Academy

#### On 28 June 2016

An oral report had been given at the last Trust Board meeting. The Chair outlined key highlights from the minutes:

- Approval of academy's budget for 2016-17
- Detailed Head teacher's report for Term 3
- RAGed School Development Plan for 2015-16
- Prevent Training for Governors
- Receiving the reports from the internal auditors
- Receiving a report of the latest visit by the SIP
- Approval of a number of policies
- Changes to Leadership ISR were approved

#### On 19 September 2016

The Chair gave an oral report in which the following Key Highlights were noted.

- Changes to membership of the Academy Council (one new staff governor and currently one foundation governor vacancy)
- Delegation of specific powers to the Chair and Head teacher
- Lengthy and challenging discussion on last year's exam results and the current school development plan

There being no further questions or comments it was -

16/11 RESOLVED: To receive the Minutes of the St. John Fisher Academy Council meeting held on 28 June 2016 and to receive an oral report of the meeting held on 19 September 2016

b) St. Malachy Catholic Voluntary Academy

On 7 July 2016

The following key highlights were noted:

- Preliminary discussion on SATs results
- Prevent training for 3 governors
- Safeguarding- Section 11 report
- Increase in parental attendance at school events
- Following the Halifax Deanery re-organisation, the appointment of Fr. Michael Mahady as the new Parish Priest
- Annual General meeting held

There being no further questions or comments it was -

16/12 RESOLVED: to receive the minutes from St. Malachy Academy Council of the 7 July 2016

A letter from the Chair of St. Malachy Academy Council dated 1 September was tabled and discussed. It was agreed that the Trust Board Chair would speak to St. Malachy's Chair and attend the next St. Malachy Academy Council meeting.

16/13 RESOLVED: To note the letter from John Fisher (Chair of St. Malachy Academy Council) dated 1 September 2016.

c) Sacred Heart Catholic Voluntary Academy

On 28 June 2016

The following key highlights were noted

- Application for external funding to support governance
- Summer SATs results overview
- Compliance with Section 11 audit
- Positive outcomes from the latest parental questionnaire

On 13 September 2016

The following key highlights were noted

- Meeting attended by the Chair of the Trust Board
- Review of Committees Terms of Reference and membership
- Approval of the School Development Plan for 2016-17
- Detailed review of Summer SATs results for 2015-16
- Governors' skills audit

There being no further questions or comments it was -

16/14 RESOLVED: to receive the minutes from Sacred Heart Academy Council of the 28 June 2016 and of the meeting held on 13 September 2016

d) Headteachers' Meeting (Oral Report)

Other than the meeting held at St. Joseph's school in Halifax to discuss the possibility of it becoming part of the Trust the Heads had not met as a group since the last meeting.

9. EXAMINATION OUTCOMES FOR 2015- 16

It was agreed that the outcomes, having been discussed extensively at each individual Academy Council should be referred to the Trust Standards in Teaching and Learning Committee to consider highlights from each stage and identify support and partnership working needed to enhance standards.

The important issues for this meeting are how OFSTED will perceive the results and what the key issues are.

a) Sacred Heart Catholic Voluntary Academy

Key highlights are:

- Early Years- GLD 74% (national 69%) 9.4% rise from 2015 and 32% since 2014. Average total points score 33.8% (national 34.4%)
- Year 1 Phonics- 94% (national 80.6%) 34% rise since 2015 and 12% rise since 2014
- Year 2 Phonics- 92% (national 66.7%) 8% decline since 2015, 8% decline since 2014
- KS1 below national average in all subsets
- KS2 below national average in all subsets

The Head commented that although early years were good the overall judgement for the SEF would be 3 (requires improvement)

b) St. Malachy Catholic Voluntary Academy

Key highlights are

- Early Years- GLD 46.4%. A 0.3% decline since 2015 and a 29.7% rise since 2014. Average total points score is 27.2
- Year 1 Phonics- 70%. A 6.7% decline since 2015 and 5% since 2014
- Year 2 Phonics- 85.7%. A 4.3% drop since 2015 and 8.8% rise since 2014
- KS1 below national average in all subsets
- KS2 below national average in all subsets

The Head commented that progress throughout KS1 is good as is KS2 (with exception of 1 Polish Child who does not speak English). Maths were not as good as expected this year. The Head noted that results were skewed as there are more than 30% children with English as a second language. The overall judgement for the SEF would be 3 (requires improvement).

