

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

13<sup>th</sup> September 2018



<b>MINUTES</b>			
Title of meeting	Trust Board		
Date	Thursday 13 September 2018	Time	6.30pm
Chair for meeting	Vice-chair Neil Moules	Location	St Joseph's, Keighley

<b>MEMBERS</b>			
Name	Present/ Apologies	Name	Present/ Apologies
Cameron Robson (CR) — Chair	Apologies	Deirdre Naylor (DN)	Present
Neil Moules (NM)	Present	John Devlin (JD)	Present
Mgr Andrew Summersgill (AS)	Present	Paul Booth (PB)	Apologies
Lynne Royle (LR)	Present	Maureen Cairns (MC)	Present
Margaret Stichbury (MS)	Apologies		

<b>IN ATTENDANCE</b>			
Stephen Johnson (SJ) Financial Director of the Trust	Present	Simon Gallacher – (SG) CSPTSA Director	Apologies
Julie Ioanna – Clerk	Present	Caroline Hyde – Diocese of Leeds	Apologies

**The Meeting opened at 6.40pm.**

<b>NOTES</b>	
Item No.	Agenda Item
<b>1</b>	<b>Welcome and Opening Prayer</b>
	<b>AS led the opening Prayer.</b> As the Chair was absent from the meeting the vice-chair, Neil Moules, welcomed all to the meeting and took the chair.
<b>2</b>	<b>Apologies for absence and consideration of consent of absence</b>
	<b>Apologies were received and accepted from Cameron Robson, Margaret Stichbury and Paul Booth.</b>  Simon Gallacher and Caroline Hyde were also unavailable for the meeting.
<b>3</b>	<b>Any other Business and requests for Agenda order variation</b>
	<i>Paper: KCSIE - read and understood Declaration for Directors 2018/19</i>  <ul style="list-style-type: none"> <li>• Standards – MC</li> <li>• Safeguarding <ul style="list-style-type: none"> <li>➤ The clerk circulated the dates for the safeguarding training for directors and Academy councillors to be delivered By Yvonne Sinclair (YS) and these were agreed to be: <ul style="list-style-type: none"> <li><b>11 October – St Joseph's, Keighley 6pm start, and</b></li> <li><b>18 October – St Winefride's 6pm start.</b></li> </ul> </li> </ul> </li> </ul>

	<p>Directors were informed that they were also welcome to attend the training taking place for Keighley Primary staff on:  <b>25 September – St Joseph’s, Keighley 4pm start.</b></p> <p>➤ The clerk referred directors to the updated <b>Keeping Children safe in Education</b> document and the changes to the area of peer on peer abuse that have been made. The ‘KCSIE - read and understood Declaration for Directors 2018/19’ document was circulated and those directors present who had completed reading the document returned the forms. Others are asked to complete theirs after reading.</p> <p><b>NM enquired whether staff were going to be tested on content and understanding of the KCSIE procedures and school protocols.</b>  JD explained that he had discussed this with YS and she was working on being able to do this through the survey monkey app.</p> <p><b>JD also confirmed that all Trust Safeguarding documentation would be updated by half term and uploaded to the Website.</b>  <b>JD advised that the curriculum delivered in schools will need to reflect the changes that are included – curriculum will be a major topic for Ofsted this year and next year after changes have been made to the Inspection Framework.</b></p> <p>JD informed directors that the ‘<b>Safeguarding - Year of Safety</b>’ has been launched across Keighley and every school in Keighley has signed up. JD advised that the perception of Keighley as being one where children are vulnerable will need to change. <b>School Attendance</b> will be one of the main themes of this initiative.</p>
4	<p><b>Confidentiality and declarations of interest</b></p>
	<ul style="list-style-type: none"> <li>• AS is a Trustee of the Diocese and a Director at St Camillus Trust.</li> <li>• NM is employed in Oakbank Secondary school.</li> <li>• AS and SJ are members of the ST Anne’s TIB.</li> </ul> <p>Any confidential discussions that arise during the course of the meeting will be minuted in a separate document.</p>
5	<p><b>Declarations of Pecuniary / Business Interest 2018/19</b></p>
	<p><i>Paper: Declarations of Pecuniary / Business Interest 2018/19</i></p> <p>Completed forms were collected and those directors who have not yet completed the forms are reminded to do so as soon as possible as these forms are required for audit purposes.</p>
6	<p><b>Register of Interests for Trust Website update</b> Trust meeting attendance</p>
	<p><i>Paper: Declarations of Interest for the Trust Website 2018/19</i></p> <p>Directors had been asked to check their meeting attendance as it appeared on the document as this would be made public on the website and would also need to be included in the Annual Statement of Accounts to the DfE.</p> <p>Completed forms were collected and those directors who have not yet completed the forms are reminded to do so as soon as possible as these forms are required for uploading to the website. Collected forms were passed to SJ for filing.</p> <p>Directors present agreed their attendance for the previous academic year.</p>

