

Company Number 09068195



BLESSED PETER SNOW CATHOLIC ACADEMY TRUST

Minutes of the meeting of the Trust Board held at Sacred Heart Catholic Voluntary Academy, Sowerby Bridge on Tuesday 26 September 2017 at 6.00pm.

Present: Rev. Dr. J.D. Cortis (Chair & Foundation Director), Mrs. S. McManamin (Head teacher Director), Mrs. A. McNally (Head Teacher Director), Mr. J. Taylor (Acting Headteacher 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)

1. PRELIMINARIES

Rev. Dr. Cortis welcomed everyone to the meeting and conveyed Kevin Higgins' best wishes to Trust, upon commencing his retirement. He introduced Jim Taylor, the Acting Head of St. John Fisher Academy

He also congratulated St. Malachy's Academy on a successful OFSTED one-day visit on 12 September 2017.

Fr. Nealon opened the meeting with a prayer.

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

17/01 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.

17/02 RESOLVED: To deal with the following additional items under Any Other Business:
Summary from an OFSTED briefing and change of date of the first Resources Committee meeting of the year

2. REPRESENTATION ON TRUST BOARD - UPDATE

The Chair informed the Board of the following

- Mr. Higgins has resigned from his position as Headteacher Director as from 31st August
- Mr. Taylor has been appointed as Acting Headteacher Director as from 1 September 2017
- Mr. Edwin Kirkwood is considering applying as a Foundation Director. He has an accountancy background
- Professor House, Vice Chancellor of Leeds Trinity University, has been approached both personally by the Chair and via e-mail regarding representation from this institution. A specific request for someone with a sound knowledge of schools and standards has been made. A response is still awaited.
- It was noted that all current Foundation Directors first term of Office expires at the end of this academic year. All are eligible for re-appointment.

17/03 RESOLVED: to note the Chair's update on representation on the Trust Board

3. MINUTES OF MEETING HELD ON 3rd JULY 2017

17/04 RESOLVED: That these minutes be approved and signed by the Chair as a true and accurate record of the meeting, subject to a small amendment on page 4, bullet point 6, which should read attendance 95%

4. MATTERS ARISING FROM THESE MINUTES

a) Leadership arrangements for St. John Fisher – update (Mins 16/86 - 16/89 refer)

The following were noted:

- The job description, person specification and recruitment pack were approved by a joint panel and the job advertised on line in the TES during the last week of term with a closing date of 8th September
- A very positive record of hits and downloading of forms was reported but no applications were received
- The panel (St. John Fisher and All Saints) was reconvened on 22 September where it was made clear that All Saints Governing Body did not wish to pursue the Executive Headship further. This means that we need to advertise a Headteacher post for an Easter 2018 start
- A recruitment and selection panel drawn from Academy Council Members, Trust Board Members and the Diocese will meet on Friday 6th October to start this process.
- The Acting Headteacher has been consulted and the Chair is in negotiation with St. Joseph's/St. Bede's to extend the secondment from Christmas 2017 to Easter 2018.

Question: Easter is not a good time for an existing Head to leave his post. Would it not be better to extend to September 2018?

Answer: Yes, perhaps, but it would give us a further opportunity to recruit if not securing an appointment.

- Members of Academy Council and Staff have been informed of the current position

17/05 RESOLVED: to receive an update from the Chair on the leadership arrangements for St. John Fisher Catholic Voluntary Academy

17/06 RESOLVED: to advertise the post of headteacher for St. John Fisher Catholic Voluntary Academy for Easter 2018 appointment

b) Trust Budget 2017 – 18 – update (Min 16/98 refers)

This was submitted to EFA by the due date. As yet there has been no feedback.

c) Notification to Companies House – update (Min 16/03 refers)

17/07 RESOLVED: for Mr. Booth to inform Companies House of the resignation of Mr. Higgins (Headteacher Director and Accounting Officer), the appointments of Mr. Taylor as Headteacher Director and Mrs. McNally as Accounting Officer

d) CMATs Central Services – update (min 16/106 refers)

There have been two meetings – The Chair and Chief Financial Officer attended the earlier one and Mrs McNally attended the second. Further meetings of the big group and the working groups are to be set up

The importance of the role of the Accounting [Officer was noted’) and the need to continue working on the next Annual Report. The Chief Financial Officer indicated that audits and preparation of financial statements were in hand.

