

THE BLESSED CHRISTOPHER WHARTON
CATHOLIC ACADEMY TRUST

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



Minutes of the Trust Board
Thursday 28 September 2017



MINUTES			
Title of meeting	Trust Board		
Date	Thursday 28 September 2017	Time	6.30pm
Chair	Cameron Robson	Location	St Winefride's, Bradford

MEMBERS			
Name	Present/ Apologies	Name	Present/ Apologies
Cameron Robson (CR) — Chair	Present	Paul Booth (PB)	Present
David Johnson (DJ) — Vice Chair	Present	John Devlin (JD)	Present
Neil Moules (NM)	Present	Bernadette Cawley (BC)	Present
Keith Moreton (KM)	Present	Deirdre Naylor (DN)	Present
Mgr Andrew Summersgill (AS)	Present	Margaret Stichbury (MS)	Present
Lynne Royle (LR)	Present	Maureen Cairns (MC)	Present

IN ATTENDANCE			
Stephen Johnson (SJ) Financial Director of the Trust	Present	Simon Gallacher – (SG) CSPTSA Director	Apologies
Julie Ioanna – Clerk	Present	Caroline Hyde (CH) - Assistant Director of Education, Diocese of Leeds	Present
Rob Martin ICT Development Team Data Cable Ltd.	Present before the start of the meeting and for the first item only.		

From 6pm to 6.40pm Directors were introduced to the G Suite for Education package and supported in accessing individual accounts by Robert Martin [RM] from the ICT Development Team at Data Cable Ltd.

The Meeting opened at 6.40pm.

NOTES	
Item No.	Agenda Item
1	Welcome and Opening Prayer
	<p>The Chair welcomed everyone to the meeting, especially RM from Data Cable, and thanked MC for hosting the meeting.</p> <p>RM informed Directors of the benefits to the Trust of using the G Suite for Education system and the accessibility of the features. Directors were talked through, with the aide of online access, how to:</p> <ul style="list-style-type: none"> • access individual accounts using Google Chrome • using personal and shared Team Drives • how to create and share documents • how to upload documents to personal and shared drives • use of the gmail accounts • the importance of logging out of your account at the end of a session otherwise the account will remain open and live (IPADS – close down) • the confidentially and data protection features of the system.

	<p>RM to share PowerPoint instructions for accessing the system with Directors and attendees. RM stated that he would respond to any requests for help via email or phone.</p> <p>Directors were encouraged to log and begin sharing information using Google Drive. Directors agreed but for the time being decided also to continue using the Outlook email form of communication until it is evident that Google Drive is used confidently by all Directors.</p> <p>AS led the opening Prayer. The chair welcomed all to the meeting especially MC who is attending her first meeting as a director and LS who is attending as an observer.</p>
2	Apologies for absence and consideration of consent of absence
	Apologies were received from Simon Gallacher who is ill and unable to attend the meeting. SG had sent information regarding item 14 to be given to the meeting.
3	Any other Business and requests for Agenda order variation
	None notified.
4	Confidentiality and declarations of interest
	<ul style="list-style-type: none"> • DJ and SJ are brothers. • DJ and SJ have a niece who is a teacher at OLV. • AS is a Trustee of the Diocese. • NM is employed in a secondary school in the area. • MS is a governor at St Joseph's Catholic Primary, Bradford. • CR, MS, AS, CH and SJ are members of the ST Anne's TIB. <p>Any confidential discussions that arise during the course of the meeting will be minuted in a separate document.</p>
5	Declarations of Pecuniary / Business Interest 2017/18
<i>Paper: Declarations of Pecuniary Interest 2017/2018</i>	Directors had completed the Declarations and these were passed to the clerk for scanning and sending to the FD. These will be made available to the auditors.
6	Register of Interests for Trust Website update <i>including meeting attendance</i>
<i>Paper: Declarations of Interest for Online Publication 2017/2018</i>	Directors had completed the Website Declarations and these were passed to the clerk for scanning and sending to the JD and FD. These will be posted on the website as per DfE regulations.
<i>Meeting Attendance data 2016 / 2017</i>	Directors agreed their attendance data for the previous Academic year which will be included on the Online Declarations.
7	Online Publication of Information
<i>Paper: Online Publication of Information – Checklist for Academies 2017/2018</i>	<ul style="list-style-type: none"> • Updated guidance on the Publication requirements for Academies SJ reported that all Trust schools had responded with completed checklists on website compliance and are on the TeamDrive. Issues raised are being addressed. • Trust Website – Access and Publication of Key documents Covered earlier. <p>SJ stated that The Holy Family School in Keighley is not yet a member of the Trust and proposed that the Registered Office for the Trust should be changed from Holy Family to St Joseph's, Keighley.</p> <p><u>Directors unanimously agreed to this proposal.</u></p>

