

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

12 July 2018



MINUTES

Title of meeting	Trust Board		
Date	Monday 12 July 2018	Time	6.30pm
Chair	Cameron Robson	Location	St Joseph's, Keighley

MEMBERS

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

IN ATTENDANCE

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

The Meeting opened at 6.40pm.

NOTES

Item No.	Agenda Item
1	Welcome and Opening Prayer AS 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 Keith Moreton, Maureen Cairns and Caroline Hyde.
3	Any other Business and requests for Agenda order variation <ul style="list-style-type: none"> • Election of Vice-Chair. The Chair reminded Directors that as notified at the last meeting the term of office of David Johnson had come to an end and he had been the Vice-Chair of the Trust Board; therefore a new Vice-Chair will need to be elected. The Chair advised that NM had expressed an interest in this position. The Chair asked for other nominations for this role – no other Director came forward. <u>The Chair proposed NM as Vice-Chair. All Governors agreed with this proposal.</u> • New Approach to Committee Minutes. The Chair advised that at the previous strategy meeting it had been agreed that minutes from Committee meetings would be considered by Directors prior to the Trust Board [TB] meetings and then taken as read at the meeting. Chairs of Committees would present actions and decisions needed only to the TB.
4	Confidentiality and declarations of interest <ul style="list-style-type: none"> • AS is a Trustee of the Diocese and a Director at St Camillus Trust. • NM is employed in a secondary school in the area. • MS is chair of governors at St Joseph's Catholic Primary, Bradford.

	<ul style="list-style-type: none"> 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 – 24 May 2018
	<p><i>Paper: BCW TB minutes 24 May 2018</i></p> <p>The Minutes from the previous meeting 24 May 2018 were considered and approved as a true reflection of the meeting.</p>
6	Matters arising from Minutes and Action Log
	<ul style="list-style-type: none"> Governors agreed that Dan Copley would be invited to the second meeting of the autumn term. All items on the Action Log have been completed or are items on the agenda.
7	Chair's Correspondence and Actions
	<ul style="list-style-type: none"> The Chair advised that correspondence received and actions taken mainly concerned The Executive Headship position at St John's/St Winefride's and will be discussed at item 13. Correspondence also involved communications with Heads concerning end of year budget positions and predicted budgets which will be covered at item 10.
8	GDPR Update
	<p><i>Papers: GDPR Readiness Tracker; GDPR and DPO update; GDPR Data Flow Mapping;</i></p> <p>The Chair apologised that the documents were circulated late and it had been planned for CW to speak to the documents but he is not able to attend the meeting.</p> <ul style="list-style-type: none"> Role of DPO CW had been tasked with researching the role of DPO and obtaining and presenting the best 3 quotes for this service to the TB. The Chair reminded directors that this service would be for the whole Trust and potentially to include the non-trust schools. <p>Governors discussed the quotes that had been circulated to Directors</p> <ul style="list-style-type: none"> It was acknowledged that there is quite a large difference in price and at this stage the TB needs to invest more in a better service to begin with which can then be scaled back as schools become more experienced. It was agreed that option 3 was not a preferred option. The provision identified for option 2 - The DPO Centre Ltd – was preferred to Option 1. Governors agreed that a dedicated DPO was needed and an individual that can attend TB meetings. <p>The Chair proposed that CW be asked to agree a contract with DPO Centre Ltd for a contract from 12 – 18 months subject to review depending upon the price that can be negotiated. BC seconded the proposal. <u>All Governors agreed.</u></p>
9	Discussion on standards – including targets, standards director and proposed CSPTSA SLA for schools
	<p><i>Papers: BCWCAT Summative Results unvalidated data July 2018; BCWCAT Standards CSPTSA SLA</i></p> <ul style="list-style-type: none"> Directors agreed that the CSPTSA SLA would not be discussed at this meeting but instead would be referred to a strategy meeting taking place over the summer. The SLA decision will then be referred to the first business meeting in September 2018. An item focussing on standards will now be a standing item to ensure that Standards across the Trust is a priority. <p>MS advised that the HR committee had discussed in detail the issue of HTPM and Director</p>

involvement in this process [see HR committee minutes June 2018]. It was agreed that the TB should be setting one of the priorities that every HT /EHT needs to have included as one of their PM targets.

