

The Blessed Christopher Wharton
Catholic Academy Trust

Registered Office:
St Joseph's Catholic Primary School
Queen's Road
Keighley
BD21 1AR



Minutes of the Trust Board

Thursday 24 May 2018



MINUTES

Title of meeting	Trust Board		
Date	Monday 24 May 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	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)	Apologies

IN ATTENDANCE

Stephen Johnson (SJ) Financial Director of the Trust	Present	Simon Gallacher – (SG) CSPTSA Director	Present
Julie Ioanna – Clerk	Present	Ben Palmer	Present for item 12.
Caroline Hyde – Diocese of Leeds	Apologies		

The Meeting opened at 6.40pm.

NOTES

Item No.	Agenda Item
1	Welcome and Opening Prayer CR led the opening Prayer. The Chair welcomed all to the meeting and informed committee members that Dan Copley had intended to attend the meeting but then had to send his apologies due to a bereavement. The Chair advised that this would be the final meeting for DJ and KM as their term of Office had come to an end. The Chair thanked DJ and KM for the 4 years of hard work that they had given to the Trust.
2	Apologies for absence and consideration of consent of absence Apologies were received and accepted from Maureen Cairns. MC was initially going to be late but then had to send apologies as she could not get to the meeting.
3	Any other Business and requests for Agenda order variation <ul style="list-style-type: none">Trustee Training - MSPoem - JDNewsletter - NMDirector appointments – Chair The Chair asked for Item 12 to be taken after Item 4 in order to allow Ben Palmer to leave the meeting.
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 and a Director at St Camellia's Trust.
- 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.

Any confidential discussions that arise during the course of the meeting will be minuted in a separate document.

ITEM 12 **Communication Strategy** brought forward.

The Chair advised the meeting that it was important that alongside developing the Trust overall strategy the Communication Strategy and infrastructure needs also to be developed to ensure that the Trust branding itself appropriately and marketing itself effectively.

Ben Palmer (BP) had been asked to take a wider role across the Trust in the area of communication and marketing.

BP informed the meeting that:

- the Website is the window into the Trust and the Website does everything it needs to but is slightly cumbersome to navigate. BP highlighted examples of good practice from the Bishop Wheeler Trust that uses a similar platform to BCW, examples which could be used effectively by BCW. Each of the Partner schools has a page and each school runs its own page.
- Alternatively alongside the GSuite route the Trust could build its own website at a fraction of the cost. BP presented an example put together by DataCable to illustrate this. JD advised that this would cost £50 per year as oppose to £800 per year on their WEBanywhere licences. The interaction of Calendars and twitter feeds can still be used. This would be linked to Google docs so that changes are made to the master document which is then uploaded. A Good news story for example could be typed on Google doc and then put straight on the website.
- BP presented a short film which highlighted the possibilities that would be available through using this option.
- Twitter feeds are being developed and, at St Joseph's, Keighley, this tool is used to ensure that all areas of good practice are brought to the attention of the community and parish. The profile of St Joseph's has been raised through the attention paid to this area. The TV studios at St Joseph's also have a number of video's that go out weekly on feeds.
- Options were to keep the platform the way it is and develop it akin to the Bishop Wheeler platform and create a wow factor or chose the google route and build the Trust's own site which BP could support.

Directors discussed the incidence of tweeting and were informed that not all schools tweet but this was increasing. The IT leads from each school would need to drive this and JD confirmed that each school has someone who could drive this as the Trust will need all schools to be on-board. BP confirmed that teachers are usually the ones that quality assures the tweets and photos before they are posted. The pupils are fully engaged with this now at St Joseph's are active in choosing the information that should be made available about the school. E.g. tweets and photos from a practical maths lesson have been re-tweeted many times by other schools. The identity/faces of children that are not allowed to be shown will not be disclosed. Scrolling images and an on loop PowerPoint could be added to the Trust site depicting images from all schools and could be made as good as the Bishop Wheeler site.

Directors suggested that eye-catching videos etc. would be very useful for recruitment and showing potential leaders what the Trust and associate schools can offer. BP confirmed that certain areas of the site would contain the information that needs to be statutorily available e.g. School Complaints Policy.

