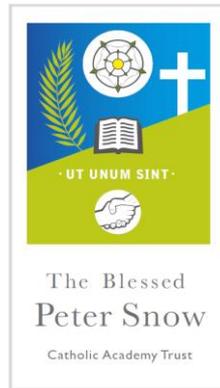


Company Number 09068195



BLESSED PETER SNOW CATHOLIC ACADEMY TRUST

Minutes of the meeting of the Trust Board held at St. John Fisher Catholic Voluntary Academy, Oxford Road, Dewsbury on Tuesday 6 December 2016 at 6.00pm.

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), Rev. Fr. P. Nealon (Foundation Director) and Mrs. C. Short (Staff Director)

In Attendance: Mr. N. Aurangzeb (Chief Financial Officer), Dr. P. Brooke (Clerk)

1. PRELIMINARIES

16/24 RESOLVED: that due notice of the meeting had been given and that a quorum was present.

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

It was reported that Mr. P. Booth (Foundation Director), Mrs. K. Cameron (Foundation Director), and Mrs F. Wilson (Foundation Director) had sent their apologies.

16/25 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 two items of other business:

- Information from Regional Schools Commissioner
 - Diocesan (Fr. Tim and Julie Noble) visits to St. Malachy and Sacred Heart
- It was agreed to take these items as part of the general business of the meeting

2. MINUTES OF MEETING HELD ON 28 SEPTEMBER 2016

16/26 RESOLVED: That these minutes be approved and signed by the Chair as a true and accurate record of the meeting subject to changing the date of the Sacred Heart meeting to 29 March 2016.

3. MATTERS ARISING FROM THESE MINUTES

- a) Changes to the Register held by Companies House update (min 16/06 refers) The details of changes to the directors are to be registered by Paul Booth with Companies House.

16/27 RESOLVED: For the Chair to e-mail Mr. Booth with the details of all changes and for Mr. Booth to formally notify Companies House

b) Trust's website links with those of Sacred Heart and St. Malachy update (min 16/08 refers) – The links to Sacred Heart is still to complete. The Head was unsure about the link to St. Malachy.

16/28 RESOLVED: For each primary school to progress the links as a matter of urgency

c) Trust Board Committees Membership 2016-2017 update (min 16/10 refers) – the following updates were agreed. Colette Short to Resources Committee, Felicity Wilson and Kathy Cameron to Standards in Teaching and Learning Committee, and Kathy Cameron to the Audit Committee

16/29 RESOLVED: To make the above appointments to the various committees and to revise the Committee Membership paper accordingly.

4 CHAIR'S UPDATE ON REPRESENTATION AND OTHER MATTERS

The Standards and Learning Committee discussed a paper entitled "Vision for the Trust and Key Priorities for 2016-17 at its last meeting. The following progress has been made:

a) To fill the remaining Foundation and Staff Director Vacancies. The chair has been liaising with Diocesan Council for Education. Mrs Kathy Cameron has been appointed as a Foundation Director. She currently works at Leeds Trinity University. The Chair will continue to push to fill the other foundation director position. Colette Short is now filling the Staff Director vacancy.

b) To enhance the educational standards across the three academies. The three Head teachers commented as follows on the assessment data collected this term:

Sacred Heart

Work with the White Rose Maths hub has just started and progress is improving. The school also is working with a National Leader of Education (currently funded by the LA) and pleasing progress is being made. If this funding is withdrawn then we should try and fund ourselves (subject to cost being established).

St. Malachy

The school is working with the White Rose Maths hub and has had a Pupil Premium review with David Kirk from the LA. The interim report from Quality Mark indicates progress is reasonable (KS 2). In early years the Head is happy with progress but notes particularly that there are some low ability children in the Foundation stage and the school is still not where it would like to be. Year 1 and Year 2 are making good progress with a movement from 40% to 60% on target.

