



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

**Minutes of the meeting of the Trust Board held at Sacred Heart Catholic Voluntary Academy, Sowerby Bridge, Halifax on Wednesday 29 March 2017 at 6.00pm.**

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

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

### 1. PRELIMINARIES

Rev. Dr. Cortis welcomed everyone and noted the great achievement of St Malachy's School in their recent award (£1000 of books) and being chosen to take part in BBC1 Songs of Praise to be broadcasted on Palm Sunday 9<sup>th</sup> April.

Mr. Higgins opened the meeting with a prayer.

It was reported that Fr. P. Nealon (Foundation Director) and Mrs. J. Noble (Deputy Director of Education Diocese of Leeds) had sent their apologies

16/63 RESOLVED: to note that due notice of the meeting had been given and that a quorum was present and to record apologies and to give consent for Fr. Nealon's absence.

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. Mr. Higgins declared an interest in an item to be taken under Any Other Business concerning himself.

### 2. MINUTES OF MEETING HELD ON 06th DECEMBER 2016

16/64 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) Changes to the Register held by Companies House update (min 16/06 refers) - Companies House were aware of the removal of Victoria Swarek and the addition of Collette Short to the list of Trust Board Directors

- b) Trust's website links with those of Sacred Heart and St. Malachy update (min 16/28 refers) – this is now complete
- c) Presentation of CMAT Annual report to Diocesan Trustees- update (min 16/31 refers) – this took place on 17 January to a group representing the Diocesan Council Trustees and consisted of Bishop Marcus, Mgr. Fisher (Vicar General) and Canon Swinglehirst (Episcopal Vicar for Education). Comments from those that attended included that it was useful to note how different Trusts operated in different ways but all seemed to be working well. Chair advised that will be an annual event going forward.
- d) Policies approved at the last meeting update (min 16/52 refers) - All policies approved at the last meeting have been placed on the Trust's web site.
- e) Bids submitted for EFA funding update (min 16/53 refers) – all paper work had been submitted on time and the outcome is expected very soon.

#### 4 CHAIR'S UPDATE ON REPRESENTATION AND OTHER MATTERS

At the last meeting, three Trust priorities for 2016 – 17 were identified and Chair offered the following update:

##### a) Membership of the Trust Board

Kathy Cameron has never taken up the position as Foundation Director representing Leeds Trinity University. This issue has been pursued with the Vice-Chancellor and Mrs. McGuire, as has the issue of an additional Foundation Director with the Diocesan Council for Education

Mrs. Wilson has decided to step down as a Foundation Governor at St. John Fisher from 31 August 2017 but she will continue as a Director of the Trust Board

Rev. Dr. Cortis has stated his intention of stepping down from his position of Chair and Foundation Governor at St. John Fisher from the end of August 2018 but will continue as a Director on the Trust Board.

Mr. Higgins has informed St John Fisher's Academy Council of his intention to retire from his post as Head Teacher and Governor with effect from 31 August 2017. This was accepted and noted that the Council would re-convene following a discussion at the Trust Board. This means that this also creates a vacancy of Head Teacher Director on the Trust Board and Accounting Officer as from 31<sup>st</sup> August 2017. This will be discussed as an item of any other business at the end of the meeting

##### b) To enhance the educational standards across the three Academies

Progress with this will be considered through items in this meeting –i.e. Meeting with the Regional Schools' Commissioner and the Head teachers' Reports for Term 2.

##### c) Increasing the number of Academies within this Trust

An open meeting was held on 25 January with representatives of the Wheeler and Konstant Trusts, delivering presentations focusing on how a bigger Trust can have a positive impact on ethos, raising standards, finance and staff development. The meeting was not well attended by Calderdale and Kirklees schools but numbers were boosted by schools from the Salford Diocese. The content and questions were useful and it was agreed to circulate the presentations to all schools in Kirklees and Calderdale.

Bishop Marcus attended a meeting of Head teachers from the Kirklees area at their invitation. The Chair is to attend a future Head teachers meeting with Julie Noble.

16/65 RESOLVED: to receive the Chair's update on representation and related matters:

5 PRESENTATION TO THE REGIONAL SCHOOLS' COMMISSIONER 30 JANUARY 2017

This has been circulated for information. The report has seven distinct sections:

- Academic Outcomes for 2015–16. This has already been considered by the Trust Board in previous meetings
- Financial Performance. This has already been covered in the Annual Report and Financial Statement which was approved by the Board on 6 December 2016.
- Governance. There were no new issues and they are being addressed
- Strategy for improvement/impact of Actions. Further updates were received as follows:

St. Malachy

School is still using the White Rose Maths Hub to provide support in Maths. There have been 2 Guided Reading development twilights. Target Tracker is being used well. The Year 5 teacher has been re-deployed to Year 2. Attendance is above 95%. Target Tracker data was presented and it was noted that Year Groups 1, 5 and 6 were showing pleasing outcomes.