The Chair asked whether all school have the appropriate level of hardware to enable them to

	<p>do this to the required standard as discussion at St Annes' for example has revealed that the hardware, not only for pupils but for teachers, is not fit for purpose and action will need to be taken in order for it to be at the same level as other schools.</p> <p>BP advised that with GSuite access to the internet is essential and St Anne's site is not conducive to good wireless access. Access in each classroom may be needed which is expensive thereafter a machine [chrome book] between 2 pupils would be suggested. Upgrading of older machines is possible and old kit is not disposed of but used to resource other projects.</p> <p>The Chair asked CW and BP to assess the needs at St Anne's and the possibility of upgrading machines for pupil use. BP advised that the wireless capability will be the main expense at St Anne's. JD stated that Datacable undertook a basic review previously and St Anne's had the poorest level of resource.</p> <p>The Chair proposed that reductions be negotiated where possible with Datacable and WebAnywhere as it could cost £30k for the St Anne's essential upgrade and the school does not have the money.</p> <p><u>Action: CW to meet with BP re the IT at St Anne's and bring a report to the next St Anne's Intervention Board meeting.</u></p> <p>Regarding the Trust website BP advised that he could populate the current site and develop the google platform alongside so that it could then become the main site when ready.</p> <p>Directors suggested that the Trust has already made an investment in google and it would therefore be reasonable to pursue this as it would also give the Trust the flexibility it needs. Directors considered whether the Headteachers would be on-board with the development of the google platform and JD stated that this would not be an issue for the Headteachers and would be discussed at the HTRC meeting.</p> <p><u>Directors agreed to develop the google platform as a matter of priority.</u></p> <p><u>BP left the meeting at 19.22.</u></p>
<p>5</p> <p><i>Paper: BCW TB minutes 19 March 2018</i></p>	<p>Minutes of Previous Meeting</p> <p>The Minutes from the previous meeting 19 March 2018 were considered and approved as a true reflection of the meeting, with the exception of a corrections to:</p> <p>Page 5: The Chair will send not the Chair has sent.</p> <p>Page 6: Top slice not top slide.</p> <p><u>With these amendments the minutes were agreed to be an accurate reflection of the meeting.</u></p>
<p>6</p>	<p>Matters arising from Minutes and Action Log</p> <p><u>Item 6:</u></p> <p>-Trust administrator to be appointed. Completed.</p> <p>-St William's governor opportunity – Individual Directors stated that they do not have the capacity to attend these meetings as they are fully committed. Directors suggested that governors on LGB's could be approached to consider joining the St William's GB. The Chair will write to CH on this.</p> <p>-JD to ask the Trust Administrator to coordinate Headteacher Performance training. JD will follow up on this and training can take place at any time. St Joseph's could host the training.</p> <p>– Directors raised the issue of having sufficient Directors to take part in the HTPM process at all schools and it was acknowledged this will be an issue with schools joining.</p> <p>Action: the Headteacher PM will be discussed further at HR committee level.</p> <p>Directors asked whether additional Directors will be appointed to increase capacity on the Board in order to be able to undertake the additional roles. The Chair confirmed this and that he has consulted the Diocese. He stated that letters of appeal are being written to LGB members and parish priests to increase capacity.</p>

- **Trust Administrator to contact academy council clerks and relay expectations of standard agendas and minutes.** Completed.

- **Trust Administrator to provide skills audits to non-trustee TIB members.** Completed.

Item 7:

- **All to consider attendance at 1 May Bishop's meeting.** MS had attended the meeting with the Bishop. The Bishop is very enthusiastic about the vision of the Diocese. Directors discussed the strategy for the Trust.

Item 8:

-**The approach to cash flow to be included on the strategy meeting agenda.** Cash flow was not discussed. The Chair proposed that an additional meeting needs to take place regarding finance as there is not enough time within a Trust Board meeting to discuss this in enough detail. DN advised that this had been discussed at finance committee and the details of the direction of travel are being questioned. **The Chair proposed that this is discussed at a full Trust Board meeting** and Directors agreed that vulnerability is increasing e.g there has been a recent rise to SEN payments to the LA. Directors acknowledged that some Trust schools have healthy budgets and others not and some have very lean staffing structures whilst others have a more luxury model.

Directors agreed this will need to be looked at and a common strategy developed to be rid of inconsistencies across schools along with strategies for maximising income and reducing expenditure to the right level.

Item 9:

- **SJ to support MS in responding to St John the Evangelist governor finance query.** Not completed as St John the Evangelist have now moved on from this.

- **CH to coordinate St John/St Winefride's recruitment meeting after Easter.** Completed.

Item 10:

- **Link director job description to be circulated.** - Completed.

- **BCW leaflet to be circulated** – Newsletter is ready to go.

Item 11:

- **Governor, staff and director safeguard training to be arranged with Yvonne Sinclair.** – this is being arranged. JD advised that training for staff which governors are welcome to attend will take place at **St Joseph's on 25 September at 4pm.**

Action: The Chair asked that YS deliver a training session for the Trust Board. JD will arrange this. Mid-October was identified as being the most suitable time.

Item 12:

- **Approach to finance top slice to be included on the strategy meeting agenda.** The Chair explained that this had been discussed but no final decision has yet been made. Further discussion will take place.

