

STA Board Minutes 04/04/2019

 Cossington
  Thursday, April 4, 2019
  4pm
  Chair: Sarah Noon
  Clerk: Jennifer Barnacle

FINAL: The minutes are confirmed and locked.

Additional Papers to follow

Governors Attending: >Sarah Noon, Phillip Bateman, Brian Underwood, Michael Cummins, Mary Delahunty,

Governors Apologies: >Christopher Reynolds, Fr Daley, Terry Smith

Non Governors Attending: >Jennifer Barnacle, Paula Cooper, Mary Robson, Neil Lockyer, Ruth Hurcombe, Martin Fitzwilliam, Mike Hobbs

Non Governors Apologies: >

Agenda Item 1  **Welcome and introductions**

MINUTE The Chair welcomed everyone to the meeting.

Agenda Item 2  **Opening Prayer**

MINUTE The meeting started with a prayer.

Agenda Item 3  **Minutes of last meeting and conflicts of interests and business and pecuniary interests**

MINUTE

The minutes of the previous meeting were approved.

There were no declarations of interest related to this meeting.

The Board asked that the LGB's of the schools that have DCI action plans following inspections complete a report on progress on the actions plans for the Board.

English leads are working well together and there is presently no need for a School Improvement Director in English.

The proposed schedule of dates has been discussed with the other Trusts and the Diocese. It has been suggested that a Board meeting is added early in the first term to give an update for all directors and to set committee membership.

ACTION

The Board asked that the LGB's of the schools that have DCI action plans following inspections complete a report on progress on the actions plans for the Board.

Set date of first Board meeting. NL

Agenda Item 4  **Correspondence**




MINUTE


The Board noted the feedback from the LGBs. NL will respond individually to schools.




The Diocese have indicated that going forward the feedback to the Board should be used to just report exceptional issues.




ACTION Respond to feedback. NL

Agenda Item 5  **Legal and Regulatory**

MINUTE	Three Primary School Improvement Heads have been appointed. A Safeguarding Director has been appointed.
	The Trust Wide Complaints Procedure had been approved by the Board by email on 20 March 2019. Personalised versions are in the process of being sent out to each academy.
	The Board considered the LGPS discretions policy and approved it. It will need to be adopted by all 4 CMATS and any changes will be brought back for approval.
DECISION	Approve LGPS discretions policy.
Agenda Item 6	 Diocesan Director of Education
MINUTE	NL reported that the CEO's meeting had received a presentation on SEND which had highlighted some research projects.
	The Trust is recruiting a SENCO to cover a number of primary schools.
	The CEO's meet monthly with Peter Giorgio. The Chairs also meet monthly with PG.
Agenda Item 7	 Safeguarding
MINUTE	<ol style="list-style-type: none"> 1. The safeguarding report was noted. The appointment of Marcella Gillespie as Safeguarding Director was noted. 2. The safeguarding incident at Sacred Hearts Leicester was discussed. The school had handled the situation well and the press release had been well considered and delivered. No further press interest was received. Work is ongoing by the school and other agencies with the pupil involved.
	3.
Agenda Item 8	 CMAT Strategic Plan
MINUTE	NL presented the plan and the following points were noted.:
	<ol style="list-style-type: none"> 1. LCTSA is providing the courses that schools want as schools have identified their needs. It provides CPD and also key functions including moderation. If the courses were not run by the LCTSA then schools would need to source them externally and quality of external courses can vary. Courses are as near to cost neutral as possible and if there is very low takeup then courses are cancelled. The LCTSA is a very cost and time efficient way of doing collaborative working. The Diocese is looking to the CMAT and LCTSA to provide training for governors and consideration must be given to charging for this service. 2. The Primary School improvement Heads have been appointed. English Martyrs and St Pauls are recruiting heads of science. Once these are in place the Trust will reassess the need for a Director of Science. An alternative may be to use Ruth Richards, Nottingham Trent University, on an ad hoc basis. 3. The School Improvement Steering Group are an informal group of LCTSA and includes additional primary head teachers, a secondary vice principle, Peter Giorgio, CEO and Sandra Roberts, School Improvement Lead for Leicester City. It helps to inform need in school improvement. 4. Savings have been made in health and safety by moving to Derby County Council as a provider following a competitive tendering process. The health and safety provision remains the same. 5. Finance staff resources remains a challenge but should be adequate once catch up work is completed. There may be a need to make temporary staff permanent. An additional HR advisor will provide much needed support. 6. A discussion took place on the balance between the public face of the schools and the public face of the Trust. It was agreed that it was important that the Trust is perceived as a positive thing but agreed that it was there to sit in the background to enable the heads to lead strong schools. The CMAT has a role in marketing of schools. Websites have consistent statements on their websites about the CMAT but the prospectuses of the schools are individual. Consideration could be given to inserting a Trust overview

