

THE BLESSED CHRISTOPHER WHARTON
CATHOLIC ACADEMY TRUST

Registered Office:
The Holy Family Catholic School
Spring Gardens Lane
Keighley
BD20 6LH



Minutes of the Full Trust Board

Thursday 4th February 2016



St Anne's Catholic Primary School,
A Voluntary Academy
North Street
Keighley
BD21 3AD



THE DIOCESE OF LEEDS

Our Lady of Victories Catholic Primary School,
A Voluntary Academy
Guard House Road
Keighley
West Yorkshire
BD22 6JP



MINUTES

Meeting	BCW CAT Full Trust Board		
Date	Thursday 4 th February 2016	Time	6.30pm
Chaired By	Cameron Robson	Location	Our Lady of Victories

MEMBERS

Name	Status	Name	Status
Cameron Robson (CR) — Chair	Present	Paul Booth (PB)	Apologies
David Johnson (DJ) — Vice Chair	Present	Sam Poulton (SP) – HT STA	Present
Neil Moules (NM)	Present	John Devlin (JD) – HT OLV	Present
Keith Moreton (KM)	Present	Bernadette Cawley (BC)	Present
Mgr Andrew Summersgill (AS)	Present	Deirdre Naylor (DN)	Present

IN ATTENDANCE

Celine Ries – Clerk	Present	Martin Hings (MH) – HT Holy Family Catholic School	Present
Farzana Azad (FA) – Holy Family Catholic School	Present		

NOTES

Item No.	Agenda Item
1	Opening Prayer
	Led by AS
2	Welcome and introductions
	The meeting began at 6.35pm, and was quorate.
3	Confidentiality and declarations of interest
	There were two declarations of interest: <ul style="list-style-type: none"> • NM works in a secondary school • DJ's niece is a teacher in OLV and his brother is the new Financial Director of the Trust.
4	Apologies for absence and consideration of consent of absence
	Apologies received from Paul Booth.
5	Minutes of previous meeting & matters arising
	<i>Minutes of the FB 10th December 2015 were previously circulated with the agenda</i>
	The minutes of the previous meeting on 10 th December 2015 were agreed unanimously and signed by the Chair as a true record of the meeting.
6	Strategic Planning for the future of Catholic Education in Keighley
	<i>Paper "Data to show the numbers of Catholic Children in Keighley Schools" tabled</i>
	JD informed the members on the current situation of Catholic Education in Keighley. 4 Primary schools in Keighley are the main feeder schools for the secondary school Holy Family (HFS): St Joseph (STJ 2 form entry), St Anne (STA 2 form entry), Out Ladies of Victories (OLV 1 form entry) and St Stephen (STS 1 form entry). They send around 150 pupils a year to HFS. In the 2009 review of Catholic education in Keighley, it was decided there would be 1 form entry for each Keighley school. STA still has 2 forms from Y4 upwards. Taking account of the reduced numbers of pupils, in 3 years, if every pupil from catholic primary schools goes to HFS, it will be a maximum of 90 pupils applying for HFS. HFS only takes 165 pupils. The members need to discuss this situation now, as decisions will have to be taken. If STJ is to have a 2 form entry again, it will have to be agreed soon. If the enrolment is going to remain at 1 form entry, the schools can start making plans regarding the empty rooms, which could be knocked down to make room for a larger playground. The 4 primary schools should join the Trust in the near future. BC – The Trust is devoid of business documents.

JD – Hence the need to discuss the situation now.

SP tabled the document “Data to show the numbers of catholic Children in Keighley Schools”.

BC – Objected the paper being tabled, and asked for papers to be circulated with the agenda, to give the members time to read them before discussing it.

SP – This is only an initial discussion; the papers are to be used again in the next meeting. No vote is to take place today.

CR arrived at 6.50pm. DJ brought him up to date on the meeting.

JD – In 2011 the schools started to downsize, which will have an impact on HFS in 2 years. The need to discuss the preferred future of Catholic Education is driven by the secondary school.

SP presented the document: data from STJ, OLV and STA.

First table: all baptisms, but the document does not mention the age at baptism.

Second table: the nursery potential. 46 children of nursery potential for this year are baptised.

Third table: the numbers of Catholic children in each year group. 58% catholic pupils in STJ, 34% in OLV and 53% in STA. In HFS, around a third of the pupils are Catholic. There is a concern over the number of non catholic pupils entering. STA has 100 pupils from Eastern Europe, of whom 98 are Catholic. In STA, one third of the pupils have an Eastern European background. All the one forms in STA are over the 30 pupils limit. STA had to turn away a Polish family.

DJ – The current Bishop has a view of educating children from any background.

SP – STA has many pupils arriving during the year, all Catholic:

- 2013/14: 17 pupils
- 2014/15: 19 pupils

STA predicts the 50% Catholic pupils could rise to 70%.

AS asked why are the extra pupils not directed to other Catholic schools?

The schools are all oversubscribed. The extra pupils entered on appeal. Many non Catholic pupils appeal and are unsuccessful.

The back of the document shows the waiting list data: OLV has only a few pupils on waiting list, while STA has many.

