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| **STA Board   Minutes   13/12/2021** |
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| Virtual by teams  Monday, December 13, 2021  4pmChair: Sarah Noon   Clerk: Jennifer Barnacle    |
| FINAL: The minutes are confirmed and locked. |
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| Governors Attending: | >Brian Underwood, Mary Mihovilovic, Terry Smith, Christopher Reynolds, Sarah Noon, Maria Jane, Phillip Bateman  |
| Governors Apologies: | >Mary Delahunty, Fr Paul Chipchase |
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| Non Governors Attending: | >Jennifer Barnacle, Neil Lockyer, Martin Fitzwilliam, Antoinette Bouwens, Kim Frith, Tom Shannon, Fr Raphael Imoni (as observer). Ruth Hurcombe, Mike Hobbs, Marcella Gillespie, Peter Giogi (for item 13 only) |
| Non-Governors Apologies: | > |

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| **Agenda Item 1** | **Welcome and opening prayer** |
| **MINUTE** |  The meeting opened with a prayer.The Chair welcomed Fr Raphael to the meeting as an observer and introductions were made. |
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| **Agenda Item 2** | **Minutes of last meeting, matters arising and conflicts of interests and business and pecuniary interests** |
| **MINUTE** | The minutes of the last meeting were approved.There were no conflicts of interest for the purpose of this meeting. All declarations of interest are declared on TG.Matters arising

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| MH to run training session for directors on understanding finance. MH to circulate dates for an in-person session.  - **Held 6/12/21**TS had met with the Diocesan Estates department regarding potential use of empty properties for housing chaplaincy apprentices and had been referred back to the relevant Parish Priest. The Parish Priest had declined to take on the responsibility. SN /NL will raise again with the Diocese and the members. **SN had raised this issue with Fr Simon Gillespie, and it was noted that no further progress had been made.**Update TG profiles. **All complete except MM to tick the two boxes relating to declarations of interest.**NL to amend and then share mission with Directors and Heads and will then be presented to Chairs at the next symposia. **Amended and shared with directors and heads. To be shared with chairs at next symposia.**Directors to confirm their attendance on 30/10/21. **Postponed. Rearranged for Pent term.**Add Environmental objective to strategic plan. NL **Amended. Directors approve wording**Amend 8 and 9 in strategic plan to reflect points made. **Amended**KPI's as a whole should be included as an Objective. Meeting KPI's relating to GAG Pooling should also be added. **Amended**Talk to the independent Catholic schools regarding their experience of marketing and agencies. NL to begin recruitment and investigate suitable agencies. **There had been two rounds of advertising for the marketing and communication officer role. Some interviews had been held but no suitable candidate had been identified. Another attempt at recruitment will take place in late January. Consideration will also be given to a plan B - use of agency only.**The Annual Leave Policy and the Support Staff Pay Policy were approved subject to amendments being made to contents pages, definitions to be amended with removal of reference to LGB's and Governors removed and section 9.3 to be added in pay policy. Final version to be sent to Clerk for putting onto TG. **Done**Absence Policy and Maternity and Paternity Leave policies to come to December Board meeting. **Presented and approved at HR committee 9/12/21. Other CMATs to now approve and final version back to Board for approval**Discuss opening Foundation Stones to parents with Diocese. **NL had discussed this with PG, and he was open to the suggestion. Some adaptations would be needed to the programme. It is hoped that it can be rolled out to parents’ next term.**Run a session on preparing the safeguarding link governor for Ofsted. **Work is still ongoing on finalising a remit for the safeguarding governor which will be adopted by all 4 CMATS. Once this is in place training can be arranged for link governors.**Revise GAG Pooling appeal process for panel to hear stage 2 appeal. Update Financial Procedures document and send to Clerk. **Done**Consider adding C19 funding allocation to internal auditors remit at November A&R Committee. **Committee had reviewed internal audit and added safeguarding, value for money and cyber fraud to the remit. Further consideration will be given to considering C19 funding allocation.**IT proposal to go to Finance Committee. **To go to January Committee.** |

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| **ACTION** | MM to tick two declaration of interest boxes on TG. MMShare mission with Chairs at next symposia. NLFinal version of Absence and Maternity and Paternity Leave policies to come to next Board.Consider adding C19 funding allocation to internal auditors remit. MH/TSIT proposal to go to January Committee. |
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| **Agenda Item 3** | **Governance & Correspondence** |
| **MINUTE** |  Fr Paul Chipchase has indicated that he wishes to step down as a Director as soon as practical.Fr Raphael Imoni will be appointed in his place.The appointment process is under way and should be complete early in the new year.SN stated that all directors should have received a letter from the Diocese re their terms of office and they should respond as soon as possible. |
| **ACTION** | Directors to respond to letter from the Diocese re their terms of office |
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| **Agenda Item 4** | **Legal and Regulatory** |
| **MINUTE** | 1. The STA CMAT Primary Admissions policy 2023-24 was approved and determined. It was requested that terms are standardised for the local authorities (currently refers to both Leicester and Leicester City).