Item 14:

SJ to speak to the Finance Director at Bishop Wheeler about the application of VAT to Headteacher activity. SJ reported that the VAT issue has been sorted

Item 16:

DN to make introductions between Chair and corporate volunteer. Completed.

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Chair's Correspondence and Actions

The Chair advised that the majority of the correspondence he had received related to St Anne's and the recent Monitoring visit. The formal final report had now been received by the school and this was agreed by the TIB to be a fair and factually correct document. A discussion had taken place regarding the first DRAFT of the report as it stated that the Action Plan was not fit for purpose. When challenged it became evident that they had been corresponding with the wrong school and considering the wrong Action Plan. **This has now been resolved and the report does now**

	<p>conclude that the Action Plan is fit for purpose. The report acknowledged that the leadership of the school <u>has made effective progress.</u></p> <p>The Chair informed the Trust Directors that the pervious Headteacher <u>is no longer at the school</u> - requests for references should be sent to the Chair or Angela Cox from the Diocese.</p> <p>The Chair also advised that the <u>resignation has been received and accepted</u> on 24 May 2018 from Claire Speed, Year 3 teacher and SENCO at St Anne's.</p>
8	<p>Update on St Anne's</p>
	<p>a. Ofsted Visit Covered above. Directors were informed that the next visit will be probably take place in September 2018. MS advised that there have been 4 new teacher appointments for September and 1 more will now need to take place.</p> <p><u>KC is now the Executive Headteacher for a period of 3 years. PB will undertake the role of Head of School from September 2018 for a 3 year period.</u></p> <p>JD has already taken steps to appoint temporarily 3 Assistant Headteachers to support the interim Head of School. LR stated that the quality of the candidates was very high and this made the appointment difficult. JD advised that due to the overall changes to the contracts there will be a saving to the school of £10,600.</p> <p>The Chair acknowledged that the part time SENCO would be needed to support St Anne's and he asked JD to discuss this with KC as he would prefer that there was no cost attached to St Anne's.</p> <p>DN added that the Assistant Headteachers represented an area of expertise and a resource that the Trust should be able to access. School to school support across Trust schools was discussed and whether as an employee of the Trust they would be legitimately required to support other schools.</p> <p>The TIB took place the previous week and the restructure is taking place. The expectation is that the new contracts will be Trust contracts however the contracts are CSE contracts and cannot be changed by the Trust without agreement. The Diocese are looking to introduce this type of contract across all Academies but this may not be done in time for September 2018. Directors suggested that redeployment across the Trust also needs to be introduced.</p> <p>CW advised that a redundancy consultation is taking place at St Anne's regarding reducing the number of level 4 HLTA's from 4 to 1 and increasing the number of level 2 TA's. This consultation will take place into June but expenditure on staffing has to reduce due to the very large deficit at the school – this structure was the least negative impact in terms of redundancies and disruption to staff.</p> <p>In addition:</p> <ul style="list-style-type: none"> • The DfE are now saying the Emergency funding of £90K will not now be paid to St Anne's as on paper the Trust has sufficient resources. • There is a dispute between supply staff insurance companies which could result in the school not receiving an expected £65K that is due which is already included in the budget. • The IT upgrade just to bring the hardware up to standard to support teaching across the school will cost around £30k. <p>The Chair stated that the school has an £85K deficit at the moment with a plan to break even by the end of next year but this will not be possible if this funding is not received.</p> <p>SJ advised that he has been asked to inform the DfE how the Trust intends to spend its £500K 'surplus' - he will email the Chair and DN as Chair of the Finance Committee with his intended response.</p> <p>The Chair however added that Teaching and Learning is improving at St Anne's.</p>