	The address of the registered office will need to be on all Trust schools' websites.
8	Formally agree Terms of Reference [TOR /delegated functions] for Committees and Membership
<i>Paper: Committees' Terms of Reference 2017/2018</i>	<p>Directors considered and discussed the Terms of Reference [TOR] for Committees.</p> <p>MS stated that the TOR for the <u>Standards Committee</u> had been worked on extensively and she would email the most up to date version to Directors after the meeting. Directors stated that they would agree the TOR subject to any main amendments that are received from Directors.</p> <p>BC stated that the TOR for the <u>Audit Committee</u> are proposed as they have been circulated but the committee reserves the right to propose amendments as the need arises. As seconded. <u>Directors agreed the TOR as circulated.</u></p> <p>The <u>HTR Committee</u> meeting TOR were proposed by MC as circulated which included the continuation of the provision of a 'Rolling Chair'. MC stated that the agenda items would grow with the Trust as would the element of Peer to peer support and working together. NM seconded the proposal. <u>Directors agreed the HTRC TOR.</u></p> <p>DN proposed the <u>Finance Committee TOR</u> as circulated. PB seconded. <u>Directors agreed.</u></p> <p>MS proposed the <u>HR / Pay Committee TOR</u> as circulated. LR seconded. <u>Directors agreed.</u></p> <p>The Chair thanked all for their work on this.</p>
9	Minutes of Previous Meeting
<i>Paper: BCW TB minutes 20 July 2017</i>	<p>The Minutes from the previous meeting <u>20 July 2017</u> were considered and approved as a true reflection of the meeting.</p> <ul style="list-style-type: none"> • The Chair asked CH for the response to the request for more Foundation Directors. CH would make enquiries regarding this. MC asked whether it is appropriate for Academy Councillors to be nominated for these positions. CH agreed this was a good idea – also this request could be sent to all parishes of schools that will likely be joining the Trust in the future. The Chair asked that the permission of the Diocese be sought for this. CH agreed. • The contract for SJ has now been agreed and signed. • JD advised that the Risk register has been updated on the shared TeamDrive using all the amendments that had been proposed and agreed over the year. Directors were asked that agreed amendments are made to this document only going forward. • MC advised that SG had been working on the Leadership Development programme over the summer and had produced an up to date risk register regarding standards across schools which includes leadership as an area of risk.
10	Matters arising from Minutes and Action Log
	<p>Item 9: SJ to speak with ACox re audit of administrative capacity across the Trust. SJ had emailed Tracey Whitely – review of administration had not taken place by them. CH proposed that Nicola Dixon is an independent HR person and would be able to undertake this work on behalf of BCW. Action: SJ to contact Nicola Dixon.</p> <p>Item 11: JD would communicate with the Headteachers to ask for targets to be set as early</p>