JD – Bradford and Keighley are amongst the least integrated areas of the country.

CR – The Trust should consider increasing the intake by 1 form, allocated to one of the schools.

JD – STJ will be 90% Catholic in a few years and needs more diversity.

MH – HFS is supportive of pupils with Catholic education.

FA – HFS has invested a lot of money in the transition process for the pupils with a non Catholic school background. The yearly intake is 165, and HFS cannot recruit from Catholic schools only, they currently take pupils from 13 different primaries.

DN – The Trust has an obligation to provide education for Catholic children. The families choose the schools geographically rather than for religious reasons.

BC – If you average the 3 schools, less than 50% of the pupils are Catholic. Why are the schools investing money educating non Catholic pupils?

HT- The schools also have the potential of evangelisation.

SP – There may not be a need to invest more financially, as the schools have spare rooms. More pupils would lead to more funding.

KM – The Trust needs an analysis of the situation in the next 5 years, to have a clearer picture of the different options.

AS – The context is important. What constitutes the Catholic church in Keighley may change.

	<p>CR asked for the HTs' support to make a decision, in consideration of our view of diversity. The Trust needs to check the view of the current Bishop.</p> <p>AS – David Lloyd may be able to help the Trust, with his knowledge of and access to statistics.</p> <p>BC – Some pupils may not have been baptised in Keighley, and the data may not show this.</p> <p>The Business Plan needs to be done by March, if the Trust intends to make changes in September. The Business Plan is to be added to the 17th March agenda.</p> <p>MH & FA left the meeting at 7.15pm.</p>
7	<p>Committee Reports <i>3 Committee minutes previously circulated.</i></p>
	<p>1. <u>Audit Committee – 26th January</u> BC reported on the last meeting, which was the first quorate meeting. BC detailed the list of policies considered at the meeting. The instrument of government Policy: the Trust needs to check if it is the scheme of delegation. Child Protection Policy: may vary slightly from school to school. The committee is to work through the policies on a rotation. CR asked for clarification on some policies, and if any are missing from the list. Only operational policies (like History) are missing, the members can check to the list of policies on the website. CR – Do we have a list of liabilities? Generally, individuals are liable if reckless or negligent. BC – item 17: The Trust needs clear rules to regulate spending. CR: The committees do not have enough members. SP to ask one person to join a committee. DN volunteered to join the TLA committee. Lynne Royle is to be contacted to join the Audit Committee, as a co-opted member.</p> <p>2. <u>Finance Committee – 25th January</u> DJ reported on the meeting to the members. He congratulated the two Business Managers for all their efforts with bringing PS Financials up to date. The committee looked at the spreadsheet and identified several strong areas. The Business Managers gave answers today concerning some matters in the accounts of OLV. £25,000 had been credited to the wrong account, a change of Business Manager had to be done, an invoice for £20,000 was posted twice, and the Bank Reconciliations was missing.</p> <p>Regarding the VAT issue, a form needs to be filled in and the VAT is to be claimed by the Trust and then distributed to the schools. The members approved the decision on reclaiming VAT. The March Annual Accounts Return was superseded by the December Return.</p> <p>CR – A summary of the financial issues would be helpful. How is the carry forward? DJ – There were two figures, before the right one was identified recently. The carry forward is in line with the budget: £63,000 for STA and £85,000 for OLV. As for the 1% Pay Award, this is for Teachers only. The support staff was helped a year ago. SP will research the date of the pay rise of the support staff. DJ proposed the approval of the 1% Pay Award, seconded by KM. The members voted and approved the 1% Pay Award, with one abstention.</p> <p>3. <u>Teaching, Learning and Assessment Committee – 26th January</u> SP reported on the meeting to the members. The HT is the Chair of the meeting. Two key documents were tabled. The main topic of discussion was the School Self Evaluations. STA and OLV have no inadequate classes. The aim is to reduce the numbers of RI (Requires Improvement) classes and to increase the Outstanding classes.</p> <ul style="list-style-type: none"> ● STA The Headlines of the school improvement plan: <ul style="list-style-type: none"> ➤ To improve the achievement of new to English pupils. A NASSEA (Northern Association of