The Chair would contact the Diocese concerning the format of the Annual Safeguarding Audit

The Chair also referred to the Diocesan Scheme of Delegation which was shared with the Chairs of Trusts on 20th September. It will require the Terms of Reference of all Trust Committees to be cross-referenced to it.

17/08 RESOLVED: to receive the notes from the Trust Directors and Officers Meeting of 4 July 2017

17/09 RESOLVED: that the Committees’ Terms of Reference at both Trust and Academy Council level will need to be cross-referenced to the Diocesan Scheme of Delegation document once published.

e) Data Protection – update (item 13b refers)

New changes come into being from May 2018

17/10 RESOLVED: That a Trust-wide approach be taken to bringing the new requirements into being and that Sarah Wilkinson would lead in this area. Progress will be discussed at the December Trust Board meeting

5. APPOINTMENT OF CHAIR OF TRUST BOARD AND TERM OF OFFICE

17/11 RESOLVED: that Rev. Dr. J.D. Cortis, having agreed to accept the post, be appointed as Chair of the Trust until the next Annual General Meeting in September 2018

6 APPOINTMENT OF VICE CHAIR OF TRUST BOARD AND TERM OF OFFICE

17/12 RESOLVED: that Mrs. Wilson, having agreed to accept the post, be appointed as Vice Chair of the Trust until the next Annual General Meeting in September 2018

7. DIRECTORS- DECLARATION OF BUSINESS INTERESTS (including guidance notes)

17/13 RESOLVED: to receive the returned Declarations of Business Interests and to publish the details on the Trust's website.

8. TRUST BOARD COMMITTEES FOR 2017 – 18 AND MEMBERSHIP

17/14 RESOLVED: that the Trust Board will have the following committees for 2017-18.

- **Resources** (initial membership - Rev. Dr. J.D. Cortis, Mr. P. Booth. Mrs. S. Macmanamin, Mrs. A. McNally, Mr. J. Taylor and Mrs. C. Short)
- **Standards in Learning and Teaching**, (initial membership - Rev. Dr. J.D. Cortis, Mrs. S. Macmanamin, Mrs. A. McNally, Mr. J. Taylor and Mrs. F. Wilson)
- **Mission** (initial membership - Rev. Dr. J.D. Cortis, Rev. P. Nealon. Mrs. S. Macmanamin, Mrs. A. McNally, Mr. J. Taylor and Mrs. F. Wilson)
- **Audit** (initial membership – Rev. P. Nealon, Mrs. F. Wilson)

17/15 RESOLVED: that each committee review its Terms of Reference at their first meeting and recommend any changes/additions at the Trust Board meeting in December.

17/16 RESOLVED: that the terms of Reference be cross-referenced against the Diocesan Scheme of Delegation once published

9. DRAFT TRUST COMMITTEES- ACTION PLAN FOR 2017 - 18

The draft Action Plan had been circulated and the Chair highlighted some key issues

17/17 RESOLVED: that the draft Action Plan for 2017-18 be received and considered by each committee at their first meeting.

17/18 RESOLVED: that the Action Plan be circulated to members of each Academy Council for information

10 MINUTES FROM ACADEMIES' COUNCIL MEETINGS

a) St. John Fisher Catholic Voluntary Academy (28 June 2017 and 12 September 2017)

An oral report of the 28th June meeting had been given at the last meeting. Highlights from the minutes included transition arrangements to school leadership from 1 September, report on the LA review of leadership, school budget 2017-18, and representation on Academy Council. There were no further questions.

The Chair gave an oral report of the 12th September meeting. Key highlights included changes to areas of Governors' special responsibilities, preliminary examination analysis, School SEF, and School Development Plan. Information concerning the 60th anniversary of the school opening included the Bishop would be celebrating Holy Mass on the feast of St. John Fisher (Friday 22 June 2018). The following day (Saturday 23 June) there was to be an Open Day. There were no further questions

17/19 RESOLVED: that the minutes from the St. John Fisher Academy Council meeting of 12 September be received at the next Trust Board meeting

b) St. Malachy's Catholic Voluntary Academy (13th July 2017)

Key highlights included clarification of budget monitoring reports, SATs outcomes and KS2 results for 2016-17, and appointment of an Acting Deputy Headteacher

Question: What was the concern with the budget monitoring?