<b>7</b>	<b>Online Publication of Information</b>
	<p><i>Paper: Website checking Template for Academies 2018/19</i></p> <ul style="list-style-type: none"> <li> <b>Guidance on the requirements for Academies</b>  The clerk referred directors to the circulated checking template that can be used by the Board and Academy councils to check their websites for compliance.  SJ advised that the Trust Administrator is working on updating the website. </li> </ul>
<b>8</b>	<b>CES Code of Conduct for Academies</b>
	<p><i>Paper: CES Code of Conduct for Academy Trust Boards 2018/19</i></p> <p>Deferred to next meeting when all directors will be present.</p>
<b>9</b>	<b>Agree Governance structure and Delegation to Committees including Local Academy Council Committees</b>
<b>10</b>	<b>Agree Terms of Reference for Committees</b>
	<p><i>Paper: Terms of Reference for Finance, HR, Audit and the Headteachers Reference Committee 2018/19.</i></p> <p>Directors reviewed the documents and NM advised that the <b>Strategic Meeting that took place in the summer</b> had discussed the <b>role and effectiveness of committees:</b></p> <ul style="list-style-type: none"> <li>➤ The duties that had been delegated to the Standards Committee would now be addressed by the full Trust Board as it was deemed essential that all directors understood the levels of progress and Attainment across the Trust Schools and are able to hold all schools to account.</li> <li>➤ The remit of the Audit Committee has been reviewed and it has been agreed that there should be an increase in the level of external moderation of this committee. The membership will contain 2 directors from the Trust (Lynne Royle and 1 other), Wesley McGlinchey has agreed to be a non-Trust member and other potential members have been approached. This will be confirmed at the next meeting.</li> <li>➤ The remits for the Finance, HR and HTR Committee were agreed but would be reviewed by committees at their first meeting.</li> </ul>
<b>11</b>	<b>Agree Membership of Committees</b>
	<p><i>Paper: Committee Membership as at 2017/18.</i></p> <p><b>Directors reviewed the membership and agreed that:</b></p> <ul style="list-style-type: none"> <li>➤ The Finance Committee would be strengthened and would receive the final draft of Accounts from SJ after he had reviewed all school accounts.</li> <li>➤ Paul Booth would attend the HTRC as Head of School at St Anne's.</li> <li>➤ The Trust Board would now receive the Standards Data which will be essential when preparing for the meeting with the RSC.</li> </ul> <p><b>NM advised that the meeting with the RSC had been brought forward (as for all schools in special measures) and will now take place on the 23 October.</b> Directors discussed the preparation for the meeting and when CR and MS return from Holiday additional discussion will take place and further advice will be sought from the Diocese. A panel of available members will be agreed. Directors acknowledged that the RSC will be asking difficult questions of the Trust and the panel members will need to be able to respond appropriately. An update from the TIB at St Anne's will be needed and the TIB discussed this at their meeting that took place 2 days previous.</p>

