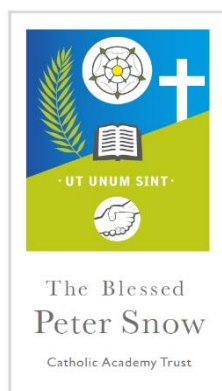


Company Number 09068195



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 Monday 3 July 2017 at 6.00pm.

Present: Rev. Dr. J.D. Cortis (Chair and 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), Mrs. F. Wilson (Foundation Director) and Mrs. C. Short (Staff Director)

In Attendance: Mr. N. Aurangzeb (Chief Financial Officer), Dr. P. Brooke (Clerk) and Ms S. Wilkinson (Deputy Head of St. John Fisher Academy)

1. PRELIMINARIES

Rev. Dr. Cortis welcomed everyone to the meeting. Ms Wilkinson opened the meeting with a prayer.

It was reported that Mr. P. Booth (Foundation Director), and Mrs. J. Noble (Deputy Director of Schools-Diocese of Leeds) had sent their apologies

16/79 RESOLVED: to record that due notice of the meeting had been given, that a quorum was present and to record apologies and to give consent for Mr. Booth'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. There were no declarations.

16/80 RESOLVED: To deal with three additional items – CMAT Central Services Working Group, in-service training and an appeal panel at St. John Fisher Academy – under Any Other Business

2. MINUTES OF MEETING HELD ON 29th MARCH 2017

16/81 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

There were no matters arising

4. MINUTES FROM THE JOINT MEETING OF THE TRUST BOARD AND ST. JOHN FISHER ACADEMY COUNCIL HELD ON 9th MAY 2017

16/82 RESOLVED: That these minutes be approved and signed by the Chair as a true and accurate record of the meeting

16/83 RESOLVED: To keep these minutes out of the public arena until matters concerning the arrangements for leadership of St. John Fisher Academy from September 2017 had been resolved.

(NOTE: this was resolved by an announcement on 10 July)

5. MATTERS ARISING FROM THESE MINUTES

a) Leadership at St. John Fisher Academy

Chair reported that colleagues and Diocesan Officers have been made aware of the need to second an experienced member of staff from the other Diocesan Catholic Schools to support St. John Fisher Leadership team from 1st September. The Chair has been formally pushing for this to happen since Mr. Higgins' resignation was accepted on 21/29 March 2017 both verbally and through e-mails with the Diocesan Director of Schools, both deputy directors of education and the Episcopal Vicar for Education

Angela Cox approached by phone on 28 June in the presence of the Chair a member from the senior leadership team from a Diocesan secondary Catholic school with a view of an acting position to support the current leadership team. The person is interested but needs to discuss the offer with his headteacher.

Q. is there a Plan B

A. Yes, there would need to be "at length" support from an experienced headteacher from another Catholic secondary school.

Q. Has the governing body of the school where the proposed acting head been approached

A. That is a matter for the Diocese to deal with.

16/84 RESOLVED: To note Chair's update on the transition arrangements for the leadership of St. John Fisher Academy from 1 September 2017.

b) Going forward and progressing with a different model of leadership.

The Chair and Paul Booth attended a meeting with the Chair and another Governor from All Saints Catholic College, Huddersfield with Mrs Julie Noble at Hinsley Hall. The key points were:

- A lengthy discussion in regards to the appointment of an Executive Head Teacher to oversee the management of both schools was held.
- This moved forward to leave the opportunity open for a permanent or a fixed term (2 years) contract appointment depending on the view of the appointment panel of the candidates interviewed for the post.
- It was agreed to buy-in HR services from the Bishop Konstant Trust who have experience of co-ordinating executive headteacher vacancies. This will incur additional but shared costs between the two schools.