	<p>page into each prospectus. There is some anecdotal evidence that the CMAT is having a positive impact on staff recruitment.</p> <ol style="list-style-type: none"> The RE primary steering group has had a stalled start. Work continues to try and improve RE teaching in primary schools but the training plan needs to be reassessed. Target tracker is being used in all schools but the extent to which it is used and understood varies. It is anticipated that there will be greater consistency next academic year. A moderation system is also in place and matches with assessments. It helps to identify gaps in learning. It was noted that Maths Mastery programme does not work well for Higher Attainers in primary schools and as it is used in some secondary schools one of the CMAT secondary heads is undertaking research to understand how it can be adapted. It was noted that it was challenging to compare year 11 mock moderation. Maths data is looking stable but what is happening in classrooms doesn't always reflect that and leaders' abilities are not always robust. The Board requested that secondary data includes numbers not just percentages. For those pupils who achieve grades 1-3 it is hoped that that could provide a good foundation for a stage 2 qualification. Schools need to look at what is best for those pupils and what courses are available. There is a need to target those students who are close to the boundary to ensure as many pupils as possible get at least a grade 4. It was noted that there are very few NEETS in the CMAT. The Board reviewed secondary data and the work ongoing to improve results. The CMAT is looking at how to make work experience useful for students. Leaders in schools have produced a draft procedure and this will be reviewed. It was agreed that the CMAT strategic plan should be updated to include person responsible and next steps.
ACTION	<p>Add numbers to secondary data. DPS</p> <p>Amend strategic plan to include person responsible and next steps. NL</p>
CHALLENGE	<p>Are the costs of providing courses at LCTSA being tracked? Response at 1</p> <p>What is the School Improvement Steering Group? Response at 3</p> <p>Are central team resources adequate? Response at 5</p> <p>Is the RE primary steering group having an impact? Response at 7</p> <p>Have there been any issues with year 11 mock moderation? Response at 10</p> <p>What happens to the pupils achieving grades 1-3? Response at 12</p> <p>What is the CMAT approach to work experience? Response at 14</p>
Agenda Item 9	<p> HR and staffing report</p>
MINUTE	<p>MR presented her report and the following points were noted:-</p> <ol style="list-style-type: none"> The 4 strands of the HR strategy are progressing well. STA are working on apprenticeships, leadership and succession planning. Consultation has been held in respect of change of payroll date and the centralisation of payroll. Support has been offered where necessary and all questions responded to. The Trust Board ratified the decision to move the pay date for all employees in the CMAT to 22nd of each month at the point at which they transfer to the central payroll. The support staff payscale from 1/4/19 was noted and ratified. The staff portal is almost complete and will be rolled out shortly. The payroll portal will not be ready for this academic year. Training and support will be given to schools on a phased basis as they join the central payroll. The Board reviewed the people strategy development areas. The Board needs to establish what the right level is for reports to the Board and to the LGBs. There needs to be a move towards performance management rather than appraisals and governors need to be involved in that process. Guidance questions may need to be set. 'Talent Management' needs to be handled properly as it could be decisive. Work is ongoing. The Board discussed hard to fill positions. This varies school by school but generally Catholic Leaders are a challenge to recruit. In secondary schools science, maths, geography and languages can be hard to