St. John Fisher

The information is all contained in the Head teacher's report and is mostly positive – particularly the sixth form. To achieve a positive Progress 8 score, geography, English and modern foreign languages need to hit the top 20% FFT. In KS4 it was noted that both Years 10 and 11 were potentially better cohorts than the previous year. In KS3 it was noted that good numbers were making expected or better than expected progress

16/30 RESOLVED: Chair to meet with SIP's next term (Mary Arnold – St. Malachy, Nan Oldfield – Sacred Heart, and Helen Metcalfe – St. John Fisher)

c) To work with the Diocesan Council for education and catholic schools across Calderdale and Kirklees Local Authorities with the aim of increasing the number of academies within this Trust to become more viable and realise future potential. The Chair has continued discussions with Angela Cox, Julie Noble and Caroline Hyde. Representation from the two larger Trusts to attend an open meeting with all schools in the two Local Authorities at St. John Fisher at 7 pm on Wednesday 25 January. The focus will be on how a bigger Trust can have positive impact on ethos, raising of standards, finance and staff development.

d) Presentation of CMAT annual reports. Bishop Marcus and other Diocesan Trustees have invited representatives of each of the 4 CMATs to a meeting on Tuesday 17 January at Hinsley Hall to present their reports.

The headteachers of the two primary academies gave details of Diocesan (Fr. Tim and Julie Noble) visits to St. Malachy and Sacred Heart. They explained that the visits were simply fact finding visits.

16/31 RESOLVED: That the Chair, Kevin and Annie along with Nawaid will represent the Trust at the meeting on 17 January.

e) OFSTED Recently Angela Cox circulated a report following an OFSTED focussed review of the Plymouth CAST (consists of 32 schools including 2 high schools)

16/32 RESOLVED: To consider this important document at the next Standards in Learning committee meeting

f) Meeting with Regional Schools Commissioner and her team

A meeting will take place at Hinsley Hall on 30th January 2017 to which all 4 CMATs from this Diocese are expected to attend. The purpose is to discuss school standards, improvements and future planning. The Blessed Peter Snow Trust will have a 45 minute slot.

16/33 RESOLVED: For each academy to liaise and prepare documentation for this meeting by 23 January 2017.

16/34 RESOLVED: to receive and note Chair's update on representation and other matters

5 TRUST'S ANNUAL REPORT AND FINANCIAL STATEMENT FOR YEAR ENDING 31 AUGUST 2016

The Trust's annual report and financial statement had been discussed by the rescheduled Audit committee meeting. (Draft minutes were available but they had not been checked and approved). Fr. Peter commented on the discussions at the Audit committee. In particular it was noted that the financial statement was in a new format for the first time and discussion on the re-valuing of the Pension Scheme and the movement of property values out of last year's financial statement to the Diocese (Academy sector fixed asset register)

16/35 RESOLVED: To note the letter from the Auditors and for the Chair and the Accounting Officer to sign the two letters of representation

16/36 RESOLVED: To sign the following documents: Trustees report, Governance Statement, statement on regularity, propriety and compliance, statement of Trustees Responsibilities

16/36 RESOLVED: To approve the Annual Report and Financial Statement for the year 1 September 2015 to 31 August 2016 and to publish it on the web site's of the Trust and the Academies.

16/38 RESOLVED: For a signed document to be submitted to Companies House by the end of December 2016 and a copy to be made available to the Council for Education

6. SELF EVALUATION FORMS

St. John Fisher

The key points and judgements are:

- Leadership and Management – grade 2 with areas of development identified
- Quality of teaching and learning – grade 2 with areas for development
- Personal development, behaviour and welfare – grade 2

- Outcomes for pupils – grade 2/3
 - Overall grade – grade 2/3 (good/requires improvement)
- It was noted that the KS4 outcomes would need to improve for the school to be judged good.

