

STA Board Minutes 24/03/2022

▶ Cossington ▶ Thursday, March 24, 2022 ▶ 4pm ▶ Chair: Sarah Noon ▶ Clerk: Jennifer Barnacle

FINAL: The minutes are confirmed and locked.

Governors Attending:	>Phillip Bateman, Brian Underwood, Maria Jane, Sarah Noon, Terry SmithRaphael Imoni,
Governors Apologies:	>Mary Delahunty, Mary Mihovilovic, Raphael Imoni, Christopler Reynolds
Non Governors Attending:	>Jennifer Barnacle, Neil Lockyer, Kim Frith, Antoinette Bouwens, Martin Fitzwilliam, Mike Hobbs, Mary Robson (HR only) , Tom Shannon, Ruth Hurcombe
Non Governors Apologies:	>Simon Gillespie, Marcella Gillespie
Agenda Item 1	▶ Welcome
MINUTE	The Chair welcomed everyone to the meeting and apologies were noted and accepted.
Agenda Item 2	▶ Opening Liturgy
MINUTE	TS conducted an opening liturgy.
Agenda Item 3	▶ Minutes of last meeting, declarations of interest and matters arising
MINUTE	<p>The minutes of the last meeting were approved.</p> <p>There were no declarations of interest for this meeting.</p> <p>MM to tick two declaration of interest boxes on TG. MM Done</p> <p>Share mission with Chairs at next symposia. NL Done</p> <p>Final version of Absence and Maternity and Paternity Leave policies to come to next Board. Final policies on TG</p> <p>Consider adding C19 funding allocation to internal auditors remit . MH/TS New internal auditors have been appointed and will look at all income streams.</p> <p>IT proposal to go to January Committee Proposal for ST Peters ES laptops approved by email</p> <p>Directors to respond to letter from the Diocese re their terms of office Done</p> <p>Standardise terms in admissions policy re LA's. Done</p> <p>TS to send dates of Eco road map sessions to Board. Outstanding</p> <p>CR to send letter to Gold schools. Done</p> <p>Open Insignis account. MH Done and funds deposited</p> <p>Seek external auditors advice re leasing scheme. Launch scheme in 2022.MH Launched</p> <p>Feedback to procurement manager the request for a report. MH Done</p>
Agenda Item 4	▶ Governance & Correspondence
MINUTE	<p>1. Items approved by Directors by email since last Board meeting (Dec21):</p> <ol style="list-style-type: none"> 1. Approval of decreasing PAN at SJL and St Francis proposal (Approved Jan 2022) 2. Approval of Secondary Admissions policy (Approved February 2022) 3. Approval of a one off payment of £1.00 (plus 35p for employer NI/Pension), to all teachers who have been identified as affected by the lack of pension indexation. (approved March 2022) 4. Approval for £30k laptop investment at St Peter's Earl Shilton to allow them to engage with our IT platform. (Approved January 2022). 5. Approval of school resource management self assessment tool to be submitted to ESFA (March 2022)

	2. SN reported that the appointment of a further Director is being processed - Immaculate Wilson.
3.	
Agenda Item 5	Legal and Regulatory
MINUTE	<p>Update on reserved posts</p> <ol style="list-style-type: none"> 1. There have been no applications for the position of Deputy Head at English Martyrs. The job specification is being reviewed to make it broader. 2. Siobhan Minford (Holy Cross Whitwick) has resigned as Heasteacher and will leave at the end of term. Interviews will take place on 28/4.
3.	
Agenda Item 6	Catholic Life & Chaplaincy
MINUTE	<p>TS presented his report.</p> <ol style="list-style-type: none"> 1. Collective Worship continues to be a focus and much progress has been made. Let Us Pray resources have made staff and pupils more confident in planning and delivering Collective Worship. A small number of schools need some additional support in embedding the resources in the school. 2. The Collective Worship progression document was noted. This will support staff with planning, facilitating, monitoring and evaluation. It clearly sets out what Child Led worship looks like and what staff and pupils should be doing. Originally there were going to be 2 documents (advanced and standard) but it was subsequently decided that one document for all schools is better. The Bishop had been impressed with the document and should be kept informed of progress and the decision to have only one document. 3. The Eco Roadmap is progressing well and staff training is ongoing. 4. There was good engagement in the online Feast Day. 5. The Chaplain working across 5 primary schools is performing well and it is hoped that school staff will be sufficiently trained next year to do some of the role themselves. There is capacity for staff to pick up this work and they will have been observing good practice. 6. The two trainee chaplains are doing well and both have started their university course. 7. Staff prayers are held weekly and there will be a staff retreat in June. 8. There will be no pupil trip to Lourdes this year but the Chaplaincy team will be going for CPD and a planning visit. The importance of keeping the date outside of the Leicestershire school holidays was noted, in order to ensure sufficient numbers apply. 9. TS outlined the support being given to 'RED' schools. All schools are making good progress. Progress and consistency at one primary school has been impacted by staff shortages but progress has still been made, albeit at a slower pace that anticipated. 10. The Catholic Life Hardship Fund has been used 3 times. There is currently £5900 available. Supporters are kept informed of how the funds are being used. It is hoped that when marketing resource is in place the fund can be promoted further. Heads are made aware that applications can be made to the fund. Schools are encouraged to support the fund. 11. SN, TS and BU had undertaken training on the CSI framework. There will be no inspections in the Advent 2022 term.
ACTION	TS to keep Bishop informed of progress and the decision to have only one document.
CHALLENGE	<p>Is there capacity in schools for staff to pick up chaplaincy roles? See 5</p> <p>Are there any major concerns at present in the schools? See 9</p> <p>Can the CLHF be promoted more? See 10</p>
Agenda Item 7	Performance and Standards