c) St. John Fisher Catholic Voluntary Academy

Key highlights are

- Key Stage 5 (A level) - making year on year comparisons is difficult but it was noted that the average points per entry were higher for both academic A levels and vocational courses. The provisional ALPS for A2 academic subjects is 5 (satisfactory/good). Progress from AS results is judged as 2 (outstanding). Btec and OCR results are also classified as 2.
- Key Stage 5 (AS level) - ALPS performance at this stage is classified as 2 (outstanding) which is a significant improvement from last year. Level 2 results were relatively weak.
- Key Stage 4 - 5 A\* - C including English and Maths is 51% which is below expectation and down on last year. 75% achieved C or above in Maths, 60% in at least one English with 58% achieving a high grade in both English and Maths. RE results were strong at 65% achieving C or above. Progress 8 grade overall was 46.2. Average capped points is 296 which is higher than previous years but below national. Girls have again outperformed boys in both attainment and progress and white British boys have under-performed, reflecting the national picture. Pupil Premium students performed less well than non-disadvantaged pupils. Pupils with English as a second language (EAL) have made similar levels of progress to those whose English is their first language in many subjects. Statemented pupils have done comparatively well from a low baseline.

The Head noted that the SEF judgement for KS5 would be 2 (good). At Key Stage 4 Maths is good, English were satisfactory with science better than expected. Modern Foreign Languages and History were both poor. This would be graded as 3 (requiring improvement).

16/15 RESOLVED To note the examination results for 2015-16

16/16 RESOLVED To refer the results to the Standards in Teaching and Learning Committee for consideration at its meeting of 13 October and for the Trust Board to consider the three Self Evaluation Forms at its December 2016 meeting.

10. DRAFT ACTION PLAN FOR 2016-17

The draft plan had been circulated prior to the meeting. The Chair asked if there were any omissions or additions required

16/17 RESOLVED: to approve the Action Plan for 2016-17 and for it to be reviewed as necessary at Committee level

11. CHANGES TO ACADEMIES FINANCIAL HANDBOOK 2016

The handbook had been circulated for information but specific attention was paid to Lord Nash's letter (page 4) outlining what has changed in this edition

The key points considered were:

Skills audit: It was agreed that this need not be done again except for new members.

Trust's Chain of executive leadership and accountability. This was complied with and clearly published.

Appointment of Accounting Officer. Mr. Higgins holds this appointment.

Use of DoE 'Edubase' System.

Variations between budgets and actual income and expenditure. These are reported to Academy Councils and monitored by the Trust Board.

Exposure to investment products. These are tightly controlled.

Cash Position - this is reported to the EFA as required.

Whistle blowing Procedure - this is included in the Financial Policy

Insurance -currently using commercial insurance rather than opting into the risk protection agreement on diocesan instructions.

Risk management audit - this is covered by the Audit committee.

Auditing of constituent academies. This should be covered by the audit committee.

This needs to be confirmed by checking current Terms of Reference.

Trust to satisfy conditions in handbook before making binding severance payment to staff.

Finance policy needs to be checked by the Chief Financial Officer to ensure that this is covered.

16/18 RESOLVED: to note the changes to the Academies Financial Handbook 2016 and to note action/responses recorded above.

## 12. INTERNAL AUDITORS REPORT 3

The third report has been circulated. It was conducted by our internal auditors, East Coast Audit Consortium, in September 2016 and focused on pay, expenditure and petty cash. Overall the audit gave substantial assurance. There was one recommendation which has been acted on.

16/19 RESOLVED: to note the outcome of the third visit by the internal auditors and for the report to be shared with each Academy Council.

## 13. BISHOPS PASTORAL LETTER (SEPT 2016)

This was circulated following the embargo set. It focuses on sacramental preparation and developing youth services across the Diocese

16/20 RESOLVED: to note the Bishop's Pastoral letter on Sacramental preparation and development of youth services and to refer it to the Mission Committee for further consideration.

## 14. ANY OTHER URGENT BUSINESS

### a) Diocesan Continuing Professional Development Programme 2016

16/21 RESOLVED: to note the document and to promote attendance at relevant courses across the Trust together with training offered by the Local Authorities.



b) Notes from Sacred Heart Academy Council concerning communication between the Trust and each Academy

The Head circulated a short note from her Academy Council. She noted that the points made in it had already been addressed by the Trust Board under various items in the meeting

15. AGENDA MINUTES AND RELATED PAPERS

16/22 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 business on the St. John Fisher Governors minutes of 28 June.

16. DATE OF FUTURE MEETINGS

16/23 RESOLVED: To hold a full Trust Board meeting on:

- Tuesday 6 December 2016 at St. John Fisher Academy,
- Wednesday 29 March 2017 at St. John Fisher Academy
- Monday 3 July 2017 at St. John Fisher Academy.

All meetings to commence at 6.00 pm.

17. CLOSE OF MEETING

There being no other business the Chair declared the meeting closed at 20.45.