

STA Board Minutes 06/06/2019

▶ cossington ▶ Thursday, June 6, 2019 ▶ 4pm ▶ Chair: Sarah Noon ▶ Clerk: Jennifer Barnacle

FINAL: The minutes are confirmed and locked.

Governors Attending:	>Christopher Reynolds, Terry Smith, Sarah Noon,
Governors Apologies:	>Michael Cummins, Mary Delahunty, Phill Bateman Brian Underwood, Christopher Reynolds,
Non Governors Attending:	>Jennifer Barnacle, Antoinette Bouwens, Neil Lockyer, Ruth Hurcombe, Tom Shannon, Martin Fitzwilliam, Mary Robson,
Non Governors Apologies:	>Peter Giorgio,

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	<p>There were no declarations of interest for this meeting.</p> <p>The minutes of the previous meeting were approved.</p> <p>Matters arising</p> <ol style="list-style-type: none"> 1. A review of minutes of LGB's and DCI action plans for schools that had had inspections revealed limited evidence that the LGB were monitoring progress against plan. It was agreed that a formal communication is needed from the Chair to the LGBs asking for a report and evidence to be made available for the Trust Board. 2. Consideration should be given to appointing a DCI link Director in 2019-20. 3. Confirmation is required that the health and safety policy is the same across all 4 Trusts. 4. A spot check of school websites had revealed that many were wrong e.g. referring to the old Trusts, incorrect roles of governors. AB stated that a standardised website was being drawn up.
ACTION	<p>Formal request from Trust chair to chairs of relevant schools regarding report on progress and evidence available. SN</p> <p>Consideration should be given to appointing a DCI link Director in 2019-20. BOARD</p> <p>Confirmation is required that the health and safety policy is the same across all 4 Trusts. AB</p> <p>Draw up standardised website content. AB</p>
Agenda Item 4	▶ Correspondence
MINUTE	The Clerk had received no correspondance to bring to the attention of the Board. The Chair had received and signed the Auditors engagement letter.
Agenda Item 5	▶ Legal and Regulatory

MINUTE	<p>The Clerk reported that the Confirmation Statement for the Trust Board had been filed.</p> <p>Trust Board minutes are now available on the Trust website.</p> <p>There were no new central positions to note. The vice-principal of De Lisle has resigned and the role will be filled internally.</p>
Agenda Item 6	▶ Diocesan Director of Education
MINUTE	The Diocese are formulating a training programme for directors to include workshops, especially for specific areas of responsibility. This will also allow opportunities to meet other directors.
Agenda Item 7	▶ Safeguarding
MINUTE	<p>Marcella Gillespie has been undertaking some work prior to starting in post as Safeguarding Director. A full audit of safeguarding personnel and practices is being undertaken and two Train the Trainer events are being arranged for early next year for all Designated Safeguard Leads.</p> <p>Most schools understand the role of the safeguarding director and the services that it will provide for the school. However it is important that the schools are made aware of the services available and the value for money it offers. If a school continues to use other outside services the financial transaction will flag it but the aim is to ensure schools know to approach the Trust in the first instance.</p>
CHALLENGE	<p>Are all schools clear on the role of the safeguarding director and how it fits into the school? How can we ensure schools still don't use other services?</p>
Agenda Item 8	▶ Lead Lay Chaplain
MINUTE	<p>The Chair introduced the new Lead Lay Chaplain, Tom Shannon. He outlined his career to date and his vision for chaplaincy. The vision includes chaplaincy provision in every school and high levels of student engagement, ownership and leadership. There will be regular meetings and the sharing of resources with Chaplains and the sharing of good practice across the Trust. The aim is for all 4 secondary schools to attend the Diocesan Pilgrimage to Lourdes.</p>
Agenda Item 9	▶ CMAT Central Team
MINUTE	<ol style="list-style-type: none"> 1. The updated strategic plan was noted. It now includes the owner and next steps, Directors should review before each committee meeting. 2. The strategic plan will be tied into key performance indicators and will be shared with LGB's at their P2 meeting. 3. The updated central risk register was reviewed. The following points were noted:- <ul style="list-style-type: none"> • The term 'Executive Committee' should be replaced throughout with 'Trust Board' • 1.6 It should be noted that terms of reference are set by the Diocese and clarification is needed about references to schools and committees. • 1.4 refers to termly head teacher reports and this is not yet in operation. Further work is ongoing regarding communication flow between Trust and school. • 1.9 If the school uses independant school partners then their use must be consistant with the Trust. • 3.2 Take out reference to Vice Director of safeguarding. • 2.6 Remove reference to IT Director. • 1..5 Change reference of Nottinghamshire. <p>The register will be visited regularly and reviewed by the Audit and Risk Committee at their meetings.</p>
ACTION	Amend central risk register. CEO
Agenda Item 10	▶ The Scheme of Delegation