2. The revised complaints policy was noted and approved.
3. Work is ongoing to establish a more effective way to approve policies that are common to all 4 Trusts.
4. In respect of Bishop Ellis, the title plan has been accepted by all parties and the transfer of land to Leicestershire CC  document has been drawn up. We have been informed that the transfer document from LCC to the Diocese should be available by the end of the Advent term. These transfers must all be completed before conversion to an academy can take place. It is hoped that the entire process can be completed in the Pentecost term.
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| **ACTION** | Standardise terms in admissions policy re LA's. |
| **DECISION** | Primary Admissions Policy 2023-24 Approved and determined.Complaints policy approved. |
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| **Agenda Item 5** | **CMAT Risk Register** |
| **MINUTE** |  The Register was noted.It has been shared with members.The Audit and Risk Committee had reviewed it in November and a number of changes had been requested and have been made.The Board noted the document, and no further amendments were requested. |
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| **Agenda Item 6** | **Catholic Life & Chaplaincy** |
| **MINUTE** |  TS presented his report and questions were invited.He had attended the members meeting and the Bishop had been impressed with the Progression document.Fr Raphael will replace Fr Paul as Chair of the Catholic Life committee.The intention had been for the newly appointed Lay Chaplain at De Lisle to support Sacred Hearts Loughborough and St Marys for one day a week from the Pent term. This is under review as there is still much work to be done at DL. The primary schools will continue to be supported by Tom Shannon.It was noted that most schools engage fully with the Lead Lay Chaplain but there has been some resistance to engaging with the CMAT in respect of Catholic Life and the LLC from one school. TS will continue to work with the school to encourage participation.TS will be running some support sessions for school staff and pupils in respect of the Eco Roadmap and directors will be invited to attend.The Let us Pray resources are being used in schools and are having an impact. Training for staff has been carried out and staff feel well supported.The newly appointed Chaplain working across 5 primary schools has made a good start and is having a major impact, especially in 2 schools where there was little chaplaincy provision.The Chaplaincy trainees have settled in well.The priority 1 schools and the measures that have been put in place to improve Catholic Life and Chaplaincy were noted. Good progress has been made and many of these schools are no longer categorised as priority 1. |
| **ACTION** | TS to send dates of Eco Road map sessions to Board. |
| **DECISION** | FR Raphael to be chair of the Catholic Life Committee. |
| **CHALLENGE** | **Is there an opportunity for the Lay Chaplain at DL to support primary schools in the area? If not, do they have adequate support?Are all schools engaging with the LLC?** |
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| **Agenda Item 7** | **Safeguarding** |
| **MINUTE** |  MG presented the safeguarding report and questions were invited.SN stated that the other CMATs were impressed with the work that MG is undertaking and are considering similar roles in their own Trusts. MG is frequently called upon to advise and offer training for the other CMATs.MG detailed three cases where parents had bypassed the complaints procedure and made complaints directly to Ofsted. This can be extremely time consuming and stressful for staff involved. In an effort to ensure that parents follow the correct procedures the website is going to include a document detailing in informal terms what to do when things go wrong. This will be written in layman terms and will be sympathetic to the parent’s situation. Similar leaflets will be available in school receptions. It is hoped to roll this out in the Lent term.Safeguarding training is the same for every single member of staff although schools deliver it in different ways. Some deliver it to all staff at the same time, others split out the teachers from other support staff. Catch up sessions are held to ensure all staff receive the training and it also forms part of the induction for new staff.Additional training is offered throughout the year, e.g., PREVENT. Regular updates and bulletins are sent to staff throughout the year.It was acknowledged that where there are high numbers of safeguarding incidents that this does not necessarily mean there has been a major increase in cases or particular issues in schools. It can be due to schools getting better at reporting incidents. There has been an increased focus on peer-on-peer abuse and harmful sexual behaviour, and this has led to staff and pupils recognising and reporting these issues more.There has been a significant increase in mental health and self-harming issues and C19 restrictions have contributed to this.The Board thanked MG for all of her work on safeguarding with this and other Trusts. |
| **CHALLENGE** | **Do all staff get safeguarding training together?** |
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| **Agenda Item 8** | **Business Services** |
| **MINUTE** |  AB presented her report and questions were invited.1. The roofing project at SH Leicester has been delayed due to distribution and subcontractor issues. It has caused significant disruption and there has been rain damage to some of the furnishings. AB and team are doing all they can to resolve the issue and completion is now due in January 2022. Contractors have agreed to pay for all damages.