	<p>b. Feedback from Learning Walk – the Learning Walk did not take place as the meeting was moved to St Joseph's.</p>
<p>9</p>	<p>GDPR readiness across the Trust</p>
	<p>Papers:</p> <ul style="list-style-type: none"> • GDPR Action Plan: Overview of proposed changes to working practice / areas to consider that GDPR will impact – This has been referenced to the proposed GDPR Data Protection Policy • Proposed GDPR Data Protection Policy: Model Policy for GDPR Data Protection. Proposed that this be adopted as the high level policy for GDPR. • Proposed Technology Acceptable Use Agreement – Staff: Model Agreement that has been updated in line with GDPR and from same source as proposed GDPR Data Protection Policy • Privacy Notice – Employee Information: Updated in line with GDPR. Document that would be made available to employees to understand how their data is handled. • Appendix 2: Draft list of documentation and information held by schools relating to staff. Requires timescales agreeing for duration documents/information is held • PACT HR GDPR Draft Policy: This may be more appropriate than the updated Employee Privacy Notice as its produced by PACT HR. Would still require appendix with details of timescales for duration documents/information is held • Privacy Notice – Pupil Information: Updated in line with GDPR. Document that would be made available to parents/pupils to understand how their data is handled. • Appendix 1: Draft list of documentation and information held by schools relating to pupils. Requires timescales agreeing for duration documents/information is held • GDPR Policies Recommendations: Overview of the contents for the GDPR Data Protection Policy, Employee and Pupil Privacy Notices • Bradford Council Privacy Notices for Applicants and Employees: May be considered in place of / as appendix to Proposed Privacy Notice/PACT HR GDPR Draft Policy <p>CW informed Directors that GDPR will be the new Data Protection regulations that will come into effect the following say on 25 May 2018. CW advised that the Action plan that will take the Trust to full compliance is in place and areas are being addressed. The Trust will need to be able to evidence that it is working towards compliance.</p> <p>CW highlighted key areas:</p> <ul style="list-style-type: none"> • The school will need to have confirmation from suppliers that they are GDPR compliant: e.g. SIMS, Payroll, PactHR, Incerts, Social Services, School Nurse / NHS, Microsoft, CPOMS. These have begun to be collated. • Compliance Statement / Policy: CW had accessed a policy from the School Bus site and highlighted key features of the sample policy which was cross checked against the Action Plan and confirmed the proposals of the Trust Board. • Produce and Admissions Data processing statement to inform parents how their / their child's data will be processed. Privacy policies are updated. • Agree timescale for holding data – presently no timescales in place. e.g how long data from job applicants will be held and how destroyed. Date mapping will need to take place in the first instance. • All Consent must be an opt-in process - not use Negative Consent on letters – e.g. Do you consent to your child's photo being used on the website. This would be an annual consent and parents/pupils would need to be informed how to withdraw consent. • Staff consent form to be added to starter pack (backdate for current staff). e.g or use of name and photo on website, notice board, letter. Previously no consent was gained. • Role of a Data Protection Officer (DPO) to be implemented Person would need

expertise of European Law and GDPR/ Can be a shared roll/ could be at Trust Level. CW advised that this also could also be a bought in service. The DPO would check the policies and procedures in place to ensure compliance.

- **IT Policy to be updated** – to include:

Email:

- Must be encrypted email for sending any personal data
- No sending personal data by email
- Look at GalaxKey – preferred by LA. Free encrypted service.
- Policy to include zero tolerance on use of personal email and linking school accounts to personal email.

BC questioned whether staff download pupil information onto private pc's.

This would not be allowed going forward and would be a disciplinary issue.

JD stated that there can now be 2 levels of authentication for hardware.

The Chair asked CW to confirm that Directors are allowed to use personal equipment. JD commented that this is allowed as long as correct encryptions and levels of authentication are used.

Directors discussed whether personal data is circulated. CW commented that this only applies to personal data and for most directors personal data will not be circulated. The Chair will be copied into personal data and the HR committee and any Director taking part in an appeal hearing.

DJ questioned whether staff contracts will be rewritten by the CES to be GDPR compliant and could we ask if the changes that the Trust has identified as necessary could be incorporated at the same time. Directors discussed this and acknowledged that the CES will need to ensure that the staff contracts are GDPR compliant. Action: this will be raised with the Diocese.

NC is unable to liaise directly with the CES.

The Chair questioned whether the procurement of Chrome Books for Directors should be considered in order to be fully compliant and reduce risk. JD would look to try to procure these as part of the IT hardware update. **Directors agreed that this should be considered if the budget allows but the teachers' IT requirement at St Anne's would need to be addressed first. Use of GalaxKey and accessing documents from the Google Drive may be sufficient - CW advised that a review of GDPR will take place and advice sought at this time on the requirements including retention periods.**

Memory Sticks / USB Drives:

- Must be encrypted for carrying personal data
- Policy to include zero tolerance on using memory sticks / usb drives
- Promote use of cloud based storage services

Laptops:

- Must be encrypted for carrying personal data
- Promote that Personal Data is not saved on the laptop - use cloud etc

Passwords:

- Create a Password Policy with specific time period for reset and character No/type for higher security

Governor / Trustee Email:

- Must be encrypted email for sending any personal data
- Try and avoid sending personal data by email
- Look at rolling out service such as GalaxKey- goggle search GalaxKey. SEN information is often sent by GalaxKey.
- Policy to include zero tolerance on use of personal email and linking school accounts to personal email

Files held electronically:

- Must be password protected if contain personal data

Paper files held:

- Must be held securely locked if contain personal data
- This may impact on books and pupil reports – in particular when taken home to be marked / worked on

Mobile Phones:

- Personal mobile phones must not be used to send personal data
- Personal mobile must not be used to access school email services
- Business Mobiles should be encrypted – look into built in encryption on Apple/Andorid

Windows Version to be updated:

- To move all PC's and Laptops running Windows to Windows 10 as this has encryption
- Windows 10 encryption – Bit Locker. Needs to be turned on as not default.