- Proceeding with agreeing the advertisement, finalising the job description, person specification and the joint recruitment pack.
- Advert to go out before the end of the academic year, closing date 8 September, short listing 14 September with proposed interview dates 21/22 September.
- A number of other practical issues to be agreed at a meeting on 5 July

16/85 RESOLVED: To Approve the ISR for the Executive Headteacher to be L35-L41 with 10% uplift on the appointing ISR.

16/86 RESOLVED: for the Chair, Mr. Booth (representing the Trust Board) and Mrs. Collins (representing the Academy Council) to form part of the recruitment panel for the Executive Headteacher post.

16/87 RESOLVED: for the Chair to keep Trust Board members updated and to call a meeting at short notice as and when necessary.

16/88 RESOLVED: for the Chair to keep staff and parents updated.

16/89 RESOLVED: for Trust Board members to pencil in a meeting on Friday 22nd. September at 6.00 pm to receive an update from the interview process, once advised that the proposed timescale as stated above is taking place.

6. HEADTEACHERS' REPORTS FOR TERM 3

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

St. John Fisher

Main report -

- projected pupil numbers for 2017
- impact of Kirklees Council decision to remove subsidy of school transport
- destination of children from St. Patrick's primary school
- 106 EAL students in school
- donation of £1,350 in response to Catholic Care Annual Appeal
- larger number of students attending the Diocesan Lourdes Pilgrimage this year
- bid for funding to continue work with Digital Schoolhouse
- 90 sixth form students undertaking work experience

Pupil Outcomes –

Year 13 – the value added score for academic A level progress are above national average and are statistically significant whereas the score for vocational progress is below national and is also significant

Year 12_- the value added score for academic A level progress are above national average and are statistically significant. The score for vocational progress is below national and is also significant. Forecasts remain strong

Year 11 – the approach to study has been much better than last year's cohort but it is difficult to predict how well they will do because of the changing examination system.

Year 10 - the current expected outcomes of this year are promising with data indicating they should do better than recent cohorts

Q. How did students find the Maths exam this year?

A. One paper was tough but not unfair. The Foundation paper was difficult but again not unfair

Q. Has the Digital Schoolhouse impacted on outcomes yet?

A. Not yet

Q. How did the meeting with Helen Metcalf go?

A. Helen Metcalf was concerned about the Head Teacher arrangements from September 2017 and hoped that arrangements would be confirmed shortly.

Q. What is the direction of travel for attainment in respect to Pupil Premium pupils, boys' achievement and the gender gap?

A. All groups are indicating improvement. There are too many girls in top sets which needs to be broadened out, possibly by having more top sets. Discussions with the Head of English concluded that the top sets reflect performance but this is not acceptable if boys are equally capable.

Kirkland Rowell Survey for 2017 – the parent's survey gave a 28.4% return and an overall performance score of 71.8%. Parents were most happy with the delivery of resistant materials, PSHCE and Enhancement and least happy with Spanish, sport and business studies. They were also most happy with community spirit, developing moral values and levels of homework and least happy with control of bullying, school discipline and developing potential.

The pupil survey had an 87.8% return and an overall performance score of 65.3%. They thought good progress was being made in finance, law and health and social care with not good progress being made with Spanish, creative media and business studies

Q. Surprising and interesting that bullying was picked up?

A. It is probable that those parents/pupils who have experienced bullying are more likely to respond to the survey. It is useful to receive the feedback and not take anything for granted and disseminate back to Heads of Department.

Q. Although it is useful to have a snapshot view, it more important to look at year-on-year trends?

A. Yes, we can see trends from previous 10 years' surveys.

16/90 RESOLVED: to note and thank the Headteacher for his term three report

16/91 RESOLVED: to note the outcomes of the pupil and parents Kirkland Rowell survey for 2017

Sacred Heart

- Introduction of a worship team
- School raised £312 for CAFOD appeal
- Support being offered to develop members of the Academy Council
- Progress in writing good but still needs more development
- Good menu of after school activities
- Overall attendance stands at 92.9%. The Head went on to explain why this number was lower than target, mainly caused by a couple of children who are no longer on the roll.