In addition MS stated that the standards committee recognised that the thread of standards needs to inform all decisions that are made. The Effective Monitoring of Standards will be the key item for discussion with Vicky Beer and therefore this will now be addressed as a separate agenda item.

The Chair advised that the strategy group recognised that planning for this meeting with the RSC is very important. He explained that he and DN attended MAT training and the demarcation between the sizes of Trusts was explained. BCW is now moving into the next size of Trust [most Trusts are under 5 schools] and as such it is understandable that the RSC has not yet responded to the Trust's requests for expansion as this represents a considerable uplift in responsibility. BCWCAT is on the cusp of becoming Intermediate to large and when the size increases to 20 will be one of the larger Trusts in the country.

The Strategy group agreed that the appointment of a lead for standards will be the next major appointment that is made. The strategic direction will be set in the autumn term and this appointment will be made after this has been agreed.

AS asked whether school to school review of standards takes place.

JD confirmed that peer to peer reviews have taken place all year supported by ONE education, CSPTSA and SG.

Directors further discussed the role that needs to be performed centrally regarding standards that takes into account other areas of the school i.e. staffing and leadership structures. BC added that the audit committee had looked at structures and noted that there is a wide variation in the frameworks that schools adopt that is not necessarily linked to performance or disadvantage. The staffing structures of non-Trust schools are not yet being shared with the Trust but these may be needed for effective planning to take place.

The Chair will investigate this further and whether this can be incorporated into due diligence.

MS advised that when the strategic plan is set in the Autumn term and the reasons why the Trust is requiring this information is included in the narrative then schools should be more ready to share more detailed information. SG agreed that when a clear reason is able to be given schools will be more ready to share.

It was agreed that CW would be asked to do some further investigation – Directors were asked to check through the grid of information and feedback comments [*this document will be shared with all*].

- SG referred the meeting to the circulated Summary of Results and highlighted the key information re aggregate data across the Trust.

Reception data

last year 68 % GLD / this year 67%

Gender gap has increased this year from last year. [6% to 7%] [there is an outlier that has influenced the results]

Phonics – last year 85% this year 78%

Key Stage 1

Reading - Gender gap increased from 6% to 9%

- Greater Depth [GD] stayed the same.

Writing – gender gap decreased from 17% to 13%. / GD decreased from 20% to 14%

Math – gender gap closed to 1%, GD increased from 16%-19%

Combined RWM – Overall same 60% Gender Gap closed from 17%-15%

GD increased from 7%-10% - [*this represents a good change*]

Governors noted that KS1 data is below National. Governors discussed the Gender Gap and the fact that the gap may not decrease if both girls and boys are supported in being the best that they can be. Governors agreed that the issue is when the figure is below National – this is not acceptable.

Key Stage 2

Reading - Gender gap increased; GD improved.

Writing - Gender gap increased; GD improved.

Maths - Gender gap increased; GD improved.

Governors agreed that there is work to be done and the Standards Committee will be looking in detail at this data in order to have a plan ready for September based on FFT data. This will then inform the decision on the HTPM targets that will be set.

Governors questioned whether there was a need for a joint meeting with Standards and HR so that Performance Management can a wider overview. **It was agreed that the Standards Committee will be the main forum that will set the HTPM targets.**

Directors agreed that the strategy meetings that will be scheduled over the summer will be the forums where deeper scrutiny and planning will take place ready for the September Term.

10 Committee decisions sent to the Board for ratification or approval

Papers: Minutes of the HR/Pay Committee 28 June 2018; Finance Committee 29 June 2018

- **HR/Pay Committee**

MS advised that the Committee is proposing that the Trust involvement with HTPM remains with the setting of one of the objectives and the final agreement on any recommendations for pay increases.

Restrictions on capacity and lack of complete insight into the workings of the schools mean that sitting on the HTPM panels is not appropriate. Training on HTPM to take place for Directors in order that Directors have an understanding of the process – Academy Councillors to take part also. SG has already set dates for training for the Autumn term.

Governors questioned the HTPM process for Heads of School [HoS] as there will be an increased number going forward. It was agreed that HoS are part of senior management and should take part in a similar process to Heads. The perception of this role will be raised over the following year and they should be part of the HTR committee decision making process.