Answer: Whether the Council could permit the in-year budget running at a deficit. Chief Financial Officer had spoken to the Council to allay concerns.

Question: Is it possible to let Governors have access to Fisher Family Trust data?

Answer: the three heads would look into this.

Question: re minute 125.16. Can the Trust Board minutes be circulated earlier to academy councils?

Answer: Chair responded that minutes are sent to Directors soon after the meeting and headteachers can make these available to their own academy council.

17/20 RESOLVED: that the minutes from the St. Malachy's Academy Council meeting of 13 September be received.

c) Sacred Heart Catholic Voluntary Academy (27 June 2017 and oral report 12 September 2017)

Key highlights from 27 June meeting included outdoor screen and associated services (now not to be done), New governors' induction pack (Trust Chair to write a welcome), and SATs outcomes and KS2 results for 2016-17. There were no further questions.

Key highlights for 12 September meeting included appointment of a new Chair and Vice Chair, the provision of a secure section for Governors on the school website, final review of governance (now completed and reviewed by Caroline Hyde), and low numbers (25) in reception bringing the number on role to 175

17/21 RESOLVED: that the minutes from Sacred Heart Academy Council meeting of 27 June be received.

17/22 RESOLVED: that the minutes from Sacred Heart Academy Council meeting of 12 September be considered by the Trust Board at their meeting in December

17/23 RESOLVED: to explore setting-up a secure area for governors on each Academy website.

d) Headteachers' Meeting (oral report)

The Primary Heads had met to discuss Development Plans, SEFs, data and school to school improvement.

11. EXAMINATION OUTCOMES FOR 2016 - 17

a) Sacred Heart Catholic Voluntary Academy

Highlights are as follows:

- Early Years Foundation Stage – 60% (lower than LA and national), 95% (much higher than national and LA)

- Key Stage 1 – Reading at expected or above 69% (lower than national), Writing 62% (slightly lower than national), Maths 76% (slightly higher than national). Year 1 phonics 95% (higher than national)
- Key Stage 2 – Reading at expected or above 83% (higher than national), Writing 69% (lower than national), Maths 90% (higher than national), SPAG 90% (higher than national), combined reading, writing and maths 66% (higher than national)

b) St. Malachy's Catholic Voluntary Academy

Highlights are as follows:

- Key Stage 1 – outcomes show clearly that the children have made adequate progress in most subjects from very low starting points in Early Years Foundation Stage. Year 1 phonics 92% (higher than national)
 - Key Stage 2 – Reading at expected or above 83% (higher than national), Writing 69% (lower than national), Maths 90% (higher than national), SPAG 82%, combined reading, writing and maths 77% (an increase of 46%)
- These results placed St. Malachy's in 12th place in the LA. The Year 6 cohort has 11 PPG children.

c) St. John Fisher Catholic Voluntary Academy

Highlights are as follows:

- Key Stage 5 – academic subjects are the best for many years. The ALPS score (3 – excellent) puts the school in the top 25% nationally. The Btec. students score is 2 (outstanding) Academic students averaged 75 QCA points (72 last year). Recruitment into the sixth form this year is not as high as expected
- Key Stage 4 – Progress 8, (although a key performance indicator) cannot be worked out yet is predicted to be around -4.2. Attainment 8 score is predicted at 41.2 (expected 46.5). Raw GCSE results in terms of attainment are better than last year. 5A* -C (inc English and Maths) has increased as has children achieving a higher grade in both English and Maths (+3%). English performance has increased by 10%

Question: Has the Modern Foreign Languages input from senior leadership resulted in improvement?

Answer: Not significantly but now staffing within the faculty is more stable.

17/24 RESOLVED: that the key headlines from the examination results are noted.

17/25 RESOLVED: that the Standards in Learning committee has a fuller discussion on these results at their meeting on 10th October.