2. Work has begun on St Martins car park and the Diocese granted additional money for this to be completed.
3. There is a potential issue with bus transport at St Pauls. The bus provider has pulled out of the contract with effect from the end of the Advent term and the transport broker is unable to find any replacement buses or drivers. Strenuous efforts are being made to secure transportation for 250 pupils for the Lent term. Parents have not yet been informed but a letter has been drafted in case the issue is not resolved. 37 providers have been approached and none are able to provide any drivers. The Local Authority have been informed. It has been possible for transport providers to pull out of the contract mid-year as the contract with the broker stated this could be done for 'conditions outside their control’, e.g., national driver shortage. It was noted that transportation could be an issue at the end of term when contracts need renewing. NL will keep the Board informed of developments.
4. CR presented his health and safety audit report. He had accessed the EVERY compliance report for all schools. Good progress has been made on Health and Safety at schools. Two primary schools remain red and are receiving support from Tom Chambers from the Central team to help deal with paperwork and compliance issues. A premises officer is being recruited at one of the schools. The LGB's will be reviewing health and safety in Lent 2. CR made the following recommendations, and these were fully supported by the Board: -
* A letter should be sent to the gold schools complimenting them on their consistent efforts to ensure they are up to date with health and safety monitoring and action.
* The Trust to help and enable schools to eliminate outstanding items of more than six months. That represents 26 items across all schools including the Trust offices.
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| **ACTION** | CR to send letter to Gold schools. |
| **DECISION** | A letter should be sent to the gold schools complimenting them on their consistent efforts to ensure they are up to date with health and safety monitoring and action.The Trust to help and enable schools to eliminate outstanding items of more than six months. That represents 26 items across all schools including the Trust offices. |
| **CHALLENGE** | **Why has it been possible for transport providers to pull out of a contract mid-year? See 3** |
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| **Agenda Item 9** | **Finance** |
| **MINUTE** |  MH presented his report.1. MH detailed the Insignis cash management system platform. PB had reviewed the platform with MH and stated that it appears to be a well-run scheme which would cut down administration significantly. The Trust would also benefit from lower fees as some of the other CMATs are joining the scheme and placing considerable amounts of money.  The Board agreed to the opening of an account as soon as practical through Insignis, and that the Finance Director has discretion to place funds with FSC protected banks through the platform based on the cash flow needs of the Trust.
2. MH detailed the Salary Sacrifice Electric Car Leasing Scheme. The risks and mitigation were noted. Other Trusts have similar schemes and the DfE recognises the schemes. The external auditors advice will be sought to ensure they are content with it. It is hard to know what demand will be for the scheme. The implications on the pension may put some people off applying, especially those closer to retirement. There is a Local Authority scheme already in place, but it has a poor reputation and very little take up. Similar schemes run for other areas e.g., childcare vouchers, and therefore payroll is geared up to deal with salary sacrifice and admin will be minimal. We would be the first of the 4 CMATs to have the scheme but the other Trusts are likely to watch development and implementation closely. It is believed that it could help with staff recruitment and retention.  Redundancy is a permitted reason to hand a car back. The Board agreed to launch an electric car salary sacrifice lease scheme in early 2022 and are satisfied with the risk mitigations. The scheme will be kept under review.