	<p>as possible and that information to be fed back to the Standards Committee for scrutiny. JD advised that targets had been set by all schools and would be discussed by the HTRC meeting on 6 October 2017. These would be emailed out ready for the Standards Meeting in November before formal approval at the TB. Meanwhile schools are working towards these targets by schools.</p> <p>Item 14: Clerk to circulate information regarding Safeguarding training and table responses. Completed. There are a number of academy councillors who have not yet attended a session. The deferred final session will be arranged to take place in one of the Bradford Schools. MC will take this forward for arrangement with Yvonne Sinclair as a matter of urgency. Updates will be sent to the clerk for circulation.</p> <p>Item 17: A Working party consisting of LR, DN, PB and NM agreed to meet in August to identify the main Safeguarding policies and statutory policies that will be expected to be used in Trust schools from September 2017. This group has met regularly over the summer and completed a large body of work. Agenda item.</p> <p>MC asked about the Directors involvement in Headteacher Performance Management [HTPM] and asked how Heads request this. MS explained that training for Directors had been sought and the Diocese, via AC and CH, had proposed that they deliver this. Directors will need to be trained before they can sit on HTPM panels.</p> <p><u>Actions:</u></p> <p><u>CH agreed that she would follow this up as a matter of urgency.</u> It was noted that LR, BC, CR and DN will need to complete the training. DJ and MS will also undertake HTPM. An evening session will be arranged by CH. <u>In the meantime CH agreed to circulate the training PowerPoint delivered previously by Julie Noble to directors for information via the clerk.</u></p> <p><u>Dates for HTPM will be sent by Heads to the clerk for arrangement for director attendance.</u></p>
11	Chair's Correspondence and Actions
	<p>The Chair stated that he had received a letter from an Acquisitions and Mergers Company requesting to buy the Trust. This is not allowed under Diocesan regulations.</p> <p>For information the Chair stated that he had received 268 emails on Trust business since the last meeting. It was noted that additional directors who are able to undertake roles on the Board are needed in order to spread the workload.</p> <p>CH agreed with MS that an overall plan will need to be completed in order to ensure that an over-reliance on a small number of directors does not continue. Succession Planning will need to take place.</p>
12	Verbal Report from St Anne's TIB – summary of main actions only
	<p>The Chair informed directors that the Ofsted Report had been published and it was clear to all that there were a number of issues reported that had needed to be dealt with as a matter of urgency and many other issues that were requiring on-going work.</p> <p>The Chair reported that:</p> <ul style="list-style-type: none"> • The Trust Intervention Board [TIB] had met twice since the initial support meeting in June. A formal meeting had taken place during the summer. • The second meeting took place on 18 September at St Anne's. KC showed directors around the school on a learning walk to view the facilities and learning environment. • TIB members were surprised and disappointed at the poor state of the school and it

was considered that the learning environment is not conducive to good Teaching and Learning.

- The official response to the Ofsted Report, the Statement of Action, had been completed and returned before the deadline. The Chair stated that a great deal of work had been done by individuals in particular Angela Cox from the Diocese who had worked tirelessly to ensure that the response was comprehensive and credible
- Interim Consultancy support had been arranged through Katy Cox as agreed at the previous TB meeting and she has already spent a great deal of time at St Anne's and already completed a full set of observations of teaching.
- The challenges that the situation at St Anne's present is much greater than had previously been anticipated.
- The Parents' Meeting had taken place. MC reported that the meeting was very positive and went much better than expected. CH added that this good reception by parents is a reflection of how well the beginning of the year has been managed by KC and via good communications from the church and the TIB.
- There is a need to set up a collaboration agreement between BCWCAT and Bishop Wheeler CAT that would allow a joint committee to be formed to address in particular HR issues when a level of distance is needed. Schofield Sweeney will be asked to check the agreement.

Directors agreed to the setting up of a Collaboration Agreement with Bishop Wheeler CAT.

