

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

Monday 19 March 2018



Title of meeting	Trust Board		
Date	Monday 19 March 2018	Time	6.30pm
Chair	Cameron Robson	Location	St Joseph's, Keighley

MEMBERS

Name	Present/ Apologies	Name	Present/ Apologies
Cameron Robson (CR) — Chair	Present	Paul Booth (PB)	Present
David Johnson (DJ) — Vice Chair	Apologies	John Devlin (JD)	Present
Neil Moules (NM)	Present	Bernadette Cawley (BC)	Present
Keith Moreton (KM)	Apologies	Deirdre Naylor (DN)	Present
Mgr Andrew Summersgill (AS)	Apologies	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	Present
Julie Ioanna – Clerk	Present	Anna Walker - Clerk	Observer
Caroline Hyde – Diocese of Leeds	Present		

The Meeting opened at 6.30pm.

NOTES

Item No.	Agenda Item
1	Welcome and Opening Prayer CR led the opening Prayer. The Chair welcomed all to the meeting
2	Apologies for absence and consideration of consent of absence Apologies were received and accepted from David Johnson, Keith Moreton and Andrew Summersgill
3	Any other Business and requests for Agenda order variation <ul style="list-style-type: none"> • CSPTSA - SG • Corporate support - DN
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	Minutes of Previous Meeting
<i>Paper: BCW TB minutes 8February</i>	The Minutes from the previous meeting 8 February 2018 were considered and approved as a true reflection of the meeting, with the exception of a correction to the spelling of Angela on page 4.

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6	Matters arising from Minutes and Action Log
	<p>Item 6 trust administrator – the advert closes after Easter. CH confirmed this could be included in the Diocese vacancy update and <u>JD to send to Angela Wicken the trust administrator advert.</u></p> <p>Item 6 St Williams – CH confirmed St Williams are in discussions with a school about a potential executive headship. LR confirmed due to logistics, it would not be appropriate for her to take on the role of governor at St Williams. <u>All to consider the St William’s governor role.</u></p> <p>Item 7 Chair’s Correspondence – HTRC minutes – reference was made to the confidential nature of these minutes and it was <u>agreed this group formed a formal sub-committee of the Trust Board and minutes should therefore be received in line with other committee.</u> There was a discussion about the cross over between standards and the HTRC TORs, and it was acknowledged that there was not currently an agreed information flow between the two committees. It was suggested that, for example, the standards committee required a flow of high level information to help them identify patterns and trends and to support objective setting, but that they did not themselves want to carry out a detailed analysis of raw data. Much of this analysis should take place at Academy Council level. The standards committee need to set the minimum data set they want to receive from ACs and the HTRC. <u>It was suggested the Trust needed to look at the practice of the other CMATs - JD to ask trust administrator to look into this.</u></p> <p>Item 11- Headteacher performance management – <u>it was agreed the Trust Administrator would coordinate this training with link governors (and CH).</u></p> <p>Item 10 – <u>The Trust Administrator to contact academy council clerks to relay requirements for standard agendas and minutes.</u></p> <p>Item 9 Academy Council Skills Audit – <u>It was agreed TIB members who are not directors would complete these and the Trust Administrator would coordinate this.</u></p> <p>Item 10 - The strategy session would also explore what the Trust central function would need to look like both at various stages of incremental expansion, and at full strength.</p>
7	Chair’s Correspondence and Actions
	<ul style="list-style-type: none"> • Chair referenced the Bishop’s letter, which all directors had seen. CH noted there would be a meeting on 1 May for the Bishop to brief all governors and all schools have been invited, and directors would also be welcome to attend. BC queried if the Bishop’s letter was in the public domain and CH confirmed it was. <u>Action for all to consider attendance at 1 May Bishop’s meeting.</u> • Chair received a letter from Father Michael regarding St Anne’s.
8	St Anne’s update
	<p>Chair provided an update from the Tuesday 13 March TIB, at which NM attended as Link Director. St Anne’s will require two/three years of support to regain stability and improve standards. There are significant teaching and learning issues.</p> <p>TIB authorised recruitment of permanent teachers to replace three agency staff. Chair noted the recent request from St Anne’s to headteachers asking for a year 3 teacher. JD noted the offer he made had been declined, as the teacher put forward was considered too inexperienced.</p> <p>There was some discussion about the reasons staff would be reluctant to move to a new school, including the prospect of leaving their class part way through a year; the impact on their performance objectives; and unfamiliarity with the curriculum and methodology of a new school. Reference was made to the potential incentives for staff to move, including financial reward and the opportunity for senior level mentoring. CH queried the SLE support available through the CSP and SG clarified a</p>