3. The October management accounts had been reviewed by the directors at the finance training session in November.
4. The paper on the procurement of a new HR system to replace PS People was noted. The procurement process is being led by OLOL procurement manager with input from the other CMATs. It was noted that the new system is likely to be more expensive and that there will be a one-off unbudgeted cost due to implementation and two systems being in place for a while. Reserves will need to be used for this. Full costs will not be known until a final decision is made. A number of providers had been approached and several had declined to quote. Three companies are tendering and will be doing presentations to a procurement panel this week. Detailed questioning and criteria for ranking have been drawn up. Concerns were expressed about the wide range of costs between companies and reassurance is needed that the CMATs needs can be met by all three companies.  It is hoped that a decision can be reached by the end of term and the system could go live in April 2022.  OLOL is seeking approval by the STA Board for the procurement and associated financial commitment for a new HR and payroll system. The Board agreed that a new system was important but have concerns about given approval without fully understanding the rationale behind the decision making and require reassurance that the new package can meet the needs of the organisation. The Board therefore agreed that the tendering process continues but ask that before the tender is awarded to the preferred supplier that an email is sent to the STA Board with a brief report stating what the recommendation is and the rationale behind this decision, including reassurances that if the cheapest company is chosen that there has been a thorough investigation into their capabilities. An executive decision can then be taken to endorse the recommendation or not.
5. The Audit and Risk Committee had received a presentation from the auditors on the audited accounts for the year ended 31/08/21 at its meeting in November. Some minor amendments were noted. There are no material matters to report to the Board. The Audit and Risk Committee recommend that the audited accounts are approved, signed and submitted to ESFA by 31/12/21. Members had seen a draft version of the accounts. The Board approved the accounts.
6. Members had given approval for the reappointment of Forrestor Boyd as auditors.
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| **ACTION** | Open Insignis account. MHSeek external auditors’ advice re leasing scheme. Launch scheme in 2022.MHFeedback to procurement manager the request for a report. MH |
| **DECISION** | The Board agreed to the opening of an account through Insignis, and that the Finance Director has discretion to place funds with FSC protected banks through the platform based on the cash flow needs of the Trust.The Board agreed to launch an electric car salary sacrifice lease scheme in early 2022 and are satisfied with the risk mitigations.The Board t agreed that the tendering process continues but ask that before the tender is awarded to the preferred supplier that an email is sent to the STA Board with a brief report stating what the recommendation is and the rationale behind this decision, including reassurances that if the cheapest company is chosen that there has been a thorough investigation into their capabilities. An executive decision can then be taken to endorse the recommendation or not.Approval of 31/08/21 accounts for signature. |
| **CHALLENGE** | **Would the DfE have any issues with the Leasing Scheme? Do we know what demand will be like for the leasing scheme? Are other CMATs applying for the scheme? Is there a lot of admin involved? Are financial implications of individual schools taken into account, e.g., redundancies?** |
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| **Agenda Item 10** | **HR** |
| **MINUTE** |  The HR committee had met on 9/12/21.1. A Service Level Agreement has been drawn up which details what the school and the HR Department will be responsible for. It includes links to template documents and resources. It will be rolled out in the Lent term.
2. The approval by email on 5/11/21 of Teachers Pay Award was noted. The Board approves the uplift of £250 to the bottom 3 points of the unqualified teachers scale and  the teachers payscales and allowances for 1 September 2021.
3. The Pay panel approval by email on 9/12/21 of the Headteacher and Executive Pay recommendations was noted.
4. The following policies had been approved at the HR committee and will be presented to the other CMATs for approval before adopting: Sickness Absence Policy, Menopause Guidance for Managers, ECT policy, Maternity & Adoption Policy, Teachers pay policy.