Q. Explanation regarding the worship team

A. This is an opportunity for the YEAR 5 AND 6 children to play an active part in the planning and delivery of acts of worship

Q. Clarification regarding the plan to develop a shared School Development Plan

A. This involves the two primary schools from this Trust

Improvement in the number of maths teaching moving from requiring improvement to now being judged as good was noted. Meeting also noted the significant improvement in reducing the number of behaviour related incidents.

16/92 RESOLVED: to note and thank the Headteacher for her term three report.

16/93 RESOLVED: for the Trust Board to consider Pupil Premium review and Action Plan and the outcomes of the mini section 48 review at the next meeting.

St. Malachy

- Overall school judgement is requiring improvement mainly because of outcomes
- 62.5% of teaching, learning and assessment are consistently good
- Support now in place in each of the classes with weakness
- Guided reading is impacting well
- Marking policy being applied more rigorously but more consistency is required
- Academy Council members provide a good level of support and challenge to the senior leadership team
- Daily RWI sessions continue to impact on children's spelling
- Homework continues to be of a good standard, particularly in Years 2 and 6 and is showing excellent progress.
- Reasonable majority of SEN children are making good progress with Year 6 SEN pupils making outstanding progress
- Overall attendance stands at 95.2%
- Early years Foundation Stage outcomes will not reach national standards this year
- Target of 55% in GLD will not be reached
- Positive outcomes from latest parent survey based on 90 families
- Sponsored events raised 32,316.00 for a boy with disabilities in school

16/94 RESOLVED; to note and thank the Headteacher for her term three report.

7. REPORTS FROM EXTERNAL REVIEWS

a) St. John Fisher Local Authority Review (13 June 2017)

This had been circulated prior to the meeting. The purpose was because of the 2016 Key Stage 4 outcomes but had a specific focus on the effectiveness of leadership and management

The report demonstrates comprehensive and robust leadership processes involving many staff and governors. The key findings were:

- Governors need to act on the interim arrangements for September as a matter of urgency
- School leaders do have high expectations and are looking to raise aspirations
- Behaviour in classes and around school is good
- Self evaluation is rigorous but they are time consuming and produce far too detailed documents
- Curriculum has been reviewed and re-designed to ensure more students can achieve well when measured against the new accountability measures
- Extra curricular opportunities are strong including foreign trips
- School prepares students well for life in modern Britain
- Improving the quality of teaching has been a very real focus for the Governing Body
- The headteacher is clearly held to account by the governing body
- The headteacher provides strong and principled leadership
- Performance management is rigorous and focused on improving outcomes
- Internal data indicates that 2017 outcomes will be stronger than 2016

- Currently there is capacity for securing further improvements

16/95 RESOLVED: to note the report from the LA review of leadership at St. John Fisher Academy.

b) St. Malachy Personal Development, Behaviour and Welfare Review (13 June 2017)

The report had been circulated prior to the meeting. The review was carried out by Catholic headteachers from Diocesan Primary Schools. The key findings are:

- All DBS checks and the CRS are up to date
- Catholicity pervades the school and its community
- Excellent level of courtesy and politeness
- Clear evidence of Year 6 pupils' independence
- Team work and confidence of year 6 attributed to confident teaching
- Clear evidence of Governor involvement
- Children secure in their knowledge and understanding of E-safety and cyber bullying
- Overall grading is good with outstanding features

A number of areas for improvement were also identified. These include consideration of empowering children to take a lead in health and safety, making the reward system more obvious, production of a school dress code, ensuring governors have a clearer response when asked about school priorities, and more evidence of child-led activities to be available. Headteacher reported that most of these issues have been acted on already.

16/96 RESOLVED: to note the report of the review of Personal Development, Behaviour and Welfare by the Calderdale Catholic Cluster Partnership at St. Malachy Academy.

c) Sacred Heart Funding Impact Report

This had been recently received and circulated

16/97 RESOLVED: to defer discussion until the next full Trust Board meeting in September.