General Use of IT Equipment

- Zero Tolerance on machines been left unlocked
- Promote auto locking on windows – timeout
- Zero Tolerance on CPOMS being left unattended and visible when person away from machine – has blank screen option or log out

Home Equipment:

- Policy to include No Home Equipment Section – zero tolerance
- Items such as Laptops, iPads, Phones, need to be business use

The Chair questioned whether the DPO Role should be first put in place and whether this person could be appointed across the TSA/CSP and Trust. [the intention had been for Dan Copley to advise on this - he has accessed documentation from Browne Jacobsen].

CW explained that the DPO should be identified first as this person could bring a raft of documentation with them as part of the agreement.

CW advised on the following costings from a company called IT governance [specialists in IT, risk management and compliance].

- 6 schools - £7100 per year [over £1,100 per school]to include document toolkit including policies and procedures, DPO service, initial training, data mapping process.
- 20 schools - £18,350 per year [£874 per school].

Enquiries on costings from other companies are returning with quotes of £1000+ per term.

BC asked for the terms and conditions and what support would be on offer in terms of Information governance, cyber security and data breeches.

Action: Directors agreed that further costings would be obtained by CW from other providers and then a firm proposal be brought to the Chair and DN with the details of the service that is on offer with the appropriate costings.

Directors discussed the need to ensure that the secondary schools are fully engaged with this proposal and it was confirmed that both secondary schools have been contacted. Agreement has been obtained from Holy Family. CW added that the DPO would be ready to begin immediately after a decision is made.

It was proposed that a full review of provision would need to take place as the nature of the task would change over time and could then more easily be handled in-house.

CW advised that all the schools in the CSP have been sent the Action Plan and so have an idea of

	<p>what is needed. The Policy should now be sent with a note recommending the changes needed in regard to staff behaviour and to provide an idea of their IT needs going forward.</p> <p><u>Action: The Chair agreed and asked that an implementation plan should be completed for each school with the support from the DPO. CW would provide an updated action plan to Heads and Chairs in order that they are already working towards compliance.</u></p> <p>The Chair thanked CW for his presentation.</p> <p>9.05pm - A short recess was declared by the Chair.</p> <p>9.20pm – meeting resumed.</p>
10	<p>Update on Executive Head teacher recruitment St John’s and St Winefride’s</p>
	<p>The Chair stated that a meeting had taken place the previous week and a very positive discussion ensued:</p> <ul style="list-style-type: none"> • Both schools are very positive about the process and the Executive Head role that will be appointed. • Adverts will go out on 15 June for interviews for closing date on 29 June. • Applications will be sent to the Administrator ready for shortlisting to take place on 2 July. • Interviews are set for 9 and 10 July 2018. • Example adverts are being considered. <p>The Chair advised that a decision needs to be made on the various modes of advertising:</p> <ol style="list-style-type: none"> 1 Diocesan and Trust websites – free 2 Catholic Gazette - £416 plus vat for 15x11.5 advert. [not colour] 3 Times Education Supplement - £1800 – directors discussed whether the online option would be preferred with the Higher level communication option. The Chair would ask SB to investigate the online Times Ed. Costings if costs are per week. 4 Prospects £270 plus vat <p>Directors agreed options 1, 2 and 4 and 3 will be further investigated. The cost will be split between the two schools and the Trust as this is an appointment.</p> <p>All Parishes in the Diocese will also be emailed directly. JD to ask SB to enquire about emailing parishes in the Diocese.</p> <p>Directors agreed that all documentation needs to be ready by the previous Friday in case deadlines are earlier than planned. Time also needs to be available for proof reading.</p>
11	<p>Conversion Timetable and Trust Development</p>
	<p><i>Paper: Conversion Business Plan</i> SJ advised that SB emailed the above document.</p> <p>In order to plan the tranches of schools that could be joining the Trust SJ had written to all the schools to request details as indicated in the document and received information re land and building issues from the Diocese. Directors considered the document.</p> <p>The Chair stated that when the meeting took place with the Bishop he expressed a wish that Holy Family would join Tranche 1 and would be looking to solve the land issues that halted the conversion process earlier. JD advised that Holy Family would be expecting Ofsted after January 2019 and would be keen to first obtain a Good judgment before becoming an Academy. AS confirmed that this is also the opinion of the Headteacher Martin Hings. The monitoring visit at Holy family had been very promising and the school is on track to be good.</p> <p>Directors agreed to move Holy Family to Tranche 1 and move back to Tranche 2 if it becomes necessary.</p>