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| **DECISION** | The Board approves the uplift of £250 to the bottom 3 points of the unqualified teachers scale and the teachers payscales and allowances for 1 September 2021. |
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| **Agenda Item 11** | **Performance & Standards** |
| **MINUTE** | 1. Kay Shepherd, Director at Leicestershire and Rutland Teaching School Hub, gave a short presentation on the work of the Hub. Delivery is being undertaken for schools across the region and further afield. All schools in the local area have engaged in at least one programme. The annual targets set for delivery of Early Career Framework and National Professional Qualifications have already been exceeded. Positive feedback has been received from key stakeholders. The next steps are to look to partner with an Initial Teacher Training provider, to enhance the ECF offer by joining with subject and behaviour hubs, roll out two new NPQ's from September 2022 and to identify gaps in coverage and run programmes to address these. It was noted that a small financial surplus is forecast at the year-end. The only financial risk re the ECF is if participants drop out or KPI's are not met. This is very unlikely, and a 10% dropout rate has been allowed for. No local schools are missing out by delivery being offered to wider geographical schools. Visiting Fellows have been introduced to increase capacity. An offer for Trusts is being developed for the next academic year. Other hubs are dealing with similar numbers, although the Leicestershire and Rutland Hub is the largest provider for NPQ's. Any negative feedback tends to be around the actual framework for early careers rather than delivery. The team are looking at ways to ensure that mentors are meeting with ECT's as much as they should be, and this is being built into timetables. A further update on the Hub will be given at the end of the year.
2. MF and RH presented a paper on Quality of Education, Outcomes and School Improvement. It was noted that 2 schools have recently had Ofsted inspection reports published. SH Leicester has moved to a Good rating (previously requires improvement) and SJF remains a Good school. Two DCI inspections have been held this term.
3. The government have published a back-up plan in case exams are unable to be held. Parents and pupils are being pre- warned that assessments may need to be used to assess grades. At present it is expected that exams will take place, with some adaptations made.
4. Two virtual conferences were held in November - a Teaching and Learning Day and a SEND/EAL day.
5. Work continues on monitoring C19 catch up closely. Gap analysis is being undertaken across the curriculum to enable work to be undertaken to close the gaps.
6. School reviews have been carried out and work is ongoing to evaluate the impact of these.
7. It was agreed that the next performance and standards committee should look at curriculum development and how to monitor impact.
8. The Exemplary Leadership programme has been very successful. This year there are 98 delegates, including 5 STA schools. The aim is to improve schools across the country.
9. NL presented a paper on temporary Central Team posts which are due to end at the end of the current academic year - two school improvement heads each for three days a week and a Director of Maths (secondary) currently for two days a week. The impact of these posts was noted. The following recommendations were made: -
* given that school improvement is one of the most fundamental purposes of the CMAT, there will always be the need for high quality, additional capacity. As such, it is recommended that 6 days of SIH work become a permanent fixture in the CMAT structure, and that the current incumbents continue with the work. The Board approved this recommendation.
* The Director of Maths role has represented a very successful, fixed term intervention. It had a clear remit which has been effectively and efficiently delivered, and we are now confident that the improvements are sustainable. That said, it is likely that at least two new Heads of Maths may be required due to internal promotions over the next year. As a result, it is recommended that the post continues for one day per week for one more year (i.e., the 2022-23 school year). The Board agreed this recommendation.                                                                                                                             Consideration is being given to the Director of Maths working with KS2 pupils and some shadowing has taken place and links established with a primary school. This will continue and be developed if possible but at one day a week it is likely that the focus will be predominantly secondary schools.
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| **DECISION** | The Board approved that 6 days of SIH work become a permanent fixture in the CMAT structure, and that the current incumbents continue with the work.The Board approved that the post of Director of Maths continues for one day per week for one more year (i.e., the 2022-23 school year) |
| **CHALLENGE** | **Is there any financial risk in respect of the ECF? Are local schools missing out due to delivery to schools in other areas? See 1Can the Director of Maths work with KS2 pupils? See 9** |
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| **Agenda Item 12** | **Next Meeting** |
| **MINUTE** |  Next meeting - 24 March 2022Committees to meet on 26 January 2022The Chair thanked all of the Executive team for all of their work this term. |
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| **Agenda Item 13** | **Director Only item** |
| **MINUTE** |  A Director only item took place. Minutes are confidential and are kept by the Clerk to the Board.Items discussed included: -* Diocesan update from Peter Giorgio.
* Central posts update.
* CEO's performance appraisal

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| **Agenda Item 14** | **Closing Prayer** |
| **MINUTE** |  The meeting closed with a prayer. |
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| **Governor Agreed Actions set during this meeting:** 0 |

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| STA Board   *dated:*  13/12/2021 |
|  Minutes approved by Jennifer Barnacle                                  |

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