

STA Board Minutes 11/07/2019

 cossington
  Thursday, July 11, 2019
  4pm
  Chair: Sarah Noon
  Clerk: Jennifer Barnacle





FINAL: The minutes are confirmed and locked.

Governors Attending: >Brian Underwood, Sarah Noon, Christopher Reynolds, Terry Smith, Phill Bateman, Fr Daley

Governors Apologies: >Mary Delahunty, Michael Cummins,

Non Governors Attending: >Antoinette Bouwens, Tom Shannon, Ruth Hurcombe, Neil Lockyer, Martin Fitzwilliam, Jennifer Barnacle, Mary Robson,

Non Governors Apologies: >Paula Cooper,

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. RE action plans for schools that had had a DCI inspection were now available on TG and progress being made is being monitored. 2. There are still many incorrect school websites. A review will take place over the summer. The diocese will be asked to provide a standard statement regarding governance for websites.
ACTION	Review school websites/obtain standard wording.
Agenda Item 4	 Correspondence
MINUTE	<p>The clerk reported that the 2019 Academies Financial Handbook was available at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/811261/Academies_Financial_Handbook_2019.pdf.</p> <p>A hard copy was supplied to directors who had requested a copy.</p>

It was noted that in the current year there are some areas of non-compliance but this would be expected given the changes in the year. Internal and external audits had given the Board some reassurance and recommendations for the future.

Agenda Item 6

▶ Lead Lay Chaplains Report

MINUTE

The report was noted and had been discussed at the Standards Committee meeting on 4 July.

1. A priority is to get a chaplaincy team in place at De Lisle. 81 students had applied and a formation day will be held on 8 July to look at the mission and role. The focus will be on social outreach initially.
2. The issue of training Eucharistic Ministers was discussed. The Bishop is considering the idea of having more localised evening training within our Trust.
3. The first chaplains meeting had been held and 9 schools had attended. Dates have been set for the coming year.
4. Generally, across the Trust, the biggest challenge is a need to improve collective worship, particularly in getting pupils to plan, lead and evaluate. At present there is no standard way of evaluating. Instead good practice is shared along with some appropriate resources. The LLC will continue to guide and advice.

CHALLENGE

Should a standard way of evaluating be introduced? Response at 4

Agenda Item 7

▶ Committee Reports

MINUTE

Finance

1. The final budgets were reviewed. These have been updated slightly from the version considered by the Finance Committee on 4 July. Setting budgets has been challenging. In-year and growing deficits were noted and the impact these have on reserves was discussed. There will be a need to make savings over the coming years and a full review of staffing will take place in September. It was noted that the figures are subject to change and funding decisions could affect income. On the recommendation of the Finance Committee, the budgets for 2019-20 were approved and they will be submitted to ESFA.
2. The Trust must ensure that cutting costs does not have a negative effect on pupils. This will require careful monitoring and a balance must be achieved. A review of curriculum delivery will take place.
3. The minutes of the Finance committee meeting were noted.

HR

1. The HR Director presented her report and the minutes of the HR committee were noted.
2. Much work is currently being undertaken on preparation for performance management. The decision has been taken that objectives and performance management should not be based on teacher generated data and predictions, and school and trust leaders should not make pay progression for teachers dependent on the assessment data for a single group of pupils. Instead in accordance with the 'Making Data Work' report from the Workload Advisory Group suitable teacher performance goals include those related to their classroom instructional practices, their contributions to the development of school curriculum and the relationships they uphold with pupils, colleagues and parents.
3. A number of applications have been received for the Leadership Academy and an assessment day will be held in September for shortlisted candidates.
4. A counselling service for staff will be rolled out from 1 September 2019.
5. 25 headteachers across all 4 Trusts had attended a Diocesan Headteachers induction day.

6. There are a considerable amount of staff on temporary contracts - exact number to be advised. A review will be taking place to ensure that they are on appropriate contracts and that there is the most effective use of resources.

Standards

1. The minutes of the Standards committee were noted.
2. A range of qualifications are being considered including BTECs and Cambridge technical exams. A BTEC network will be set up in 2019-20.
3. Primary data was reviewed. Nationally, Age Related Expectation in reading dropped by 2%, maths increased by 4% and writing remained the same. Individual schools results and progress were noted and a full analysis will be available for the standards committee meeting in September.
4. Some schools had been affected by historical data issues and by the disapplication of students at KS2.
5. There is a need for more frequent feedback with schools and it is anticipated that the use of the School Improvement Heads will help facilitate this.
6. In secondary schools work will be undertaken on improving handover between leaders in schools


Audit and Risk

1. The minutes of the audit and risk committee were noted.
2. Recommendations had been received as a result of the internal audits and external review.