Sacred Heart

The draft report on the External Review of Pupil Premium has just been received and actions are to be put in place. Local Authority funding continues and the school are still employing Mary Arnold (SIP) to assist with development plan and the White Rose maths Hub. The quality support provided is now showing in predicted outcomes. Results of teacher assessment of reading were presented as evidence of this. Governance issues are being addressed and there is a new Governors' Action Plan in place.

St. John Fisher

The Governing Body reviewed a full RAGEd analysis of the improvement plan and the Standards in Learning and Teaching committee will review the outcomes of latest assessment in May. In the meantime, progress is being made and there is a full analysis in the Head teachers report. It was noted that Year 11 outcomes may be difficult with a best estimate Progress 8 outcome of minus 0.3 (this is below the minus 0.25 which represents a coasting school). Year 10 are doing quite well and will be much better. In KS5 outcomes are expected to be good and in KS3 most subjects are performing to expectations

- Growing the Trust. It was noted that there appeared to be little interest at the moment
- Action Plan for Trust development. This is up and running and reported on at Item 4 (Chairs update) above.
- Judgement against the characteristics of successful multi academy trusts. This is being developed

16/66 RESOLVED: to receive the presentation to the Regional Schools' Commissioner on 30<sup>th</sup> January 2017.

16/67 RESOLVED: to receive the Head Teachers' summary of progress at each school since the presentation to the Schools' Commissioner.

16/68 RESOLVED: For the Chair to write to Angela Cox at the Diocese to establish if there were any School Improvement grants available which we can access.

6. HEADTEACHERS' REPORTS FOR TERM 2

The Head teachers briefly reviewed their reports which had all been circulated prior to the meeting. The key issues are:

**St. John Fisher**

- School population/recruitment and possible low 6<sup>th</sup> Form numbers

- LA review of provision meeting on 10 March. LA offered (but not yet confirmed) a review leading to an OFSTED inspection, exploring potential to support the modern foreign languages department and identifying a national leader for education to offer additional support to the leadership team.
- Head teacher's objectives for 2016-17
- Funding for 2017-18
- Options for 2017-18
- Current assessment data
  - Year 12 and 13 – Academic performance very strong. Vocational improved since last year's good exam results particularly in Finance
  - Year 11 – improvements on last years results but still concerns because of academic forecasts for students. There are also issues with conversion of legacy grades into numbers. The Progress 8 estimates based on 2016 are also difficult to apply forward to 2017.
  - Year 10 – Assessment 8 and Progress 8 are better
  - Year 9 – 74% expected progress or better but there is a concern with science forecast
  - Year 8 – 79% expected progress or better
  - Year 7 – 82% expected progress or better

### **Sacred Heart**

- Positive improvement in all areas including behaviour
  - **Question:** Has 1:1 support been reviewed for one child. **Answer** Yes and it has resulted in increased support
- Restructure of staffing, roles and responsibilities in the school's kitchen
- **Question:** regarding the request of contractual hours from two members of staff. **Answer:** These requests were carefully considered and are feasible
- External review of Pupil Premium took place on 1–2 March. Draft report now received
- Book scrutiny in literacy has resulted in significant changes to teacher assessment
- Quality of teaching improved
  - **Question:** What happened to 3 RI teachers last time and have there been any observations on early years. **Answer:** now down to 2RI teachers and no observations made in early years
  - An observation was made regarding the number of persistent absentees which currently stands at 32

### **St. Malachy**

- School making good progress but there have been staffing issues in Foundation Stage and Y2
- Personalised support to three teachers who are not being consistently judged as good
- Marking is still not consistent but all books are thoroughly marked.
- Governors now asking more challenging questions
- Inconsistencies in the amount of extended writing
- SEN children outcome is still below national average.
- Target Tracker indicates attainment improvement

16/69 RESOLVED: to receive the head teachers' reports for Term 2

## 7. MINUTES FROM ACADEMY COUNCIL MEETINGS THIS TERM

### a) St. John Fisher Catholic Voluntary Academy (23 November 2016 and oral report from 21 March 2017)

Key highlights were:

- Academy's self-evaluation report complete (considered by Trust Board in December 2016)
- Outcome of the Pupil Premium Review considered

- Outcome of meeting of some governors with SIP in October considered
- Approval of curriculum models for 2017 – 18 and 2018 – 19
- Robust consideration of School Development Plan
- Outcomes from the latest assessment point

There were no further questions

16/70 RESOLVED: To note the Minutes of the St. John Fisher Academy Council meeting held on 23 November 2016 and to receive the minutes of the meeting held on 21 March 2017 at the next meeting

b) St. Malachy Catholic Voluntary Academy (16 February 2017)

- Updated policies approved and placed on website
- All other items are covered in the Head Teacher's Report (Minute 6 above)

16/71 RESOLVED: to receive the minutes from St. Malachy Academy Council of the 16 February 2017

c) Sacred Heart Catholic Voluntary Academy (oral report from 21 March 2017 meeting)

- All items have already been covered in the Head Teacher's Report (Minute 6 above)

16/72 RESOLVED: to note the oral report from Sacred Heart Academy Council of the 21 March 2017 meeting and to receive the minutes at the next meeting

8. MINUTES FROM TRUST BOARD COMMITTEE MEETINGS

a) Standards in Learning and Teaching (24 January 2017)

The key items discussed were:

- Revised school-to-school Action Plan
- Consideration of the report following OFSTED's inspection of the Plymouth CAST

b) Mission Committee (24 January 2017)

The key items discussed were:

- Canonical returns to the Diocesan Council for Education
- Pupil recruitment for 2017–18
- To record that Governors have all seen and read the "Keeping Children in Education Safe" document

c) Resources Committee (7 February 2017)

The key items discussed were:

- Consideration and approval of Pay Policies
- Healthy budget situation across the three Academies and Trust itself
- Consolidation of Service level agreements
- Report from the internal auditors
- Staffing issues from each academy.