	<p>maximum of 15 days could be utilised as support, but this was not in the capacity as a class teacher.</p> <p><i>SJ joined at 8.10pm</i></p> <p>SJ highlighted the imminent cash flow issues at St Anne's and that cash flow support would be required from the Trust. <u>The approach to cash flow was agreed as an item for the strategy meeting.</u></p> <p><i>A confidential minute was recorded separately</i></p>
	<i>The meeting adjourned between 8.15 and 8.35</i>
9	St John's and St Winefride's head teacher recruitment
	<p><i>MC left the meeting at 8.35</i></p> <p><i>A confidential minute was recorded separately</i></p> <p><i>MC returned at 9.20pm</i></p>
10	Feedback from Trust Development Group and Conference
	<p>NM confirmed he and CH were in the process of developing a route map for schools joining the trust. The <u>link director job description would be completed by the end of Easter and would be circulated.</u></p> <p>NM has been through the conference feedback and there are a number of work areas being progressed. JD is increasing Twitter coverage and developing a communication strategy. FAQs are being developed for two audiences – academy council and a wider general audience. A leaflet has been developed for multiple audiences and <u>NM will circulate. All were asked to follow BCW on Twitter.</u> NM has drafted the newsletter and this will be circulated for comment. <u>All asked to provide good news stories and updates for the newsletter.</u></p> <p>It was agreed the <u>Trust Administrator would be asked to coordinate the date of the strategy session which would be held on a Friday evening.</u> One Education would support and write an action plan. <u>The strategy session would also explore what the Trust central function would look like with 12/15 schools.</u></p>
11	Safeguarding
	<p>BC noted the Audit Committee had not held a meeting and therefore academy council minutes had not been reviewed for safeguarding. A methodology needed to be established for Trust Board to receive academy council and safeguard lead reports. NM asked about the SCR check and JD confirmed he would be meeting Yvonne Sinclair, Independent Consultant. It was suggested <u>BC, as safeguarding trustee, carry out the SCR checks and BC will pick up with YS.</u></p> <p>NM suggested Trust Board should have lanyards and identification cards. <u>JD to action.</u></p> <p>There was a discussion about the safeguarding expectations of governors and that Yvonne Sinclair should be asked to deliver training. <u>It was agreed the briefing would be extended to all academy councils, staff and trustees. JD to liaise with YS to set this up.</u></p>
12	Updates from Committee Chairs
<p>Papers: Minutes of the HR/Pay Committee held 8 March 2018; Minutes of the Finance Meeting held</p>	<ul style="list-style-type: none"> HR <p>MS provided an update, noting some of the information had been covered under St John's and St Winefride's head teacher recruitment.</p> <p>St Wallburga's have extended the executive head post of Liz Snelling by one year and this was dealt with as Chair's action and ratified by the HR Committee. Consideration needs to be given to the leadership structure and a common approach to pay ranges, particularly in view of the increasing</p>