- SP is absent from the school and KC has been appointed as Consultant Interim Headteacher. SP is still the Headteacher at the school.
- The remuneration of KC will need to be addressed – SG has already applied for funding that should support this. The HR Committee will look at this.
- KC is concerned that the leadership Team at St Anne's does not have the capacity to bring about the rapid improvement that is needed at the school in the 18 months that has been allowed. KC is asking for additional help via the appointment of a Consultant Interim Head of School. This may not be on a full time basis.

The Chair proposed that KC is allowed to arrange for a Consultant Interim Head of School to support the rapid improvement that is needed at St Anne's. This was agreed by a majority vote with one abstention.

Directors discussed the issues around ensuring that the Trust has procedures in place to allow for the early identification of schools that are not performing as they should be doing. Directors agreed that they needed to reflect on their role to ensure that they perform so that the real situation at schools is known by the Trust. The setting of standards and holding schools to account needs to be consistently applied across all schools in order to avoid further surprises and to ensure that pupils are receiving the best education possible.

MC agreed that the same questions has been asked by Headteachers and the need to ensure that school to school support is identified for schools that are seen to be vulnerable. MC asked directors to state what the role of the Headteachers will be in this support process?

Directors agreed that KC will be attending the HTRC meeting and this forum will be the place to identify any school to school support that could be offered to St Anne's.

MS stated that the Standards Committee is seeking to ensure that the needs of schools are identified through the triangulation of information rather than relying on one set of information.

The Chair stated that SG will be tasked with being the eyes and ears of the level of standards across the Trust schools.

MS added that SG had drafted a Prioritisation of Trust Schools document in line with the LA levels – 1 being no concerns and 4 being high levels of support needed. Heads have been asked to undertake a self-evaluation and this will provide a level of information of vulnerability across the schools.

	<p>NM stated that the CSP offer available will be required. From SG. MS advised that the quality of data available to schools is paramount and consistency is therefore important. MC and JD agreed that buying into the LA data had been agreed by Heads. Directors agreed that schools wanting to join the Trust will be advised that this will be a pre-requisite. MS also advised that the Standards Committee is communicating with the Academy Councils [ACs] in order to obtain information and to see the challenge that is taking place at AC level. A proforma has been devised that will be sent to ACs with an accompanying letter requesting responses to some basic questions.</p> <p>The Chair stated that in order to better communicate with the ACs AS has suggested that a Conference in the New Year will be advantageous in growing relations between schools and between the Trust and schools.</p> <p>The Chair advised that at the last Board meeting some common objectives had been set for schools:</p> <ul style="list-style-type: none"> • Greater depth • GLD • RWM at KS1 • Performance of boys. <p>SG would be working with the Standards Committee to set standards across these objectives. The TB meeting in /December will receive information regarding standards for schools across these common objectives and other identified areas.</p> <p>LS advised that school had met that day with the assessment leaders in each Trust school to discuss and agree consistent reporting around half termly reading and maths tests – this information will be fed in the first instance to SG.</p> <p>MS advised that the committee had discussed the need to set standards for individual schools will be set in line with similar schools. The Chair agreed that this will act as an early warning indicator. NM stated that using targets for progress will be the fairest way of doing this across schools and across groups of pupils. Directors agreed.</p> <p><u>Directors agreed that LR would join the Standards Committee in order to increase their capacity.</u></p>
13	<p>Safeguarding across the Trust <i>including</i></p>
	<ul style="list-style-type: none"> • Safeguarding Training <p>The Chair stated that the safeguarding audit completed after the Issues raised by the Ofsted Report was the impetus behind the focus on safeguarding across all Trust schools. Training with Yvonne Sinclair [YS] has highlighted the challenges that face every school and the need to ensure that the Trust board and each Academy Council understands its responsibilities around safeguarding.</p> <p>JD explained that he had been in touch with YS and safeguarding audits have been arranged for every school. YS is very thorough and she has identified that the Trust Safeguarding Policies although they are detailed they are not detailed enough. A service level agreement will be agreed with YS to ensure that all policies and processes used in all Trust schools are completely up to date at all times and consistency will be assured.</p> <p>LS advised that her school had already worked with YS and the policies at St Walburga’s are more up to date than the Trust policies. LS asked what level of consultation will be used across schools going forward.</p>