ACTION MR to supply data re temporary staff.

DECISION Approve 2019-20 budgets

CHALLENGE **How can the Trust ensure that cutting costs does not have a negative effect on pupils? Response at F2**
How many staff are on temporary contracts? Response at H6

Agenda Item 8  **Review of 2018-19 and outline plans for 2019-20**

The review of 2018-19 and plans for 2019-20 report was presented. It will be shared with Chairs and Headteachers.

MINUTE

1. The report highlights what has gone well in school improvement and essential business services and identifies areas for development.
2. The sharing of good practice, school to school support and the teaching school were identified as strengths.
3. Many problems had been caused by the software issues and heads have needed to be patient, resilient and willing to deal with a difficult transition.
4. The Annual Report to the Trust Board was noted. It was suggested that 1.3 should be amended to include a statement that schools remain part of networks outside of the CMAT.
5. It is hoped that prayer partnerships between schools can be developed.
6. An appropriate form of the Annual Report will be sent to schools, parents etc. and will be used in the preparation of the annual accounts.

ACTION Amend annual Report. NL

Agenda Item 9	<p>Local Governing bodies: nominations for Chairs; Ways of working 2019-20</p>
MINUTE	<p>The Board received a list of the nominations of Chairs and Vice Chairs for LGB's for 2019-20.</p> <p>It was noted that the list was incomplete for a variety of reasons including meetings not being quorate or not held, ongoing discussions, information not yet received by the Trust, minutes not available on Trust Governor etc.</p> <p>The Board approved the nominations as per the report presented and it will be updated in September.</p> <p>The nominations will be presented to the Diocese for final approval.</p> <p>The Chair asked the Board to consider ways of working in 2019-20 and on improving governance. Some sample questions were noted and the Board were asked to feedback over the Summer.</p> <p>The following suggestions were noted:</p> <ul style="list-style-type: none"> • opportunities for governors to meet directors. Put profiles together. • Hold an STA governors day (would need Diocese approval) • Directors to review LGB minutes and consider what and how we wish them to report. • Chairs symposium is good for sharing information but many Chairs don't attend • Where there is effective governance, record an effective meeting/produce a guide. • Consider establishing a group of experienced Chairs who can act as mentors by telephone for new Chairs. • Consider a governing body doing more than one school. There could be an issue with parent governors. This could be considered as a pilot programme before being rolled out over all 4 Trusts. Diocesan approval would be required. • More prescriptive agendas needed
ACTION	Feedback on governance over the Summer. ALL
DECISION	Approve Chair and VC nominations (incomplete). Pass to Diocese for final approval.
Agenda Item 10	<p>Dates and Committee memberships 2019-20</p>
MINUTE	<p>Thursday 12 September at 9.30 All day. Committees and Boards</p> <p>Audit and Risk - 25/11/19 ,18/5/20 All at 4pm Standards - 23/1/20, 30/4/20 All at 2pm HR - 23/1/20, 30/4/20 All at 9.30am Finance - 23/1/20, 30/4/20, 18/6/20 All at 4pm Board - 5/12/19, 30/3/20 , 6/7/20. All at 4pm</p> <p>Pay committee and Performance management dates to be confirmed</p> <p>Committee membership</p> <p>Audit and Risk - TS, BU, SN Finance - PB, TS, SN Standards - BU, SN, CR HR - MC, MD, SN, TS.</p> <p>The need for additional Directors on the Trust Board was noted and Directors are asked to</p>

	forward any details of interested parties to the chair.
ACTION	Confirm Pay committee and performance management dates.
Agenda Item 11	▶ Next Meeting
MINUTE	12 September 2019
Agenda Item 12	▶ Director Only item
MINUTE	DCI Training and Ofsted Framework - 26 September 2019. The Chair expressed her thanks to all the members of the Board and the executive team for the work undertaken this year.
Agenda Item 13	▶ Closing Prayer
MINUTE	The meeting closed with a prayer.
Governor Agreed Actions set during this meeting: 0	

STA Trust Board (P2) *dated:* 11/07/2019
Minutes approved by Jennifer Barnacle