	<p>Directors agreed that the Conversion timetable is still DRAFT and not complete and for this reason would remain Confidential until September 2018 until the Diocese has confirmed the information. The Chair would speak with CH about the timetable.</p> <p><u>Trust Development</u> MS advised that committee chairs had met together to discuss development and the Trust Development Plan needs to be finalised before the end of the summer term. Directors agreed that they would attempt to hold a strategy meeting in the last two weeks in June. JD to liaise with SB regarding the timetabling of a date.</p>
12	<p>Communication Strategy</p>
	<p><i>Covered after ITEM 4.</i></p>
13	<p>Safeguarding Update</p> <p>BC informed Directors that;</p> <ul style="list-style-type: none"> • Safeguarding training for Directors has been arranged as discussed earlier on 11 and 18 October 2018. Directors agreed these dates. • April safeguarding update has been received • Audit of safeguarding knowledge and skills from Academy Board members – 4 schools rate their skills as excellent to middling; and on the remaining boards only 1 or 2 members stated that they have low level skills or need training. • Therefore there is a fairly comprehensive range of skills across the schools. <p>Directors acknowledged the new Keeping Children Safe in Schools Statutory Guidance 2018 that will be in place in September and link governors were encouraged to ask questions about safeguarding when they visit their school's Academy Board meetings.</p> <p>The Chair thanked BC.</p>
14	<p>Risk Identification</p>
	<p>BC reminded Directors that a discussion took place regarding ensuring that the Risk Register is more strategic and the following headings had been suggested:</p> <ul style="list-style-type: none"> • Financial [solvency, cashflow etc] • Standards • Safeguarding • Health & Safety • Recruitment & Retention • Buildings • SEND • Business Continuity • GDPR & Information Governance [inc. Cyber Security] <p>Directors discussed whether SEND should remain a separate category or is a sub-set of a broader field i.e. Standards and Financial.</p> <p>MS raised the issue of buildings and advised that this is not being addressed by any Trust Committee.</p> <p>Action: Directors discussed this and SJ agreed to investigate this with other Trusts.</p> <p>In addition the capital bids that are being submitted need to be tracked by the Trust. There needs to be a mechanism in place for information from Academy Councils to be collated at Trust level.</p> <p>BC advised that at the next Audit Committee meeting the risk register will be populated with the information relating to likelihood and impact.</p>

15	<p>Updates from Committee Chairs</p>
	<p>Papers: Minutes of the HR/Pay – 18 April 2018; Finance – 3 May 2018 including financial update from SJ; Standards – next meeting 17 July 2018; HTRC –27 March & 18 May 2018; HTRC –27 March & 18 May 2018; Audit Committee – 10 May 2018</p> <p>MS raised the issue of the timing of the Committee updates on the agenda as this often leads to reduced time being available for important decisions that need to be made from Committee recommendations. Directors discussed how they might arrange the work load better and the Chair stated that perhaps more frequent shorter meetings may need to take place. NM suggested that on-line ‘virtual’ meetings could take place in addition to actual meetings where background documentation could be reviewed. Directors agreed that the agenda items will be considered by the Chair.</p> <p>HR</p> <p>MS advised that:</p> <ul style="list-style-type: none"> • A thank you letter should be sent by the Trust to staff who are leaving - MS to send the information to SB to send out. • Reminder to link governors - Academy Councils should not be commenting to Headteachers regarding the recommendations made through HTPM as this is a Trust Board decision. This is detailed in a letter to be sent from CR to Chairs of Academy Councils. MS will investigate this letter. • The appointment letter of the administrator has not yet been received by the Chair. • The HR Action Plan is being worked to and some anomalies in pay band and scales were discovered at conversion and this needs to be checked during due diligence when new schools are joining the Trust. SJ advised that a plan for what happens when the anomalies are discovered needs to be in place as potentially this could lead to delays in conversion. SJ is following this up through Pact HR. • Training for HTPM for Directors and in particular Link Governors was highlighted as an area of need for Directors. <p>Finance</p> <p>DN advised that the committee had looked in detail at the overall financial performance of schools. [St Anne’s has been covered separately]. In particular OLV has been identified as having currently a £10,400 deficit whereas the budget predicted a £22k surplus for the year with monthly overspend of £2k over budget showing on CFR reports. The committee had been told that a grant of £14k is expected and a savings plan has been put in place. JD informed Directors that the overspend is due to the necessity of putting teaching and support in place for additional vulnerable children with SEN who have joined the school mid-year.</p> <p>DN further advised that St Winifred’s has submitted a B2 [revised] budget. They have submitted a plan to complete renovation work that was put on hold at conversion. Directors discussed the need to have a strategic oversight of the plans that schools are making in order to make judgments that are in the best interest of all schools.</p> <p>DN stated that the Finance Policy had been looked at and amended in line with identified revisions. The Chair will look at the revised policy.</p> <p>DN advised that in conjunction with the CR the 2% pay award has been agreed for Trust schools and SJ stated that this would cost the Trust an additional £94K to implement. Directors agreed that the Trust had no choice but to agree this.</p> <p>A Financial strategy is being looked at and one of the propositions is that firstly the top slice is changed to a percentage of GAG, as discussed at the previous Trust meeting, and secondly that this charge is higher than last year as the Central Costs have increased and will need to increase further in order to create a robust central service capable of having oversight of a much higher number of schools.</p>