MINUTE	<ol style="list-style-type: none"> 1. The Scheme of Delegation is being reviewed by the 4 CMAT chairs, the CMAT CEO's and the Diocese. 2. Governors will receive an abridged version of the tick box section to show their roles and responsibilities. 3. The difficulties that had been faced in monitoring finance due to the challenges faced by the team in getting accurate data were acknowledged. It is anticipated that this will be significantly better next year and this will allow the Board and Schools to perform their roles better. 4. Directors stated that they have used the Scheme of Delegation as a point of reference. 5. Committee terms of reference are being redrafted by the Diocese and will be linked with the Scheme of Delegation. 6. Reference to 'responsible officer' should be removed and replaced with internal audit procedures.
ACTION	Feedback amendments to Diocese. SN\CEO
Agenda Item 11	▶ Committee Reports
MINUTE	<ol style="list-style-type: none"> 1. The minutes of the Finance Committee were reviewed. 2. TS and PB will meet monthly to discuss management account. 3. Income from lettings at present will stay with the individual schools. 4. There are three old bank accounts that are proving problematic to close down (Sacred Heart Loughborough, St Thomas More, Sacred Heart Leicester). The bank has agreed to accept a resolution from the Trust Board to process the close down. The Directors unanimously passed the following resolution: It is resolved to close the three bank accounts and cancel all related facilities such as: debit cards, charge cards, open credit facilities, cash collection/ordering services and BACS limits. All outstanding balances to be paid into the Trust bank account. Copies of the resolution will be sent to the bank. 5. MH stated that a new director is in place at PS Budgeting. He has fully accepted that the software is not suitable for use and it has been withdrawn from the market. A full refund will be received including set up fees and some form of compensation is being considered. HCSS will be purchased instead and the refund should cover the cost. It appears that HCSS should integrate well with PS Financial but may not integrate fully with PS People and this will be monitored. 6. MR reported that the recruitment part of PS People is not yet operational which is disappointing at peak recruitment time. 7. The rollout of payroll continues. Further schools have been transferred to the central system and all schools will be on the system by 1 September. 8. The support staff pay increase will be processed in June. 9. It was noted that the first draft of employment policies have been drawn up. These need to be reviewed by CES and then consultation held with unions and staff. It is anticipated that 6 policies will be in place by the beginning of the next academic year. Schools are currently using many different policies and it is extremely difficult to monitor what is being used and therefore it is a priority to get Trust policies in place. The first priority will be on redundancy and restructuring policies as some issues with entitlement have been identified. 10. MH stated that a Trust Wide expense policy is being drawn up. This will be passed to MR for comment and discussion with other CMATS. 11. A wellbeing package for staff has been agreed. The Board thanked MR for her work on this. 12. The HR committee had considered the proposals for a Leadership Academy. It was noted that two presentations have been arranged for interested staff w/c 10/6/19.
ACTION	Send written resolution to bank. MH Draft expenses policy to MR. MH
DECISION	Written Resolution to close bank accounts.
CHALLENGE	Are schools using different policies? How is this being addressed? Response at 9
Agenda Item 12	▶ Update on buildings
MINUTE	<ol style="list-style-type: none"> 1. The proposal for modular buildings at St Martins had been discussed by the Finance Committee. Approval had been received from the Diocesan Estates Committee and from the Diocesan Finance Committee on 6 June. The work is time critical and the order will be placed on 7 June. It is anticipated that the buildings

will be available for the start of term. The Chair acknowledged that it had been a difficult process and thanked NL and AB for their hard work.

ACTION Place order for buildings. NL

Agenda Item 13 ▶ **Committee memberships 2019-20**

MINUTE

1. Due to the number of Directors present, it was agreed to defer discussion regarding committee membership to the next meeting. Some potential revised dates will be circulated prior to that meeting.
2. It was agreed that the three committee meetings on 12 September should be attended by all Trust Board Directors to allow an overview to be gained. Further details of the format will follow.
3. Any suggestions for further directors on the Board are welcomed.

ACTION Format of 12/9 meeting to be agreed. SN/NL

Agenda Item 14 ▶ **Next Meeting**

MINUTE

11 July at 4pm.

Agenda items - KPI's, updated strategic plan, Committee membership.

Agenda Item 15 ▶ **Director Only item**

MINUTE There was nothing to report.

Agenda Item 16 ▶ **Closing Prayer**

MINUTE The meeting closed with a prayer.

Governor Agreed Actions set during this meeting: 0

STA Trust Board (P1) *dated:* 06/06/2019
Minutes approved by Jennifer Barnacle