	<b>JD advised that a discussion regarding ST Anne's</b> is also due to take place the following week at the Headteachers Reference committee meeting to ensure that a full understanding of the position of the school is understood by partner Headteachers.
<b>12</b>	<b>Agree Link Directors</b>
	<p>Directors agree that a full list of the link/named directors would be agreed at the next meeting. The following positions were discussed:</p> <ul style="list-style-type: none"> <li>➤ The Oversight Director for St Anne's is agreed as being Neil Moules.</li> <li>➤ The link Director for Standards was agreed at Strategy meeting as Maureen Cairns.</li> <li>➤ The Accounting Officer is John Devlin.</li> <li>➤ The Safeguarding named governor will need appointing as this was BC whose Term of Office came to end.</li> <li>➤ Lynne Royle agreed to be the named Director for Catholic Life of Schools.</li> <li>➤ Named Director for GDPR will be Cameron Robson.</li> </ul>
<b>13</b>	<b>Minutes of Previous Meeting - 12 July 2018</b>
	<p><i>Paper: BCWCAT Trust Board Minutes 12 July 2018.</i></p> <p><b><u>Directors agreed the minutes as an accurate reflection of the meeting.</u></b></p>
<b>14</b>	<b>Matters arising from Minutes and Action Log</b> <i>not on agenda</i>
	<p>Directors were referred to the circulated minutes and reviewed the action log:</p> <p><b>8</b> – SJ informed directors that a contract with DPO Centre Ltd for GDPR oversight is not yet finalised but still in negotiation. CR and CW will be meeting with the Company.</p> <p><b>9</b> – the Strategy Meeting took place as planned and minutes from the meeting had been circulated previously. This had been a very useful meeting and allowed directors the opportunity to discuss specific subjects in more depth e.g. finance, audit and standards.</p> <p><b>13 - Recruitment St John's/ St Winefride's</b> – directors were updated that no appointment had been made and emergency discussions were to be held with the Chair and Emmaus recruitment. Directors discussed the plans for January 2019 if the situation remained the same.</p>
<b>15</b>	<b>Chair's Correspondence and Actions</b> <i>Including:</i>
	<ul style="list-style-type: none"> <li>• <b>Update on Executive Head recruitment for St John's and St Winefride's</b> NM referred to earlier discussion.</li> <li>• <b>Feedback and actions from strategy meetings</b> NM referred to earlier discussion in feedback from the meeting and directors discussed additional topics, including the need to appoint a <b>Lead Director for Standards</b> to improve the <b>mechanism for challenge</b> that the Trust has in place</li> </ul>
<b>16</b>	<b>Setting Headteacher Objectives</b>
	<p>Directors discussed the setting of objectives for Headteachers and the need to ensure that an objective linked to the Development of the Trust was included.</p> <p>The clerk reminded directors that the HR committee had proposed and the Trust Board had agreed that due to a lack of resource directors would no longer take part in the individual HTPM panel meetings. Quality Assurance of the external advice to the panels would take place with support from the CSPTSA and through One Education. Clear guidelines are being provided via letters to Academy council chairs detailing the non-negotiables regarding HTPM including the referral of any changes to pay to the Trust Board, and the inclusion of a Trust objective (to be agreed).</p> <p><b>Directors agreed that this would ensure that the vision of the Trust and the Diocese would be a priority with all schools.</b></p>