	<p>recruit and in primary schools leadership and head teachers are an issue. some geographical areas have recruitment issues.</p> <ol style="list-style-type: none"> 8. The workload charter has two functions. Firstly it will set out what is expected of staff and also what is not expected. It aims to stop numerous initiative being introduced. Secondly, it will be used to attract and retain staff. It needs to be clear to staff why it is being introduced and will be piloted in STA, reviewed and then rolled out across all 4 trusts. 9. All 4 HR strands will be reviewed early next academic year and are reviewed at CEO meetings. 10. The board noted the number of disciplinary, support plans, long term sicknesses at the schools. Support is offered to staff wherever possible. 11. A sickness absence policy is being drafted. 12. An occupational health provider is in place and the Trust is considering buying in counselling services.
DECISION	<p>The Trust Board ratified the decision to move the pay date for all employees in the CMAT to 22nd of each month at the point at which they transfer to the central payroll.</p> <p>The support staff payscale from 1/4/19 was noted and ratified.</p>
CHALLENGE	<p>What are the staff positions that are hard to recruit? Response at 7</p> <p>What is the purpose of the Workload charter? Response at 8</p>
Agenda Item 10	<p> Finance Director Report</p>
MINUTE	<p>MH presented his report and the following points were noted.</p> <ol style="list-style-type: none"> 1. Good progress has been made on catching up with the backlog. 2. The January Management accounts were noted. February has been closed down and March is being worked on. More work is needed on 'tidying up' accounts. 3. All heads have access to their budgets and can run reports. They have all had meetings with the finance team and received guidance. Some schools have struggled with understanding the system and therefore the Trust has purchased an add-on to the system which will allow Excel flexibility and allow comments and queries to be added. This report will be emailed out to heads monthly. There are still some outstanding issues with budgets and these are being worked on. 4. A technical report has been received from PS Financials with some suggestions about how to fix issues.
CHALLENGE	<p>Are Heads satisfied with their budgets now? Response at 3</p>
Agenda Item 11	<p> Audit & Risk</p>
MINUTE	<ol style="list-style-type: none"> 1. The audit and risk committee had met on 27 March and the Board considered the minutes. The internal audit had been discussed and agreed by focusing on the highest risk areas, particularly cash. 2. The assumptions to be used for budget planning had been reviewed and agreed.
3.	
Agenda Item 12	<p> Estates, Procurement and tendering</p>
MINUTE	<p>The draft health and safety policy was discussed and the following points noted:</p> <ol style="list-style-type: none"> 1. LGB's must have some role in health and safety as they are in the schools regularly and can provide valuable feedback. 2. They should not have the responsibility of carrying out formal health and safety inspections and this will be done by Derby County Council. This should be removed from the draft policy. 3. The health and safety policy needs to be the same across all 4 trusts. 4. Schools will not have their own policies but should have a site specific appendices (add at page 8).

	<ol style="list-style-type: none"> The CEO will discuss the role of LGBs in health and safety at the next chairs symposium. It was agreed that the role of the LGBs outlined on page 5 should be removed from the draft policy and relooked at in September following discussions with the other CEO's and Chairs. The health and safety director will be Antoinette Bouwens.(Page 11). Page 13 should refer to a site walk and not an inspection.. The vehicle section (page 14) should be expanded to highlight the need for two staff members and business insurance. Subject to the above amendments the policy was approved. <p>Work is ongoing to confirm the school condition allocation funding as it is less than anticipated.</p> <p>Additional view only licences for PS financial are being considered to overcome the short term issue with access.</p> <p>AB is undertaking a compliance check on websites.</p>
ACTION	Amend Health and safety policy. AB
DECISION	Approve amended H&S policy.
Agenda Item 13	 Next Meeting
MINUTE	6 June 2019 at 4pm.
Agenda Item 14	 Director Only item
MINUTE	<ol style="list-style-type: none"> There is a Directors training day on 1 May. Details to follow. SEND and HR will be included. Governors conference day will be held on 29 June 2019. Directors are welcome to attend. Work is being undertaken by the Chair regarding how Lead Directors can work together across the Diocese. The SENCO Lead Director will attend the next SENCO coordinators meeting. The Chair distributed the Ofsted Framework and the draft template for governing body meetings for next year. Work continues on establishing how to streamline LGBs and how to ensure that they are effective and providing the information the Trust Board requires. Governors require a clear focus and purpose. Directors are encouraged to look at the 'red' schools, review their minutes and governors visits and how they link to the school improvement plan.
ACTION	Directors are encouraged to look at the 'red' schools, review their minutes and governors visits and how they link to the school improvement plan. ALL
Agenda Item 15	 Closing Prayer
MINUTE	The meeting closed with a prayer.

Governor Agreed Actions set during this meeting: 0

STA Board *dated: 04/04/2019*
Minutes approved by Jennifer Barnacle