	<p>Support Services for Equality and Achievement) training is booked for the teachers.</p> <ul style="list-style-type: none"> ➤ Phonics figures in the school are low for this year, due to a lot of New to English pupils. ➤ Good to Great program. ➤ Assessment with no levels. A lot of work is done in CSP (Catholic School Partnership) peer groups. ➤ There were some staffing issues, but the supply teacher will now stay till the summer in year 4. <ul style="list-style-type: none"> • OLV <ul style="list-style-type: none"> ➤ To improve the Early Years (EY) ➤ To ensure quality provision of RE. The lay chaplain goes to schools to teach worship and liturgy. ➤ The nurture room ➤ To improve the assessments. <p>JD notified an error page 3: “math not as much” should be math is good.</p> <p>CR asked about STJ. JD thinks SJ would be Good with Ofsted in a year. STJ is a year away from Good. KS1 and EY are very strong, but KS2 needs improvement. STJ sent its application to become an academy in October.</p>
8	The Trust’s website and its progress so far
	<p>JD advised the members the website is now up and running, and forwarded the link to all the members. The mission statement, the accounts and the minutes are yet to be added.</p> <p>BC asked if the policies would be added to the website.</p> <p>Yes they will.</p> <p>The application to the DfE needs details of every member.</p>
9	Update on recruitment of Finance Director
	<p>CR informed the members of the appointment of the new Financial Director, Stephen Johnson. He proved to have a very impressive grasp of the accounts. He accepted the post yesterday and will start in May. He will deliver a solid financial position to the Trust, and is linked to the Catholic church. Stephen Johnson also used to be a governor at OLV for 20 years.</p>
10	Update on the accounts
	<p>The update on the accounts has been completed and sent.</p>
11	Measures for Multi Academy Trust
	<p><i>Paper “The 10 measures you should be tracking across your multi-academy trust” previously circulated with the minutes.</i></p> <p>CR – The measures can be used as a starting point. CR suggested committees examine the document in greater details.</p> <p>The members agreed the 3 committees will examine the 10 measures.</p> <p>Clerk to add this as an agenda item for each committee.</p>
12	Communications
	<p>An extra meeting is needed on the communication between the Trust Board and the Academy Councils.</p>
13	AOB
	<p>1) Pupil Premium</p> <p>DN raised the issue of the KS1 Universal Free School Meals (FSM) resulting in a loss of income for schools, as the Pupil Premium (PP) children are not claiming the FSM anymore in KS1, as all the children are entitled to it, regardless of income.</p>

	<p>Figures at OLV: Y1 & Y2 have low PP numbers: 12%</p> <p>STA: 4 out of 90 KS1 pupils claimed PP.</p> <p>The schools are losing £1,400 PP funding per pupil.</p> <p>JD – The PP is easy to claim, but the parents need an incentive.</p> <p>DJ - £26 uniform vouchers were discussed at the financial meeting.</p> <p>SP – buying net books for those families could be an option.</p> <p>JD- Book and uniform vouchers</p> <p>KM noted reading is an issue.</p> <p>JD - At OLV, the pupils earn family point if they read 5 times a week.</p> <p>CR asked for a vote on vouchers.</p> <p>JD proposed and KM seconded an incentive of £30 uniform vouchers and £10 book vouchers for families claiming PP, regardless of the year group.</p> <p>The members unanimously voted in favour of the vouchers.</p> <p>This incentive is to be reviewed in July.</p> <p>2) Financial Training for Trust members</p> <p>The members were encouraged to attend a training in March in Eastwood Primary at 6.30pm.</p> <p>The 2 HT, Stephen Johnson and the Business Managers are to attend.</p> <p>3) Meeting at St Francis</p> <p>The meeting with the HT from the Bishop Wheeler Trust informed the members of the government policy to encourage schools to convert to academies. If the 4 schools obtain the academy order by 16th March, the Trust can access £20,000 per school, up to £80,000.</p> <p>STJ has not yet been authorised to send the order. STJ Keighley, St Winifred, St William, St Johnny Evangelist, St Mary, St Peter and St Columbus are the 6 Primary schools who will definitely approach the diocese to convert to academies.</p> <p>A few more primaries may apply in September: St Joseph in Bingley and St Clare.</p> <p>4) Calendar <i>(previously circulated with the minutes)</i></p> <p>NM presented the calendar to the members. The members were encouraged to update it online.</p> <p>5) Audit terms of reference</p> <p>BC proposed, seconded by NM to approve the Audit Committee terms of reference. The members unanimously voted in favour of the terms of reference.</p> <p>6) Cloud version versus PS Financials</p> <p>DJ suggested a cloud version to replace PS Financials before the other schools join. The new Financial director is to look at the option of a cloud based financial system.</p> <p>7) DBS checks</p> <p>3 DBS have not yet been completed.</p> <p>BC raised the query as to whether DBS are necessary when the Trust members have no contact with the pupils.</p> <p>The Trust needs to check with other Trusts. The DBS are good practice.</p> <p>8) Extra meeting</p> <p>The extra meeting will take place on 3rd March at STA at 6.30pm.</p>
	<p>Meeting closed at 9.00pm</p>
	<p>Closing Prayer led by AS</p>

FUTURE MEETINGS				
Date	Title	Location and time		
Thursday 3 rd March 2016	Full Board	STA		
Thursday 17th March 2016	Full Board	STA		
OPEN ACTIONS				
Agenda Item No.	Action	Owner	Due	Status/Update
6	To contact David Lloyd	AS		
6	Business Plan on agenda	Clerk	March	
7.1	To check whether the instrument of government is the scheme of delegation		May	
7.1	Ask one person to join a committee	SP		
7.1	Ask Lynne Royle to join the Audit committee	SP		
7.2	Check the date of the pay rise of the support staff.	SP		
11	Add examine 10 measures document on agendas of committees	Clerk	March and May	
13.7	3 DBS to complete	SP	ASAP	
MINUTES AGREED AND SIGNED				
Chair		Date		