	<p>Directors were reminded that the Diocese had a strategy for expansion which means that the impact on leadership development across the Trust is huge. The areas of:</p> <ul style="list-style-type: none"> <li>➤ Success planning</li> <li>➤ Future leaders, and</li> <li>➤ Trust growth</li> </ul> <p>will be key to ensuring the Trust is fit for purpose to meet the needs of the expansion strategy.</p> <p>Increased levels of communication with chairs of Academy councils has been identified as also being key to ensuring that the Trust message is disseminated effectively through to all governors.</p>
<p><b>17</b></p>	<p><b>End of Year Accounts and Finance Update</b></p>
	<p><i>Paper: DRAFT Finance Policy - September 2018.</i></p> <p>SJ referred directors to the circulated DRAFT updated Finance Policy that had been worked on by the Finance Committee. The Key financial principles had been included and the matrix of responsibilities.</p> <p><b>LR proposed that the Finance Policy is agreed by the Board. NM seconded. All present agreed.</b></p> <p><b>NM enquired about the work of the auditors.</b>  SJ advised that at present he was compiling the information and data in preparation for a meeting with the auditors on 30 September. The DRAFT End of Year Accounts had been circulated to directors and the Trustees Report will need to be finalised. The section concerning St Anne’s is being updated and will be recirculated to directors for consideration.  By the middle of October a complete DRAFT will be ready for the Auditors and will be presented on 5 November.</p> <p>The final sign off by the Trust will take place at the Trust meeting on 6 December and will need to be uploaded to the DfE by 31 December.</p> <p>Directors discussed the updated Financial Handbook and the higher levels of accountability that are now in place.</p> <p>SJ informed directors that the contract with PactHR is up for review and ends on 28 September. In line with Procedures SJ had sought 3 tenders from 3 providers.  Tender A – this company was unable to offer the full range of services that the Trust needed.  Tender B – range of service available but add on costs would make this cost prohibitive.  Tender C - Trust members acknowledged that there had been some issues over the life of the present contract but key personnel had been committed to the Trust and had been successful in liaising with the Diocese. NC had attended every HR meeting and had been available for advice - Tender B could not guarantee this service which the HR committee identified as being essential.</p> <p><b>SJ suggested that a 3 year contract could be agreed that would include an annual review and 3 months’ notice – termination would result in loss of discounts for that year.</b></p> <p><b><u>As proposed this model of contract. JD seconded. All present agreed.</u></b></p>

<b>18</b>	<b>Any Other Business</b>
	<p><b>Standards</b> MC explained that as Link Director for Standards she had been exploring the actions that will be needed to improve the mechanisms for the scrutiny of standards across the Trust Schools.</p> <p>Key areas were identified and the need to ensure that directors are aware of:</p> <ul style="list-style-type: none"> <li>➤ standards that are in line with National, above and below.</li> <li>➤ progress across groups by gender , Pupil Premium (PP) and English as an Additional Language (EAL).</li> <li>➤ lines of enquiry that need to be in place across the Trust e.g. progress of Year 2 students.</li> </ul> <p>MC stated that the HTR committee identify key areas across the schools and a greater level of analysis will take place. Information will be evaluated to a greater extent than hitherto across the different groupings. As Link Director MC would report to the Trust Board and will be questioned on individual schools causing concern and also issues across the schools.</p> <p>MC advised that it is also important for all directors to appreciate the areas that have an element of strength and can be built on across the Trust. MC stated for example although GLD across the Trust is below National it is close to National and will be built on. The setting of targets across the CMAT has begun but will now be continued to a greater extent with an Action Plan agreed to detail how the targets will be reached.</p> <p><b>NM commented that the increased level of information and analysis will allow directors to have a very broad range of data in order that the Trust Board can be more accountable for the Trust children as a whole group. MC advised that a 3 year Plan of Action needs to be put in place.</b></p> <p><b><u>Action: MC will bring a DRAFT Rag Rated Action Plan to the next meeting in order that the Trust can continue the work towards improving standards across the Trust with greater urgency.</u></b></p>
	<b>Closing Prayer</b>
	The Chair thanked all for their attendance and the meeting closed with prayer at 8.50pm led by AS.

#### FUTURE MEETINGS

Date	Title	Location and time
<b>Thursday 18 October 2018</b>	<b>Trust Board</b>	<b>St Walburga's 6.30pm</b>
<b>Thursday 6 December 2018</b>	<b>Trust Board</b>	<b>tbc tbc.</b>

#### OPEN ACTIONS

Item	Action	Owner
8	CES Code of Conduct to be agreed at 18 October meet	Chair/ clerk
18	a DRAFT Rag Rated Action Plan will be circulated for the next Trust meeting and this will be an agenda item.	MC clerk

#### MINUTES AGREED AND SIGNED

Chair	Cameron Robson	Date	18 October 2018
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