Following this meeting two key issues have arisen

- The pay policy says that the living wage payment rate is in accordance with that determined by the LA. It was noted that this year the living wage supplements were £8.04 to £8.19 in Kirklees and £8.21 to £8.45 in Calderdale.

16/73 RESOLVED: to pay the above rates as from 1<sup>st</sup>. April 2017

- The staff sickness insurance arrangements have been renewed from 1 April 2017. Three quotations were obtained and Calderdale Council quote represented best value. The fees paid are £71,322 for St. John Fisher, £12,481 for St. Malachy and £10,840 for Sacred Heart.

16/74 RESOLVED: to approve the quote for staff sickness insurance submitted by Calderdale Council.

d) Audit Committee (24 November 2016)

The key items were

- Consideration of the Draft Annual Report for 2015–16
- Risk Management controls that have been put in place
- To consider and review the Trust's effectiveness. The Audit Committee felt this needed to be considered at Trust Board level.(see minute 9 below)

16/75 RESOLVED: To note the Minutes from the Committee Meetings held this term

9. REVIEW OF TRUST'S EFFECTIVENESS (21 QUESTIONS FOR MULTI ACADEMY TRUSTS)

a) Section 1 : Vision, ethos and strategy

The following points were noted

- Short term priorities are set and these will influence longer term priorities
- Clearer evidence is needed that there is sharing between the Trust Board and the Academy Councils. A suggestion that each Academy Council and the Trust Board should come together as a single entity at least once a year to share information, concerns and to plan the way forward on an ongoing basis.
- There are issues outside the Trust's control in helping to expand

b) Section 2: Governance Structure

The following points were noted:

- The Trust's structure is replicated at each Academy
- There is a need to better understand subsidiarity and accountability
- Working practices will need to be reviewed once the Trust expands
- The trust has been successful in agreeing key Trust wide policies such as finance, complaints, recruitment and HR procedures.

c) Section 3: Trust Board Effectiveness and Conduct

The following points were noted:

- Recruitment of foundation directors is managed by the Diocesan Council for Education. We still require expertise in Standards monitoring, human resources and finance. Following discussion it was agreed that we should look into employing a consultant to consider the detail of Trust standards.
- We need to move to specific directors carrying out specific roles/defined areas of responsibility
- Minutes need to provide clearer evidence of challenging and questioning
- Some sort of review of being a director of the Trust is needed
- Succession planning needs to be considered
- Declaration of interests is a standard item at Trust Board, Academy councils and Committee level
- Annual declaration of directors interest completed each academic year and published.

d) Section 4: Engagement

Feedback from staff, parents and children is fed up to the Trust Board from the academies

e) Section 5: Effective accountability of executive leadership

The following were noted

- Data is reviewed on a regular basis from each academy but a more probing approach is needed
- A skills audit is undertaken. This needs to be updated as the Board membership changes.
- Head Teachers' reports are considered at each Trust Board meeting as are the minutes of Academy Councils and committees.
- Interim audit reports are received on a regular basis
- Outcomes from budget monitoring meetings is a standard item on the Trust's resources committee.
- The Trust is meeting its statutory and legal responsibilities as confirmed by the external auditors.

f) Section 6: Impact on outcome for pupils

The impact so far has not been good and we should look at the summer 2017 outcomes very carefully to determine if an upward trend is emerging.

16/76 RESOLVED To review this document at the next Audit Committee

10. ANY OTHER URGENT BUSINESS

a) Website

A request has been made from the Governors of Sacred Heart that the website becomes more user friendly along the lines of the Bishop Wheeler MAT website. It was agreed that this would be very much in the future when there were more Academies in the Trust.

b) Parent Code of Conduct

Sacred Heart noted that there may be a need for a Parent Code of Conduct. It was agreed that St Malachy's send their policy to the other two Academies in the Trust. It was also suggested that specific issues need to be raised in writing with individuals concerned.

c) Staffing Issue

This matter is discussed and minuted as private papers

11 AGENDA, MINUTES AND RELATED PAPERS

16/77 RESOLVED: that no part of these minutes, agenda or related papers **other than the private papers**, be excluded from the copy to be made available in the Academies.

12 DATE OF FUTURE MEETINGS

16/78 RESOLVED: To hold a full Trust Board meeting on Monday 3 July 2017 at St. John Fisher Academy at 6.00 pm

13. CLOSE OF MEETING.

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