Directors discussed the issues of schools presenting deficit budgets and it was noted that this request to the Trust Board can only take place as a last resort and must be accompanied by a plan to take the school out of deficit, including the use of staffing restructures, in the case of St Anne's.

BC advised that staffing structures had been looked at by the audit committee and although some schools are very heavily staffed, others are not and may be experiencing shorter term challenges e.g. maternity cover as at St John the Evangelist; that will not involve a long term deficit. The Chair agreed that these are the type of situations that would need to be explained to the Trust Board in order for a deficit budget to be agreed.

Directors noted that St John's had been allowed a deficit budget this year as it would stated to be for one year only. The use of 3 year budget predictions was agreed as a good way of ensuring schools are planning and tracking for the longer term. Directors noted that although costs for the Executive leadership position are not fully known it should mean an overall reduction in costs for the school.

SJ stated that the setting of the figure for top slicing needs to be high enough to allow for expansion of central services but not too high that it forces schools into a more difficult position.

DN proposed that schools be told to budget for 2% but the Trust will only be taking 1.54% unless it is needed centrally. The Chair seconded this proposal. **Directors unanimously agreed.**

In addition SJ advised that:

- All the returns that needed to be done by 21 and 31 May have been completed.
- The Interim Audit will take place on 11 and 12 June at the three Bradford Schools for the same price as last year when the three Keighley school were audited.
- Cashflow at St Anne's is being managed by the delaying of the VAT payment to the other five schools [unless this is needed by the other schools].

The Chair thanked both DN and SJ for their report.

- **Standards**

MS reported that an additional meeting was held on 16 April 2018 was scheduled to devise and progress a plan for the monitoring of Standards within BCWCAT. The committee are proposing the following plan:

Standards Action Plan

- Develop an effective focus on school improvement, including the embedding of excellence and deploying best practice
- Establish common assessment and data collection systems with easy triangulation for data corroboration and using software for all audiences
- Set aspirational Trust wide targets and create a Standard assessment calendar
- Create a tracking/monitoring tool for Academy Councils
- Create a standard dashboard which allows the committee to easily identify outliers

The Committee is therefore recommending that Trust schools should use FFT which will provide a consistent quality of data that can be more easily accessed and assessed at Trust Committee level. SG confirmed that all schools use FFT at the moment. NM advised that for secondary schools the FFT produces a range of target data for the end of KS4. For Primaries the Trust is looking at FFT 20 which is aspirational for the majority of schools and compares similar schools more fairly. MS confirmed that the Trust would also use FFT 5 for more aspirational targets for the higher attaining schools. Directors agreed that FFT is very good for target setting.

Proposal is that training on FFT would take place on place on 17 July. [This date could change] and Local Governors and Directors could be invited. **Directors agreed this training.**

Absence/Attendance target MS advised that the national target for Attendance is 96% and Directors discussed whether this was aspirational enough.

Directors agreed that from September 2018 the target will be 96.5%

Directors discussed the target for persistent absence [pa] and it was noted that the national average is 8.3% and 2 schools are very high with pa.

Directors agreed that the target for pa will be 8%.

It was also agreed that Chairs of Academy Councils are notified of the key targets and ensure that the agenda template for Academy Councils lists the key focus areas. NM to email SB with this.

Headteachers' Reference Committee [HTRC]

JD advised Directors that the Heads group had discussed:

- Having a common format for a School Improvement Plan. Targets will be included at the beginning of the document; the new attendance targets will now be added.
- SEND spending comparisons.
- Benchmarking spend and the Catering tender which will a huge tender across the Trust. [3 quotes are being obtained]
- School Improvement Plans will be submitted by 24 September 2018.
- Target setting was also discussed.
- SATs results are not out until 10 July which is later than normal.

St Anne's TIB – 22 May 2018

The Chair had covered St Anne's under item 8.