The titles 'Principal' and 'Executive Principal' would be preferred going forward and this will be put forward for discussion.

Letters going to chairs of Academy Councils will inform them they will not have the authority to make any decision making on the back of HTPM – all recommendations for changes must go the Trust Board. In addition at least 50% of Panel members must be HTPM trained [within two years all HTPM panel members to have attended training].

The HR Committee had investigated the adoption of a mobility clause for all new employees – further discussion is taking place as there is a discrepancy between the Diocese and PactHR view on the CES contract.

Governors discussed this and **it was agreed that Browne Jacobsen would be approached to give a professional view of the risk involved with the CES contract. BC would support MS in doing this.**

Governors agreed that all recruitment must make it very clear that the Trust is the employer. Questions at interview must ask about flexibility to work across the Trust.

- **Finance Committee**

SJ had circulated the summary of financial results and the Draft Financial Policy which is nearing completion. DN advised that the matrix of responsibilities contains information relating to written quotes for services – the Headteacher needs to have sufficient authorisation to ensure that emergency repairs can be undertaken. Proposed limit for Headteachers £10,000. The wording will be reworked by the Finance committee.

DN advised that the 2018-2019 budgets will have to have an uplift – SJ has Liaised with CR on this. There are 3 deficit budgets the reasons for the deficits were scrutinised and agreed. The Auditors have advised that if in-year deficit budgets need to be set then this will need to be done. The schools have a carry forward surplus to offset the deficit for this year but structures will need to be looked at going forward as C/Fwd cannot continue to be used.

The deadline for the MDF bids has been missed – training was attended but the deadline was then found out to be last year.

The Chair acknowledged the huge volume of work that had been completed by the Finance committee on budgets.

- **HTRC**

Scheduled to meet the following day.

- **St Anne's TIB**

Scheduled to meet 16 July.

- **Audit Committee**

BC reported that the Audit Committee considered the differing governance structures across the Trust schools. There is no consistency of approach. The skills audits were also considered – these had been completed by Academy Councils but no one had identified any areas of training needed.

BC raised the question of monitoring of the SCR in schools and it was agreed that the committee would need to link with the named governors for safeguarding to check what monitoring is being done at each school.

BC stated that Business Continuity Plans were not in place in schools and this raised the issue of the Trust risk register that needs to be in place. Headings had been agreed at the last meeting but BC will be speaking to colleagues of the Chair who are professionals in this area. The Chair explained that his colleagues will be speaking with the audit committee on how to break down the overarching areas of risk into manageable items that can be more easily addressed. A date will be agreed.

There has been a risk identified of the need to ensure that safeguarding training is attended and understood by governors and staff. DN will speak with a person who may be able to work with Yvonne Sinclair to ensure that a quality assurance mechanism is put in place.

Governors discussed the issue of multiple models of governance that exist across the Trust **and agreed that they would work with the Academy Councils to gradually move towards a consistent model.**

SG advised that every CSP school includes an element of governors training and any identified need can be addressed through training. New online training is being introduced also through the Diocese which will be of benefit.