8. TRUST BUDGET FOR 2017-18

It was noted that each Academy Council had discussed and recommended their individual budgets for approval by the Trust Board. The Chair outlined the Trust budget together with the individual budgets.

Trust Budget

Income £76,282

Expenditure £65,509

In year surplus £10,733

Predicted carry forward from 2016-17 budget £128,665

Predicted carry forward from 2017-18 budget £139,438

St. John Fisher Academy

Income £6,864,327

Expenditure £7,187,587

In year deficit £323,260

Predicted carry forward from 2016-17 budget £654,172

Predicted carry forward from 2017-18 budget £330,912

Q. With reference to the projected in-year deficit of £323,260 for the academic year 2017-18, could you explain the rationale for this when the original aim was to reduce the level of in-year deficit?

A. The additional £92k cost of the Executive Head Teacher/Leadership structure has had an impact and the budget incorporates anticipated 1% pay awards. However, the balance at the end of the current year is likely to be healthier than the £654k predicted and it is likely to be nearer £700k to carry forward.

Q. What about the government funding cuts?

A. The 2.9% funding cut for 2018-19 has not been reflected in the 3-year plan. There is a lot of uncertainty around implementation of the national school funding formula. The Academy is in a very fortunate position of holding very healthy balances to carry forward. Resources Committee recommend going with the proposed 2017-18 budget but to review expenditure regularly during the year.

Q. The projected in-year deficit represents half of the current academy financial reserves?

A. The Sixth Form represents the biggest risk because less than 200 pupils will not be financially viable in the longer term. Funding will be for 193 and final numbers recruited will be dependent on August results, therefore being difficult to predict. Numbers have previously varied within the range of 159 to 224 pupils. This needs very close monitoring but we have a very good accountant. Also, we have just made a new appointment to the finance team today to replace the current business manager.

Governors commented that budget monitoring would need to be tight and accurate.

Sacred Heart

Income £838,325

Expenditure £922,635

In year deficit £6,135

Predicted carry forward from 2016-17 budget £48,670

Predicted carry forward from 2017-18 budget £42,535

There is a small intake this September and this will affect the income ongoing

St. Malachy

Income £975,475

Expenditure £1,110,864

In year deficit £75,000

Predicted carry forward from 2016-17 budget £173,629

Predicted carry forward from 2017-18 budget £98,629

There has been a discussion and concern at the Academy Council about approving such high in-year deficit. This was carefully considered and agreed that the Chief Financial Officer should meet with the members of this academy council.

16/98 RESOLVED: To receive and note the budgets for 2017-18 for St. John Fisher, Sacred Heart and St. Malachy Academies and the Trust Board.

9. MINUTES FROM ACADEMY COUNCIL MEETINGS THIS TERM)

a) Sacred Heart 21 March 2017, 23rd May 2017 and oral report for 27 June 2017

- Change of Chair of Academy Council from September 2017
- Adopting a 'you said...we did' approach in response to issues raised by parents
- The PTA Face-book account to be administered by some governors and school staff in response to inappropriate use of this medium by some parents.

b) St. Malachy 8th May and 25th May 2017

- Lengthy discussion regarding proposed changes to the senior leadership team from two assistant and one headteacher to one acting deputy and one headteacher from 1st September
- Points and questions raised at the meeting regarding the budget for 2017-18

c) St. John Fisher 21 March 2017 and oral report from 28 June 2017

- Representation on the Academy Council
- Outcomes of a RAGed School Development Plan

Oral report from the 28th. June meeting:

- Leadership arrangements (reported to the trust Board at this meeting)

16/99 RESOLVED: to receive and note the above minutes from the Academy Council meetings since the last Trust Board meeting

16/100 RESOLVED: to receive the following minutes at the next Trust Board meeting in September: Sacred Heart (27 June), St. John Fisher (28 June) and St. Malachy (6 July)