Sacred Heart

The SEF is to be reviewed next week. There is a strong Development Plan and the school knows what is needed to achieve improvement. Current key points and judgements are:

- Leadership and Management – grade 3
- Quality of teaching and learning – grade 3
- Personal Development, behaviour and welfare – grade 2
- Outcomes for pupils – grade 3
- Effectiveness of early years – grade 2
- Overall grade – grade 3 (requires improvement)

St. Malachy

Current key points and judgements are:

- Leadership and Management – grade 3
- Quality of teaching and learning – grade 3
- Personal Development, behaviour and welfare – grade 2
- Outcomes for pupils – grade 3
- Overall grade – grade 3 (requires improvement)

16/39RESOLVED: To receive the Self Evaluation Form from each Academy

7. HEADTEACHERS' REPORTS FOR TERM 1

The Head teachers briefly reviewed their reports. The key issues are:

St. John Fisher

- Sixth form numbers lower than last year
- Current Year 7 is broadly average in terms of ability but weaker than the current Year 8
- Some further movement in the ethnic background of pupils in school
- More than 70% of pupils come from the poorest 40% of the population
- Any new A level provider in the area is likely to be a threat to our provision
- Digital schoolhouse status
- Progress 8 only just above floor target of -0.5 and Attainment 8 was 46.2 which is below target and expectations
- Year 10 progress and examination targets for 2017-18
- Support for current Year 11 includes intense tracking
- Most of the Year 13 students made a strong start to the year
- Pupil Premium review outcome

Sacred Heart

- Staffing changes
- Support to develop leadership and management
- Governors involvement in learning walks- it was clarified that governors have a better understanding of the school
- Support from the White Rose maths hub
- All staff had annual safeguarding training
- Lesson observation outcomes – 5 require improvement and 1 good. Meeting felt that this was concerning. The head responded by saying that the main reason for this was that there was not enough evidence of challenge in these lessons. All lessons observed were in maths and the school is receiving support in this area
- One permanent exclusion
- 32% of students are defined as Pupil Premium
- Attendance stands at 95.8%

St. Malachy

- Staff briefings to clarify weekly focus
- Academy Council undertook a skills review which is showing a good skills mix across the board.
- One staff member has not been recommended a pay rise
- Marking and feedback is impacting on improvement
- Parent survey showed 100% satisfaction
- Attendance stands at 96.4%
- White Rose maths hub working throughout the school and reporting good progress in the teaching of maths
- Involvement of pupils in various assemblies and workshops

16/40 RESOLVED: to receive the headteachers' reports for Term 1

8. MINUTES FROM ACADEMY COUNCIL MEETINGS THIS TERM

a) St. John Fisher Catholic Voluntary Academy (19 September and oral report from 23 November)

The 19 September meeting has been reported orally already at the last Trust Board meeting. Key points from 23 November meeting are:

- Consideration of updated SEF
- Outcome of Pupil Premium report
- Updated Governors' Handbook
- Review of numerous policies
- Ways of governors engaging with the school more

16/41RESOLVED: To receive the Minutes of the St. John Fisher Academy Council meeting held on 19 September 2016 and for the minutes of the meeting held on 23 November 2016 to be received at the next Trust Board meeting to be held in March 2017

b) St. Malachy Catholic Voluntary Academy (10 October)

- The highlights included:
- Discussion with the Chair of the Trust Board
- Forrest school / out doors classroom project-this was reported to be progressing well
- Difficulties in understanding the new budget format-it was clarified that this only applied to one governor
- Aiming for a Good Level of Development (GLD) of 55/56% in 2016-17
- Approval of School Development Plan for 2016-17

16/42 RESOLVED: to receive the minutes from St. Malachy Academy Council of the 10 October 2016

c) Sacred Heart Catholic Voluntary Academy (29 November)

The highlights included

- Chair of Academy Council to link with a national leader of governance for support and development
- Some governors have taken part in learning walks
- Commissioning the new RE curriculum

16/43 RESOLVED: to receive the minutes from Sacred Heart Academy Council of the 29 November 2016

16/44 RESOLVED: for the Action Plans following all three Pupil Premium reviews to be considered at the next Standards in Teaching and Learning committee

9. POLICIES FOR APPROVAL

The CES have updated a number of its policies and procedures which we agreed to follow and adopt as a Trust

a) Grievance Resolution Policy (CES based)

Agreed to remove the annual review requirement and, on page 6, change Principal to Head teacher.