	<p>The Chair stated that policies whilst still in DRAFT form will be sent to the HTR committee for comment before final agreement at Trust level. This will only apply to Trust wide policies.</p> <p>Directors discussed the wider implications of safety and the Chair added that the Trust response to the DfE includes the response regarding the Heath & 'safety aspects of being a 'Safe' school.</p> <p>JD advised that each school has a rolling Health & Safety audit undertaken by Adam Varley.</p> <p>LS advised that the response from reports from YS will need to include the continuing actions that are put in place throughout the year.</p> <p>The Chair agreed and added that Trust schools via their Academy Councils will be asked to detail their actions put in place in response to their Safeguarding Audits by the December Board meeting.</p> <ul style="list-style-type: none"> • Agreement of Safeguarding Policies <p>Directors agreed that although the policies are available further work will be undertaken after advice from YS and will be presented to the TB for agreement in December 2017.</p> <p>The Chair asked for a programme of work from YS with deadlines. JD will discuss this with YS. MC advised that YS will send updates continually throughout the year that will be then be agreed annually.</p> <p>The Chair thanked all for their hard work over the past 3 months.</p>
14	Standards and Targets Across the Trust
	<i>Covered in Item 12</i>
15	Communication with Academy Councils <i>including</i>
<p><i>Diocesan documents: Protocol; CES Code of Conduct; Skills Audit.</i></p>	<ul style="list-style-type: none"> • Conference <p>Directors discussed the arrangements concerning the agreed Conference. Directors discussed the formation of a working party to consider the content and arrangements for the conference.</p> <p>The Chair stated that he would circulate some proposed dates for a working party meeting. JD, PB, CR, NM, MS, BC, MC and KM expressed an interest in joining the working party.</p> <ul style="list-style-type: none"> • Diocesan documents sent to Academy Councils <p>Handbook</p> <p>NM showed directors the Handbook that he had compiled thus far and highlighted information:</p> <ul style="list-style-type: none"> • NM thanked Angela Cox for passing on Diocesan documents very quickly. • NM had also consulted governance handbooks from schools. • The Diocesan Protocol would be included in its entirety. • NM stated that the level of detail in the structuring of meetings will need to be decided – a rigid timetabling of AC meetings in line with Trust meetings if agreed will be very prescriptive • The content has been arranged under broad headings • An acronym breakdown is included. • A locked down digital copy will be available before the end of the year and in readiness for circulation at the 'conference in the New Year. • All feedback will be appreciated <p>The Chair stated that the proofing and editing group will work with NM in readiness for final approval by the TB in December.</p> <p>The Chair thanked NM for the enormous amount of work that he has undertaken on</p>

