

## STA Board Minutes 05/12/2019

▶ cossington ▶ Thursday, December 5, 2019 ▶ 4pm ▶ Chair: Sarah Noon ▶ Clerk: Jennifer Barnacle

**FINAL: The minutes are confirmed and locked.**

**Governors Attending:** >Sarah Noon, Brian Underwood, Christopher Reynolds, Mary Delahunty, Terry Smith, Fr John Daley,

**Governors Apologies:** >Phill Batemann and Michael Cummins

**Non Governors Attending:** >Antoinette Bouwens, Martin Fitzwilliam, Neil Lockyer, Peter Giorgio, Mary Robson, Mike Hobbs, Ruth Hurcombe, Marcella Gillespie, Tom Shannon, Jackie Banks

**Non Governors Apologies:** >Jennifer Barnacle,

**Agenda Item 1 ▶ Welcome and introductions**

**MINUTE** The Chair welcomed everyone to the meeting and introductions were made.

**Agenda Item 2 ▶ Opening Liturgy**

**MINUTE** TS led the opening Liturgy.

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

The minutes of the September meeting were approved.

**MINUTE** Item 7, Payroll set-up responsibility - OLOL have advertised for payroll officers with appointments being made and all posts now filled. Senior post (responsible for the department) – to be arranged/in the process.

**ACTION** Senior payroll post to be arranged. MR

**Agenda Item 4 ▶ Correspondence**

**MINUTE** None

**Agenda Item 5 ▶ Legal and Regulatory**

The Board noted the following:

- MINUTE**
1. Clerks replaced at St Martin's & St Mary's. The appointments of the new clerks was approved.

	<ol style="list-style-type: none"> <li>2. Resignation of Headteacher at St Josephs Leicester at the end of the academic year. Advertising will commence at the beginning of Lent Term.</li> <li>3. The Admissions policy 2021-22 was approved. Secondary &amp; Primary admission policies to be linked from the STA website to school websites. LGB are still responsible for criterias &amp; the reviewing process.</li> <li>4. The governors code of conduct was approved. Chairs Symposium need to check at their meeting.</li> </ol>
<b>ACTION</b>	Chairs symposium to check code of conduct. SN
<b>DECISION</b>	Admissions Policy 2021-22 approved. Governors code of conduct approved.
<b>Agenda Item 6</b> ▶ <b>Chaplaincy</b>	
<b>MINUTE</b>	<p>The Strategic Plan 2019-20 was discussed.</p> <ol style="list-style-type: none"> <li>1. The priorities are increasing the provision of chaplaincy and child-led collective worship.</li> <li>2. The blog is up &amp; running this is a platform to share good practice with each school having their own login. Resources are available on the site which can be linked through the school's website. Tom Shannon is the 'gatekeeper' to the system. In the future could add parish news to the area <a href="http://chaplaincyblog.aquinas-cmat.org/">http://chaplaincyblog.aquinas-cmat.org/</a></li> </ol> <p>PG gave thanks to TSh commenting that there is a good set of resources which Bishop Patrick is keen for them to be shared. TSh commented that the chaplaincies are sharing ideas well throughout the Diocese. Going forward Catholic Life is to be discussed at all meetings. The strategic plan will turn into the action plan.</p>
<b>CHALLENGE</b>	<b>What are the priorities for chaplaincy? Response at 1</b> <b>Are there external links to resources/provision for young people to experience things i.e. Youth 2000 ? Is there a Trust blog? Response at 2</b>
<b>Agenda Item 7</b> ▶ <b>Safeguarding</b>	
<b>MINUTE</b>	

Safeguarding responsibilities of the Trust Board directors was discussed. Ofsted will fail a school overall if safeguarding is inadequate. The Board are pleased that they appointed a Safeguarding Director.

Focus:- Leadership Development (skills of Headteacher & DSLs).  
CPD to be consistent across all 22 schools (programme to be designed).  
Quality Assure (health checks on schools, induction of staff beginning of acad. year/mid-term).  
DSL supervision (support & challenge given – 19 schools met so far).

The Safeguarding Director role was explained to the Board. Plan for the future is two pronged – train DSLs to HoYs & Deputy DSLs, and develop culture of supervision. Supervision is designed to support, advise and share best practice for the DSLs.

1. The safeguarding director will have a close relationship with LGBs and offer training and produce booklets. There are plans to meet the safeguarding governors in the future.
2. RAG rated information and timelines will be presented at committee meetings.
3. MG is already meeting with local authorities & contacts with PREVENT. Future meetings are planned with the police.
4. Training should record training on Trust Governor with Directors uploading certification. Safer recruitment documentation is copied into the single central record. MG will issue good practice to governors & signpost to websites etc. It is the responsibility of Directors to feedback to The Board on training undertaken.

**CHALLENGE**

**What is the safeguarding directors relationship with LGB's? Are there plans to meet Safeguarding link with Governors? Response at 1**  
**What information will be provided at future committee meetings? Response at 2**  
**Is the objective to have a timetable of meetings? Response at 3**  
**How do you know if Directors have received training i.e. PREVENT? Is there a mechanism to feedback on training? Response at 4**

**Agenda Item 8** ▶ **Business Services**

**MINUTE**

AB presented the strategic plan for 3 years, including operations, procurement & communications. The role and priorities were outlined.