Audit Committee - 10 May 2018

- BC informed Directors that the Committee is not clear on the CPD that is available for support staff through the CES. SG stated the majority of the training available through the CSP is for teaching staff. BC added that the concerns were due to the fact that support staff are the ones mainly who are supporting pupils with complex needs perhaps on a 1:1 level and schools are reporting that SEN support level needs are increasing. JD advised that much of the training on complex needs can be accessed free of charge e.g. through the Autism Society. Training such as safer handling is usually bought in as it affects a high number of staff across the two schools.
- The Audit committee were asking whether a development plan for support staff is needed to ensure that those supporting vulnerable pupils across schools have sufficient skills.
- Directors agreed that Headteachers will be asked to discuss this need across their schools at the next HTRC meeting.
- The Chair suggested that development plans will be needed for all sectors e.g. office staff.
- Health and Well Being was also agreed to be an area for discussion as supporting pupils with complex needs can be stressful. BC proposed that this could be included in the discussions on Health & Safety.
- SG advised that there will be training offered from September on 'Mentally Healthy Schools' and the Chair asked that the HTRC discuss this and identify Champions that could drive this forward across the Trust.

The Chair proposed that Internal Audit [assurance] needs to take place that will provide the Trust with an objective view of the quality of internal processes, areas of control and management of risk.

BC advised that the next Audit committee meeting has been moved to the 5 July 2018 at St John the Evangelist.

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Any Other Business

- Training – MS requested that training be added to the agenda in order that the development of Directors is addressed at each meeting. MS informed Directors that an Ofsted update was given at the end of the meeting with the Bishop and changes to the timings of inspections have been made. SG agreed and added that the window for inspections for good schools will now increase from 3 to 4 years and Outstanding schools will no longer be exempt from inspections.

	<ul style="list-style-type: none"> • Newsletter – NM circulated copies of the completed Newsletter and asked for items to be included in the next edition which will probably be sent out in the first term of the next year. Directors agreed that a copy to the RSC and BC suggested that the RSC could be invited to visit the Trust. This was agreed and NM would add the RSC to the twitter circulation feed. • MS informed Directors that the government is suggesting that Universities should sponsor academies or at the very least sit on Academy Boards. Directors discussed the need to market the Trust to Local Universities and Colleges in order to attract potential new members. BC will investigate where to obtain further information regarding this. • The Chair informed Directors that the terms of office for the majority of Directors will be coming to end shortly. DJ's term of office ends for example on 1 June 2018 and everyone else is going to end on 31 July 2018. DJ and KM will not be applying for re-appointment. Directors were asked to complete the circulated documents, not in great detail but making reference to the work/committees that you have been involved with over your term of office. The eligibility declaration section will need close attention and Directors will need to be practising Catholics and will not be eligible if they are related to any member of the staff at any Trust [or aspirant] school. Any questions should be directed to Angela Wicken. The Chair asked Directors to complete the forms as soon as possible and send to CH or AW. <p>The Chair informed the meeting that a pupil at St Joseph's, Briony in Year 6, had written a poem and received an award for this at the school today. The Chair had tweeted that this poem would be read to Directors this evening at the Trust Board meeting.</p> <p>JD read the poem and photos were taken to put on the Trust/school website. Directors were extremely impressed by the high quality of the poem and congratulated Briony for producing such a beautiful piece of writing.</p>
17	<p>Dates of Next Meetings:</p> <p>Directors discussed the scheduling of the next meeting as the Chair would not be available on the allocated date. Directors agreed that the next Trust Board meeting will take place on:</p> <p><u>Trust Board - Thursday 12 July 2018 St Joseph's 6.30pm</u></p> <p>MS proposed that training be offered on FFT to Academy Councils in the Autumn Term due to timetabling issues</p>
	<p>The Chair thanked JD for his hospitality and the meeting closed with prayer at 11pm led by AS.</p>

FUTURE MEETINGS

Date	Title	Location and time
Thursday 12 July 2018	Trust Board	6.30pm St Joseph's, Keighley

OPEN ACTIONS

Item	Action	Owner	Due	Update
6	CW to meet with BP re the IT at St Anne's and bring a report to the next St Anne's	CW / BP		

	Intervention Board meeting			
6	The Chair asked that YS deliver a training session for the Trust Board. JD will arrange this. Mid-October was identified as being the most suitable time.	JD		
6	Approach to finance top slice to be included on the strategy meeting agenda			
9	Directors discussed this and acknowledged that the CES will need to ensure that the contracts are GDPR compliant. Action: this will be raised with the Diocese.	SJ/ MS/Chair		
9	Directors agreed that further costings would be obtained by CW from other providers and then a firm proposal be brought to the Trust Board with the details of the service that is on offer with the appropriate costings.	CW		
9	An implementation plan should be completed for each school with the support from the DPO. CW would provide an updated action plan to Heads and Chairs in order that they are already working towards compliance	CW		
14	MS raised the issue of buildings and advised that this is not being addressed by any Trust Committee. Action: Directors discussed this and SJ agreed to investigate this with other Trusts	SJ		
MINUTES AGREED AND SIGNED				
Chair	Cameron Robson	Date	12 July 2018	