12 ACADEMIES' SELF EVALUATION FORMS (Including priorities for the year)

a) Sacred Heart Catholic Voluntary Academy

The following judgements were made:

- Overall judgement 3 (requires improvement)
- Effectiveness of Leadership and Management 2 (Good)
- Quality of Teaching, Learning and Assessment 3/2
- Personal Development, Behaviour and Welfare 2
- Outcomes for pupils 3/2
- Effectiveness of EYFS Stage 2

There was some discussion on the 3/2 judgements but after looking at the Action Plan, they were agreed

b) St. Malachy's Catholic Voluntary Academy

The following judgements were made:

- Overall judgement 3 (requires improvement)
 - Effectiveness of Leadership and Management 2 (Good)
 - Quality of Teaching, Learning and Assessment 3/2
 - Personal Development, Behaviour and Welfare 2
 - Outcomes for pupils 3/2
 - Effectiveness of EYFS Stage 3
- The OFSTED report will increase the overall judgement to 2 (Good)

c) St. John Fisher's Catholic Voluntary Academy

The following judgements were made:

- Overall judgement 3 (requires improvement)
 - Effectiveness of Leadership and Management 2 (Good)
 - Quality of Teaching, Learning and Assessment 3
 - Personal Development, Behaviour and Welfare 2
 - Outcomes for pupils 3
- Following review of the Action Plan, the judgements were agreed. It was noted that there may be some mileage in asking the new SIP (Mark Collier) to take a look

17/26 RESOLVED: that the content and judgements of the three Self Assessment Documents are noted

13. PRIORITIES FOR EACH ACADEMY

a) Sacred Heart Catholic Voluntary Academy

1. Effectiveness of Leadership and Management

- To improve outcomes for disadvantaged pupils so they are good in all year groups
- To ensure Governance maintains the improvements secured in 2016-17
- Leaders at all levels to ensure the quality of teaching, learning and assessment is consistently good and its impact is clearly evident on the outcomes for all pupils
- To improve leadership skills of inexperienced middle leaders so they are impacting positively
- To further develop and strengthen relationships with some groups of parents to enable them to make a positive contribution to their child's learning

2. The quality of Teaching, Learning and Assessment

- To improve in writing so that outcomes match reading and maths
- To provide support staff with appropriate CPD so that their impact on pupil learning is maximised
- To continue to maintain high standards in reading
- To further develop and improve the quality of teaching, learning and assessment in Maths
- To continue to work with external partners to ensure that judgements are accurate in foundation and core subjects. The focus in 2017-18 is Science and either History or Geography

3. Personal Development, behaviour and welfare

- To improve attendance to be in line with national data
- To reduce persistent absences to be in line with national data

- To maintain improvements in behaviour secured last year

4. Outcomes

- To improve writing outcomes
- To improve outcomes for disadvantaged pupils in some year groups
- To ensure Reception outcomes match national data
- To begin to establish systems for evidencing outcomes in foundation subjects

5. Early Years Foundation Stage

- To ensure the percentage of pupils achieving GLD matches national data
- To ensure there is an appropriate range of strategies to engage parents and carers in their children's learning in school

b) St. Malachy's Catholic Voluntary Academy (may need reviewing in line with post OFSTED Action Plan)

1. Effectiveness of Leadership and Management

- To ensure that the Academy Councillors are confident in explaining and carrying out their responsibilities and can evidence their impact on improving school performance
- To refine and develop the appraisal system in the school so that teaching and learning is consistently good
- To ensure that Pupil Premium funding is being used effectively and outcomes for disadvantaged pupils improve
- To continue to develop leadership skills at senior and middle level

2. The quality of Teaching, Learning and Assessment

- To ensure that the data that teachers record on Target Tracker is accurate and is used to ensure that teaching and learning is meeting the needs of different pupils
- To improve the quality of teaching, learning and assessment in Writing in all year groups
- To improve the quality of teaching, learning and assessment in EYFS so that the percentage of pupils attaining a good level of development is within 10% of national.
- To narrow the gap in achievement for disadvantaged pupils to other pupils nationally
- To ensure that teaching, learning and assessment in Science and History are consistently good

3. Personal Development, behaviour and welfare

- To provide an outstanding sporting, spiritual, moral, social and cultural curriculum which equips pupils to be thoughtful, caring, spiritual and active citizens
- To ensure that behaviour at lunchtime is good and there is a reduction to the number of referrals regarding behaviour
- To ensure all staff and children remain vigilant and are aware of how to deal with Safeguarding issues including neglect, CSE and radicalisation threats
- To maintain and build on the improvements in attendance so that it rises to 96% and PA remains below national.