The plan is constantly reviewed. IT is a long term plan. The plan will be converted into RAG rated system.

Health and safety audits will re-start in January with schools being issued a report.

In the 1<sup>st</sup> year GDPR training is face to face, 2<sup>nd</sup> year is online.

**Agenda Item 9** ▶ **Finance (incorporating AGM item)**

The Annual Accounts for the year ended 31 August 2019 were reviewed. TS explained the process and the detail that went into the document. A summary was given to the Board by Forrester Boyd.

**BU proposed and CR seconded the formal approval and signing of the accounts (accounts signed off 5.30pm).**

**MINUTE**

SN led the discussion on the financial procedures document and it was formally approved. A summary will be issued to schools. Planning Jan/Feb with schools to set budget and how best use of the money.

Morepay is taking longer than expected to fix things. The Trust have been in contact with the company as they have not met their own deadlines which was 30/11/19. Updates are to be received 6/12/19. This issue has been going on for over a year. No staff have undergone hardship. Morepay are committed to put right by next week,

otherwise legal proceedings will start. There is a Finance Team meeting in early January to re-discuss.

**Management Accounts (SN)** – Finance committee will meet monthly with MH. First meeting is in January. Accounts will be issued 2 weeks before meeting. Questions to be forwarded to SN to discuss at meeting .

**ACTION** MH will produce a summary and issue to schools.

**DECISION** Approval of Financial procedures.

**Agenda Item  
10**

▶ **HR**

**MINUTE**

Performance Management & pay decisions taking place. Data driven targets for teachers have been removed.

There is ongoing work with cross CMAT groups.

Leadership Academy up & running, hopefully producing future Headteachers (5 advance, 5 developing from STA). Selection for Leadership Academy was given by communications & briefings. Headteachers recommended colleagues with 2 assessment days at the Diocese. 35 colleagues were selected. PG explained the criteria.

School teachers review body – figure being mentioned £30+ starting salary for new teachers, payscales would need to reflect this,. The situation is being monitored.

Met unions regarding performance reviews with statutory reviews completed. School census will be completed on time.

Staff surveys are live with 275 responses so far out of 1250, closing date 13/12/19. Headteacher responses 13/21 (5/12/19). The survey will be reviewed through the Trust Board committees.

SN reported she had attended a deputy's network meeting with the focus on HR which was a good session. The next meeting will be about finance. A future meeting will include curriculum models.

**Agenda Item  
11**

▶ **Standards**

**MINUTE**

Primary data explanation was given by MF. Schools are RAG rated. The finance position of the school does not affect the Ofsted outcome. Schools are rated according to their current position in the Ofsted timetable and any specific concerns. A timetable of possible school inspections was given.

The data presented shows that boys seem to be under performing girls and this data should be drilled into to identify the issues - could be a child has a specific 'need' which pulls the average down. There are three data 'drops' a year - Christmas, Easter & end of Key Stage. **Discussion.** SN requested that data for schools causing concerns should be shared with the relevant committee. BU & CR are to meet with MF for an in-depth explanation of the raw data and ideas. MF explained the things that Ofsted will look at - they are not interested in day to day data, it is the national data which is published.

Secondary data explanation given by RH. There is a shared 'data calendar' with data being entered 3 times a year. Explanation of the YR11 data summary, visiting schools, subject areas and student voice. The

biggest gap is gender with boys significantly underperforming . The challenges at the schools were noted along with how these are being addressed.

**Discussion by the Board & Directors** on the LGB's challenging the Headteacher's and if so, it is not being minuted. Clerks have been given the brief to drive this point if needed. Headteachers have been briefed that the LGB will ask questions on the data being given to them.

SN proposing that LGB's challenge by:

Questions

Responses

The Board will need to consider the above challenges.

MF commented that the impact reports are good and measurable.

SN attended the network meeting. The SENCO's network are working together and for each other. SN requested feedback from this group and on the support they are given. A strategic plan is to be produced by February half-term. The Group SENCO – Phil Saxton, works across 6 schools: Holy Cross Whitwick, Sacred Heart Loughborough, St John Fisher, St Joseph's Market Harborough, St Peters Hinckley & St Winefride's. PS was asked questions on his role and his ongoing knowledge & understanding. He feels that he is engaging parents well and hopefully data will improve for this group.

**ACTION**

BU & CR are to meet with MF for an in-depth explanation of the raw data and ideas. SN requested feedback from the SENCO group and on the support they are given. A SENCO strategic plan is to be produced by February half-term.

**Agenda Item  
12**

▶ **Next Meeting**

**MINUTE**

Monday 30<sup>th</sup> March 2020 at 4pm

**Agenda Item  
13**

▶ **Director Only item**

**MINUTE**

CEO Performance Appraisal now completed. Training for the panel is to happen a month before the review.

Performance Management Director Training – 27<sup>th</sup> January 2020

SN reported on the DfE meeting last week, NL submitted members report the week before on standards, performance & governance.

**Agenda Item  
14**

▶ **Closing Prayer**

**MINUTE**

The meeting closed with a prayer.

**Governor Agreed Actions set during this meeting: 0**

STA Board DEC19 *dated: 05/12/2019*  
Minutes approved by Jennifer Barnacle