	<p>behalf of the TB.</p> <p>CH stated that Diocesan documents had been sent to Academy Councils for agreement:</p> <ul style="list-style-type: none"> • The Protocol document – to be referred to. • CES Code of Conduct – CH will send the Trust version to directors for agreement. • Skills Audit – not necessarily to be agreed by directors – aimed at ACs. [Directors are already appointed according to their skill set]
16	<p>Update from Finance Director</p>
	<p>- including progress on future conversions. SJ will focus on decisions to be made by the board.</p> <ul style="list-style-type: none"> • Appointment of Assistant Finance Director update <p><i>Papers:</i></p> <ol style="list-style-type: none"> 1. Financial Report to Trust Board 28 September 2017 2. Main Summary of all schools Financial information to date 3. Financial timetable 2017/18 <p>SJ directed the meeting to his financial report and highlighted a number of areas:</p> <p>Update on Financial timetable.</p> <ul style="list-style-type: none"> • All deadlines identified on the financial timetable (have been met • The Draft Budgets for all the schools for 2017/2018 due by 31 July 2017 were submitted on time. • SJ discussed the new requirement to provide a Land and buildings detailed return to the DFE by 31st October 2017 that was issued recently. The CES and Diocese have asked all Catholic Trusts not to complete this return until they have come to some agreement with the DFE about disclosures and all Catholic Trusts have to obtain agreement with the property department at the Diocese of Leeds before uploading the document. The same applies to land and building documents due for submission within six weeks when schools convert to academy status. <p>CH will consult with the Diocese as this information belongs to the Diocese.</p> <p>Management Accounts for the period ended 30th June 2017</p> <ul style="list-style-type: none"> • SJ had circulated the ‘Summary of Schools Financial Information showing the actual results compared to budget for four schools up to 30 June 2017 and two schools up to 31 July 2017. • The summary report shows that all the schools that converted in autumn have very positive budgets with anticipated surpluses. Our lady of Victories is expected to have a deficit. St Anne’s as previously discussed has a deficit budget but the amount of the deficit is decreasing due to cost saving measures that are now in place. <p>Budgets 2017/18</p> <ul style="list-style-type: none"> • The draft budgets for 2017/2018 were detailed and commented upon in the previous report dated 18 July 2017. • A summary reminder of the income, expenditure and Surplus / (deficit) was detailed in his report. • SJ advised that the situation at St Anne’s has now changed since the OFSTED visit and a new budget 2017/2018 will have to be prepared to take into consideration the changing circumstances. <p>Conversion update</p> <p>As mentioned in the his previous report at the July meeting, SJ explained that he has carried out due diligence on the following schools that have applied to the Diocese to join the BCWCAT:</p> <ul style="list-style-type: none"> • St Clare’s, Fagley • St Peter & Mary’s, Bradford

	<ul style="list-style-type: none"> • St Joseph’s, Bingley • Our Lady & St Brendan’s, Bradford • St Anthony’s, Clayton <p>SJ advised that he is awaiting confirmation from the schools and the Diocese that a formal conversion application has been made to the DFE and accepted before proceeding further to prepare for integrating the new schools.</p> <p>SJ explained that the advert and job description for the position of financial support is ready however the income from schools joining the Trust needs to be available in order to fund this position.</p> <p>SJ advised that he had also had emails from the Chair at St William’s wanting to apply to join the Trust and due diligence work had been carried out.</p> <p>It was questioned whether St William’s would be in a position to join the Trust and Directors discussed the issue of taking schools into the Trust and the issues regarding Ofsted judgments, falling numbers, the schools that present no risk and bring capacity and the schools that would require support from the Trust etc.</p> <p>Directors agreed that a group would meet to discuss this in detail. Action: MC, JD, SJ, SG, CR and BC agreed to be part of the group to discuss the issues affecting the timeline of new schools joining the Trust. A proposed timeline would then be prepared for presenting to the TB. Directors would need to give declare any personal relationship issues at this meeting.</p> <p>The Group would be looking at the order in which schools would join the Trust. AS suggested that the Group should start with the premise ‘why wouldn’t the Trust agree to take all the schools’. Other directors did not dispute this as a premise but suggested that the timeline of this taking place would need to be agreed however.</p> <p>MC asked about the premise of schools being admitted to the Trust – is the deciding factor the well-being of the pupils? NM advised that this is always the premise but the well-being of all Trust pupils would need to be taken into account for example if the admittance of a vulnerable school at a particular point in time would put at risk the well-being of other Trust pupils this would need to be considered. This may mean that more school to school support would need to be put in place to ensure that all pupils receive the best education possible and risk is minimized.</p> <p>Directors considered the issue of the RSC needing to be assured due to the inspection at St Anne’s that the Trust had the capacity and the capability to increase in size. SJ highlighted a concern that he had regarding the terms of the granting of the MAT expansion grant and the need to ensure that at least three schools are going to be joining the Trust before the year expiry date. CH advised that the wording of the terms of the grant state that a Trust must have made taken all possible steps towards the admittance of the new schools but issues could have caused a delay to the actual conversion – this is allowed under the terms. Directors were pleased to hear this clarification.</p> <p>Directors asked SJ whether Kevin Anderson [KA] had begun working on the Land and building issues at the proposed schools – SJ would investigate but stated that KA would probably not be able to do this until an Academy Order has been received. Directors acknowledged that there may some building issues at some schools that may delay conversion for those individual schools.</p> <p>The Chair thanked SJ for his report.</p>
17	<p>Update from Committee Chairs</p> <ul style="list-style-type: none"> • Standards committee