<p>15 March 2018;</p>	<p>number of executive heads. Academy councils require guidance about the pay award process and a reminder this is a Trust responsibility.</p> <ul style="list-style-type: none"> Finance DN provided an update on the approach to the central fund, noting schools currently pay £16500 per year, which equates to 1.54 per cent GAG and the Finance Committee's recommendation is to introduce a top slice approach that is based on a percentage of GAG and that this should be done before the next tranche of schools join. <u>Chair asked for this to be considered at the strategy meeting.</u> <p>The cash flow issue at St Anne's was discussed and SJ highlighted the school has £113k in the bank and £200 in outstanding orders. Trust Board should consider the introduction of loan arrangements to manage this situation. There was some discussion about the potential for loans to be granted from the central fund (MAT expansion grant) but there was agreement this was unlikely to meet the terms of the grant and the <u>approach to cash flow loans from school surpluses would be picked up at the strategy meeting.</u></p> <p>The Finance Committee recommended approval of the Finance Policy. CR suggested the Trust was in a different financial position and it was timely to review these principles. Chair has sent some initial feedback to SJ. <u>SJ to action Finance Policy feedback from Chair.</u></p> <ul style="list-style-type: none"> Standards The Standards Committee reviewed the school dashboard which highlighted issues around leadership stability, attendance and KS2 progress. The Standards Committee has asked for pupil exclusion data to be included on the dashboard. <p>In terms of persistent absence, Trust Board discussed the introduction of targets for attendance. <u>Standards Committee to put forward attendance target proposals to Trust Board.</u></p> <p>NM suggested the Standards Committee needed to look at how academy councils challenge standards in schools. <u>There was agreement the Trust needed to be clear with academy councils about the information it required and this would be covered in the strategy meeting.</u></p>
<p>13</p>	<p>GDPR</p>
	<p>Chris Wood from St Anne's will be taking responsibility for this and the identification of a data protection officer. He has already produced an Action Plan that will be shared across the trust schools.</p>
<p>14</p>	<p>Update from the Trust Finance Director</p>
	<p><u>SJ noted the VAT issue was not resolved and he would speak to the Finance Director at Bishop Wheeler who had obtained advice that confirmed headteacher activity did not attract VAT.</u></p>
<p>15</p>	<p>Policy Update</p>
	<p>No update</p>
<p>16</p>	<p>AOB</p>
	<ul style="list-style-type: none"> CSPTSA DN provided an update on CSPTSA Strategic Board, noting the meeting provided an update on the work of the CSP. DN recommended Trust Board read the CSP action plan to provide context around the breadth of activity undertaken by CSP. The Trust is currently utilising a disproportionate amount of SG's time, which represents about one day a week. <p>Enabling teachers to attend CPD could be an issue for schools because of the challenge of releasing staff and the Trust could consider the use of the MAT expansion grant in providing cover.</p> <ul style="list-style-type: none"> Corporate support

	DN noted her daughter in law works for a company who allow employees to volunteer in the charity sector and there is an offer of support to assist with an online training project. <u>DN will make introductions with Chair.</u>
17	<p>Dates of Next Meetings:</p> <p><u>Trust Board</u> - <u>24 May 2018, St Winefrides, 6.30pm</u></p> <p><u>Committees:</u> Weds 18 April HR PAY Committee St Joseph's, Keighley, 12 noon Thurs 3 May Finance Committee St Joseph's, Keighley, 9.30am Thurs 10 May Audit Committee Tbc, 6.30pm Mon 21 May HTRC Tbc, 12.30pm</p>
	The Chair thanked JD for his hospitality and closed the meeting at 10:40pm.

FUTURE MEETINGS		
Date	Title	Location and time
24 May 2018	Trust Board	6.30pm

OPEN ACTIONS				
Item	Action	Owner	Due	Update
6	JD to send details of the trust administrator vacancy to Angela Wicken, for inclusion in the Diocese vacancy bulletin.	JD		
6	All to consider the St William's governor opportunity.	All		
6	JD to ask the Trust Administrator to confirm other trusts' approaches to standards	JD		
6	JD to ask the Trust Administrator to coordinate headteacher recruitment training	JD		
6	JD to ask the Trust Administrator to contact academy council clerks and relay expectations of standard agendas and minutes.	JD		
6	JD to ask the Trust Administrator to provide skills audits to non-trustee TIB members.	JD		
7	All to consider attendance at 1 May Bishop's meeting.	All		
8	The approach to cash flow to be included on the strategy meeting agenda	Chair		
9	SJ to support MS in responding to St John the Evangelist governor finance query.	SJ/MS		
9	CH to coordinate St John/St Winefride's recruitment meeting after Easter	CH		
10	Link director job description to be circulated.	NM		
10	BCW leaflet to be circulated	NM		
10	All Twitter users to follow BCW.	All		
10	All to provide good news stories for inclusion in the BCW newsletter	All		
10	Trust Administrator to be asked to coordinate the date of the strategy session which would be held on a Friday evening	JD		
10	Trust central function with 12/15 schools to be included on the strategy meeting agenda. The strategy session would also explore what the Trust central function would need to look like both at various stages of incremental expansion, and at full strength	Chair		
11	BC to carry out SCR checks and link in with Yvonne Sinclair.	BC		
11	Trust Director lanyards and identification to be produced.	JD		
11	Governor, staff and director safeguard training to be arranged with Yvonne Sinclair.	JD		
12	Approach to finance top slide to be included on the strategy meeting agenda	Chair		
12	SJ to review Chair's comments on the Finance Policy	SJ		
12	Standards Committee to propose attendance target.	MS		
12	Academy council reports to be included on the strategy meeting agenda	Chair		

14	SJ to speak to the Finance Director at Bishop Wheeler about the application of VAT to headteacher activity.	SJ		
16	DN to make introductions to between Chair and corporate volunteer	DN		
MINUTES AGREED AND SIGNED				
Chair		Date		