4. Outcomes

- To improve writing outcomes
- To improve outcomes for disadvantaged pupils so the gap to others nationally is narrowed
- To improve outcomes for more able pupils so that they make at least good progress
- To increase the percentage of pupils achieving a GLD in Early Years
- To begin to establish systems for evidencing outcomes in foundation subjects so that they match those in the core subjects

5. Early Years Foundation Stage

- To improve GLD to nearer 60%
- To improve further the leadership skills of the EYFS leader
- To improve the quality of teaching and learning in reading and writing in EYFS
- To ensure the outdoor areas in EYFS are resourced to enhance learning activities in Speaking and Listening and in Reading and Writing

c) St. John Fisher Catholic Voluntary Academy

1. Mission

Development of the mission, ethos and distinctive character of the school by

- Ensuring it contributes to the enlargement of the CMAT
- Developing partnership working within and outside the CMAT
- Promote the values of the school effectively to pupils and parents
- Develop opportunities for the spiritual, moral and cultural formation of all students
- To further raise standards in RE
- Improve the provision for and outcomes achieved for students with Special Needs and for more able students

2. Learning and Success

Raising student attainment and achievement by building an effective learning community by

- Ensuring standards of teaching and learning in key curriculum areas is consistently good or better
- To raise standards in English
- To further raise standards in mathematics
- To raise standards in modern foreign languages so that student recruitment for GCSE and A level courses improve
- To further raise standards in Science
- To raise standards in Humanities subjects
- To improve outcomes in computing and PE/Sport qualifications
- To ensure better progress is made by those in receipt of Pupil Premium and boys (particularly white British boys)
- To lead and manage further improvements in the quality of teaching with a focus on challenge and differentiation, and literacy and marking
- To further develop a learning culture
- To embed the new systems for assessment and tracking
- Ensure strong outcomes for the Sixth Form

3. Leadership

- Ensure leadership structures allow strategic and operational change be implemented effectively and efficiently
- Plan for further development of governors to enhance their effectiveness in leadership
- Further develop middle leaders
- Further improve quality of self evaluation in faculties and pastoral teams
- Support transformational change in learning by focusing on improving the buildings and the environment
- Ensuring the highest possible take up of places at age 11 and 16

17/27 RESOLVED: that the 2017-18 priorities for each of the three Academies be noted

14. SAGRED HEART: EXTERNAL REPORTS

- a) Funding Impact Reports x 2
- b) Pupil Premium Action Plan
- c) NLE Report

17/28 RESOLVED: that the above historical reports be received

15. TRUST'S ATTENDANCE AND EXCLUSION DATA 2016 - 17

This report was requested by and submitted to the Regional Schools Commissioner.

Key Highlights:

Sacred Heart: 94.9% attendance (96.3% last year). Increase in persistent absence from 9 (families last year) to 23.

St Malachy: 95% attendance (94.6% last year) Decrease in persistent absence from 25 (last year) to 11

St John Fisher: 94% attendance (same as last year). Persistent attendance of 15.5%

17/29 RESOLVED: that the key headlines from the Attendance and Exclusion Data for the Trust be noted and for the Mission Committee to have a further discussion at the meeting of 10th October

16. DEWSBURY DEANERY REORGANISATION REVIEW

A Pastoral letter was issued to the parishes of the Deanery on 9/10 September. The existing 7 parishes will be reduced to 3 and the church of St. Thomas More will close with the current boundary being shared between two of the newly formed parishes and St. Ignatius at Ossett. (Wakefield Deanery)

This will have implications on the Admissions Policy where the parishes are named within it. An update will be received at the next Trust Board meeting.

17. ANY OTHER URGENT BUSINESS

- a) OFSTED Briefing

The Chair attended this event at Leeds City Hall on 18th. September. The briefing paper was circulated and copies of the presentations will be circulated once received. It was noted that safeguarding was a key issue and there would be no change to the format of reports until at least September 2019. There would be a new framework for evaluating Multi-Academy Trusts

17/30 RESOLVED: that the paper on the briefing from OFSTED be received

- b) Change of date of next Resources Committee

17/31 RESOLVED: that the date of the next Trust Resources Committee be changed from 17th October to Tuesday 7th November at 6.00 pm at St. John Fishier CVA

18. AGENDA, MINUTES AND RELATED PAPERS – ACADEMIES COPY

17/32 RESOLVED: that no part of these minutes, agenda or related papers be excluded from the copy to be made available in the Academies.

19 DATES FOR FUTURE MEETINGS

17/33 RESOLVED: To hold full Trust Board meeting on

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

20. CLOSE OF MEETING

There being no other business the meeting was declared closed at 8.40 pm.