	<p><i>MS had covered this area earlier.</i></p> <ul style="list-style-type: none"> • HR PAY Committee MS explained that Nicola Coward from PactHR had been working with the committee on creating a Project Plan which will incorporate the main HR themes and tasks that will need to be addressed over the next year. Urgent items which have already been addressed on the plan include the major HR policies in particular the Pay Policy which has been reviewed and branded for the Trust. MS advised that there needs to be a decision made regarding the inflationary pay rise that is being proposed. The STPC are recommending a 1% pay rise except for M1 and M6 where a 2% pay rise is recommended. The Payment of 2% across the board is advised as being discretionary. The LA is now in consultation with the unions as the unions are stating that the 2% should apply to all points. <u>The HR PAY Committee proposes that BCWCAT should follow the guidance that is decided by Pact HR / LA after the consultation finishes.</u> <u>Directors agreed this proposal.</u> <p>Directors discussed the need for strict document control and the inclusion of the agreed date and the review date on the front cover of all policies agreed. It was suggested that a policy ledger should be created to record this information and to record the agreement and understanding of the Academy Councils. It would also need to be recorded that the staff in each school have received the necessary information to follow through on the agreed procedures. NM advised that the Handbook when complete will contain the essential information that staff will need to know to inform their practice and their employment with the Trust.</p>
18	Any Other Business
	<ul style="list-style-type: none"> • BC advised that the Trust will need to investigate the effect of the introduction of the GDPR [General Data Protection Regulations] and the actions that the Trust will need to take. The GDPR will be introduced on the 28 May 2018 and work will need to take place in preparation for this. Directors agreed and stated that YS will be asked about this. CH added that Bishop Wheeler Trust is working on this and will share this with BCWCAT. • Directors agreed that they will work on using the Team Drive and their google email in readiness for the next meeting.
19	<p>Dates of Next Meetings: <u>Trust Board - Thursday 7 December 2017 6.30pm</u></p> <p>Committees: HTR Committee – Friday 6 October 12.30pm venue: Ignis site HR / Pay Committee – Thursday 19 October 2pm venue: St Anne’s, Keighley. Finance Committee – Friday 20 October 10a.m St Joseph’s, Keighley Audit Committee – Thursday 16 November 6.30pm venue: OLV</p>
	The Chair thanked MC for her hospitality and closed the meeting at 10:05pm.

FUTURE MEETINGS

Date	Title	Location and time
Thursday 7 December 2017	Trust Board	St Joseph’s, Keighley 6.30pm

OPEN ACTIONS

Item	Action	Owner	Due	Update
10	SJ to contact Nicola Dixon regarding a review of administration.	SJ		
	CH agreed that she would follow up on safeguarding training as matter of urgency.	CH		

	CH agreed to circulate the training PowerPoint delivered previously by Julie Noble to directors for information via the clerk. Dates for HTPM will be sent by Heads to the clerk for arrangement for director attendance.	CH Heads		
16	MC, JD, SJ, SG, CR and BC agreed to be part of the group to discuss the issues affecting the timeline of new schools joining the Trust. A proposed timeline would then be prepared for presenting to the TB.	Group		
MINUTES AGREED AND SIGNED				
Chair		Date		