10. MINUTES FROM TRUST BOARD COMMITTEE MEETINGS

a) Standards in Learning and Teaching (2 May 2017)

The main items discussed were:

- Response following the meeting with the Regional Schools' Commissioner.
- School Improvement Fund. It was reported that the Diocese has decided against submitting a bid via the teaching schools for the first cut-off date (June 23) but will aim for the next round in September 2017.

b) Mission Committee (2 May 2017)

The main items discussed were:

- Sacramental preparation
- Forum for headteachers in Kirklees and Calderdale

c) Resources Committee (14 June 2017)

The main items discussed were:

- Bids for Condition and Improvement fund 2016-17
- Budget monitoring 2016-17
- Staffing and Health and Safety issues from each Academy
- Outcomes of recent audit reports at Primary Academies

16/101 RESOLVED: to receive the minutes from the committee meetings held this term.

11. UPDATE ON REPRESENTATION FROM 1 SEPTEMBER 2017

a) Trust Board

The situation remains the same as reported at the last meeting. Mr. Higgins will step down as Headteacher Director and Accounting Officer from 31 August. The Acting Head of St. John Fisher will become a Headteacher Director. As an interim measure a new Accounting Officer will need to be appointed from 1 September. Mrs McNally agreed to take on this role. There are still vacancies for two Foundation Directors and a Leeds Trinity Director.

16/102 RESOLVED: to appoint Mrs McNally as Acting Accounting Officer from 1 September 2017 with the close support of the Chair and the Chief Financial Officer.

16/103 RESOLVED: to notify Companies House of the changes to the Trust Board

b) St John Fisher Academy Council: There are two Foundation Governor vacancies.

c) Sacred Heart Academy Council: There is one Foundation Governor vacancy.

d) St. Malachy Academy Council: There are two Parent Governor vacancies.

16/104 RESOLVED: To formally thank Mr. Higgins for his substantial role in the setting up of the Trust and for his role as Headteacher Director and Accounting Officer for the last three years

12. DATES FOR TRUST BOARD AND COMMITTEE MEETINGS

A paper had been circulated

16/105 RESOLVED: To approve the dates for the Trust Board and Committee meetings for 2017-18 but to alter the date of the Resources Committee from 31 October 2017 to 17 October 2017

13. ANY OTHER BUSINESS

a) CMAT Central Services Working Group

Chair referred to the note from Mrs C Hyde (deputy director of schools)

16/106 RESOLVED: for the Chair, Mrs. McNally and the Chief Financial Officer to represent the Trust on this forum. First meeting is scheduled for the 4th. July at Hinsley Hall

b) Data Protection

Ms Wilkinson briefed Trustees of changes in legislation from May 2018. It will require policy, personnel and equipment changes in schools. It will be placed as a point on the next Action Plan and further discussion and monitoring of progress will take place at the Trust's Resources Committee.

c) St. John Fisher Appeal

Members of a panel were required for an appeal to be held on 14 July at the school. It was agreed that the panel should consist of Mrs Short, Mrs Wilson and Mrs Collins (from the school). A clerk would be required.

14 AGENDA, MINUTES AND RELATED PAPERS

16/107 RESOLVED: that no part of these minutes, agenda or related papers be excluded from the copy to be made available in the Academies.

15 DATES FOR FUTURE MEETINGS

16/108 RESOLVED: To hold a full Trust Board meeting on:

- Tuesday 26 September 2017 at Sacred Heart Academy at 6.00 pm
- Tuesday 5th. December 2017 at St John Fisher Academy at 6.00 pm
- Wednesday 21st. March 2018 at Sacred Heart Academy at 6.00 pm
- Wednesday 4th. July 2018 at Sacred Heart Academy at 6.00 pm

16. CLOSE OF MEETING

The Chairman thanked Mr. Higgins for his role as a Trustee and wished him well in his retirement. There being no other business the meeting was declared closed at 20.40.