16/45 RESOLVED: To approve the Grievance Resolution Policy

b) Sickness and Absence Policy

16/46 RESOLVED: To approve the Sickness and Absence Policy subject to a minor change on page 8

c) Disciplinary Policy and Procedures

16/47 RESOLVED: To approve the Disciplinary policy and Procedure subject to a minor change on page 13

d) Capability Procedures

16/48 RESOLVED: To approve the capability Procedures

e) Equality Policy

This has been reviewed by Mrs McNally to make it more appropriate for the primary academies

16/49 RESOLVED: To approve the Equality Policy subject to moving the template on page 4 to the beginning and some minor typographical changes.

f) Recruitment and Selection Policy (Staff)

16/50 RESOLVED: To approve the Recruitment Policy (Staff). This has been reviewed by Mrs McNally to make it fit the needs of primary academies

16/51 RESOLVED: For the staff across the three academies to be made aware of the revised CES policies and procedures which the Trust continues to adopt

16/52 RESOLVED: For all the approved policies to be published on the Trust and each academy web site

10. BIDS TO BE SUBMITTED FOR FUNDING

A paper was tabled showing each of the proposed projects.

St. John Fisher

Three were proposed (emergency works to fire alarm and associated fire protection work, re-roofing of technology block and replacing north light windows, and replacement of three lifts). The academy concluded that the first two options should be progressed. Option 1 costs applied for are £140,737 and for Option 2 are £179,710. To improve the possibility of receiving this, it was agreed to take a 10% CIF loan

St. Malachy

The two proposals are for health and safety (asbestos removal, new hall floor and heat distribution) and safeguarding (new and refurbished administration block). Costs applied for are £117,876 and £114,491. In each case there would be a school contribution of £8000 and a CIF loan of £8000.

Sacred Heart

The two proposals are KS2 pupil toilet refurbishment and electrical upgrade works. The costs applied for are £85,042 and £99,048. In the case of Project 1 there would be a £1000 school contribution

16/53 RESOLVED: To approve the considered bids and to submit to EFA by 9 December 2016

11 MINUTES FROM TRUST BOARD COMMITTEE MEETINGS

a) Standards in Learning and Teaching (13 October 2016)

The key items discussed were:

- Update on the development of assessment without levels
- Minor changes to the Committee's Terms of Reference
- Committee's Action Plan for the year
- Key priorities for improvement in standards across the three academies

16/54 RESOLVED: To receive the minutes from the Standards in Learning and Teaching Committee meeting

16/55 RESOLVED: To approve the removal of one of the Committee's Terms of Reference

b) Mission Committee (13 October 2016)

The key items discussed were:

- Minor modification to Committee's Terms of Reference
- Committee's Action Plan for the year
- Bishop Marcus' Pastoral letter on sacramental preparation and the development of the Diocesan Youth Service

16/56 RESOLVED: To receive the minutes from the Mission Committee meeting

16/57 RESOLVED: To approve the additional term of reference for this committee

c) Resources Committee (2 November 2016)

The key items discussed were:

- Update on current building projects from the last cycle of bids
- Pay policies
- Committee's Action Plan for the year
- Outcomes from the consolidated budget for 2015-16
- Report from each academy on staff absence and sickness for 2015-16
- Staffing and Health and Safety issues from each Academy

16/58 RESOLVED: to receive the minutes from the Resources Committee meeting

d) Audit Committee (24 November)

It was noted that committee felt the 21 questions document should be reviewed by the full Trust Board

16/59 RESOLVED: To receive Fr. Peter's summary of the Audit committee meeting and to receive the minutes at the next Trust Board meeting

16/60 RESOLVED: For the audit committee to meet next term to consider the outcomes of the internal auditor's interim reports

12. ANY OTHER URGENT BUSINESS

These have been discussed elsewhere in the minutes

13 AGENDA, MINUTES AND RELATED PAPERS

16/61 RESOLVED: that no part of these minutes, agenda or related papers be excluded from the copy to be made available in the Academies.

14 DATE OF FUTURE MEETINGS

16/62 RESOLVED: To hold a full Trust Board meeting on:

- Wednesday 29 March 2017 at Sacred Heart Academy
- Monday 3 July 2017 at St. John Fisher Academy. All meetings to commence at 6.00 pm

15. CLOSE OF MEETING

There being no other business the Chair declared the meeting closed at 21.15.