	AS advised that as an Academy Councillor at another Trust he had received a very supportive document detailing the preferred structure and the areas that need to be addressed by this local committee. This document will be researched through the Diocese.
11	Schedule of Meeting Dates
	<p><i>Paper: Proposed Schedule of Meeting Dates 2018 – 2019;</i></p> <p>The clerk advised that chairs of committees had been asked to schedule their dates around the Trust Board dates that had been agreed. When these have been set the clerk will resend the updated document.</p>
12	Ofsted Inspection of Trusts
	<p>JD advised that he and MC attended a conference in London on raising standards through MAT inspection. The role of the RSC was covered and the fact that they are not connected to the Ofsted inspection of schools. The powers of intervention were discussed and the support that can be accessed when Trusts request support.</p> <ul style="list-style-type: none"> • The importance of the governance structure across a Trust was highlighted and the need for a universally understood scheme of delegation. • Governors agreed that this needs to be covered at the next Trust conference. • Many Trusts do not yet have a consistent model and BCW is in a position of change and improvement. <p>Directors discussed the need to stipulate that school improvement is too important to leave to a sub-committee and that all members of an Academy Council need to have a good understanding of data and a good overview of standards.</p> <p>Mat inspections are not covered by any legal requirement. 21 MAT inspections have been completed where a number of schools from the Trust are visited and then the Trust Board is looked at. These inspections do not replace Ofsted inspections of individual schools.</p> <p>Issues uncovered by the MAT inspections include:</p> <ul style="list-style-type: none"> • The purpose of the trust not fully understood by all individual schools • The scheme of delegation not consistently applied or understood • The effective use of Pupil Premium across the Trust not known by the Trust • A consistent approach to assessment not evident • Leadership pathways not utilised effectively <p>Trusts will be judged on pupil outcomes and financial management but context is taken into account.</p> <p>Next steps for BCWCAT:</p> <ul style="list-style-type: none"> • Trust Self Evaluation Form [SEF] needs to be in place • Pupil Premium Review across the Trust • Oversight of attendance across the Trust • SCR for the MAT as a whole • Aggregate data used consistently across the MAT to give a clear overview. <p>The Chair thanked JD – the presentation had given Directors a good insight into what now needs to be done to take the Trust to the next level of effectiveness. NM stated that he was planning the summer strategy meetings and the items that will need to be discussed.</p>
13	Update on Executive Head recruitment for St John’s and St Winefride’s
	<p>The Chair informed the meeting that an Executive Headteacher [EHT] appointment has not been made – no candidate had been invited for interview.</p> <p>Caroline Hyde and Angela Cox provided a contact for a Catholic recruitment organisation</p>

	<p>[Emmaus]. The Chair had a brief conversation with them - although they have a 90% success rate – they are expensive.</p> <p>Directors discussed this further and as they are already supporting other Catholic schools with Headteacher recruitment a discount would be negotiated. The possibility of success without support was thought to be low and Directors agreed this is a key appointment. The issue of recruiting one EHT instead of two Headteachers was discussed. SG advised that there are a limited number of leaders in the district wanting to step into a EHT position.</p> <p>Directors discussed the costs involved and most agreed that the costs were acceptable as this involved a third of the Trust schools and is a key appointment. This would also involve a clear and transparent process that would recruit beyond the district.</p> <p><u>The Chair proposed that Emmaus Recruitment be asked to go forward with the EHT recruitment. JD seconded the proposal. This was agreed by Majority vote with 1 against.</u></p>
14	Finance; Buildings and Health & Safety – report to be taken as read – decisions for approval/ratification
	<p><i>Papers: BCWCAT Summary of results 1.9.17 – 30.4.18.</i></p> <p>Covered in other items.</p>
15	Trust Strategic Development
	<p><i>Paper: Conversion timetable and update.</i></p> <ul style="list-style-type: none"> • Update on conversion • CPD and development of Directors and Academy Councillors <p>Discussed in other items – conversion will be discussed further in the summer strategic meetings. Directors considered the circulated timetable and the progress that had been made at a number of schools. AS notified that Holy Family were a definite yes and the letter had already been sent to the Bishop.</p>
16	Any Other Business
	None notified.
17	Closing Prayer
	The Chair thanked all for their attendance and the meeting closed with prayer at 8.45pm led by AS.

FUTURE MEETINGS

Date	Title	Location and time
Thursday 13 September 2018	Trust Board	St Joseph's, Keighley 6.30pm
Thursday 18 October 2018	Trust Board	St Joseph's, Keighley 6.30pm

OPEN ACTIONS

Item	Action	Owner	Due	Update
8	Directors agreed a contract with DPO Centre Ltd for a contract from 12 – 18 months subject to review depending upon the price that can be negotiated.	SJ		
9	Directors agreed that the strategy meetings that will be scheduled over the summer will be the forums where deeper scrutiny and planning will take place ready for the September Term.	NM		
10	Directors agreed that Browne Jacobsen would be approached to give a professional view of the risk involved with the CES contract.	BC/MS		
13	Directors agreed that Emmaus Recruitment will be asked to go forward with the EHT recruitment.	Chair/SJ		

MINUTES AGREED AND SIGNED

Chair		Date	
-------	--	------	--