School Review

The school reviews document was noted.

All schools had had a review and received a detailed report. Key actions were identified for all schools. The review will feed into the professional development of school leaders.

A number of common themes had emerged:

1. Monitoring of low level safeguarding and behavioural incidents. Trend spotting needs improvement.
2. Attendance. Most schools have good attendance but persistent absenteeism can be an issue .
3. Focus on subject level curriculum needed and how it is being monitored
4. Mapping of personal development curriculum.
5. A small number of schools need help in delivering a broad and balanced curriculum.

Governors were invited to feedback sessions and also receive the letter that is sent out. The heads report template now includes a reminder of the SIP objectives. Some LGB's had not engaged with the feedback sessions and in the future the importance of them attending will be highlighted. The review report should be discussed at LGB's and will be put onto the agenda. The Performance and Standards Committee will look further at how LGB's can monitor the actions identified on the review. The Review will be amended next year and the DPS's will consider the role of the LGB in that review and how information is fed back to the CMAT Board.

Training School

The report was noted.

It was noted that although most training etc is well attended there are still some schools in Leicestershire and Rutland who have not engaged. This can be because they have no ECT's who need to attend or because they do not want to release staff to attend. The school continues to try to engage and promote that courses are free but the Local Authority has confirmed that some schools are very hard to engage with..

The Strategic Board consists of NL, MF, RH and MH and Annie Carter from the CMAT and also Local Authority Representatives from Leicester and Rutland and Steve Roddy (Teaching School Partner) . It was noted that the attendance from members other than the CMAT members was low. A review of the Board will take place as part of the year one process - it is not needed for governance purposes.

It was noted that according to DfE statistics the teaching school is the 4th best in the Country. Kay Shepherd will be invited to present plans for year 2 to the July Board.

Exemplary Leadership Programme

An update was given on the 3 year pilot programme. The Financial model is being reviewed following recent guidance from the DfE. The programme has a nationwide reach.

It was noted that there is capacity to manage the programme at its present size and it is managed by an experienced leader. There is a small underspend due to less in person conferences being held and this is returned to the DfE.

Summer Qualifications and Data Tracking

Data overall is positive. There are a few pockets of concern and plans are in place to support pupils in these areas.

All pupils are being supported through the exam process. The A level pupils will be a cohort that did not sit their GCSE's.

There is good support between schools and there are high expectations for pupils.

De Lisle school has put in an application to run 2 T levels and this would involve refurbishment of some areas of the estate to accommodate the courses. The outcome is awaited. If successful the courses would be run from September 2023. It is hoped that the T levels would encourage some pupils to stay on at the school. A contingency plan will be put in place in case the estates refurbishment was not complete in time for the start of the course.

ACTION	The Performance and Standards Committee will look further at how LGB's can monitor the actions identified on the review. Kay Shepherd will be invited to present plans for year 2 to the July Board.
CHALLENGE	How can LGB's help with monitoring the review? Why have some schools not engaged with the training school? Who sits on the Strategic Board for the training school? Is their capacity to manage the Leadership programme ? What happens to the underspend?
Agenda Item 8	▶ Safeguarding
MINUTE	<ol style="list-style-type: none"> 1. MG has produced a draft roles and responsibilities of the safeguarding governor document and a safeguarding monitoring toolkit. They have been sent to all safeguarding governors to use and have been welcomed. They give more structure to visits and are useful for the Board as they are consistent across schools. The Diocese would like to roll them out across all 4 CMAT's. 2. High profile staff safeguarding cases have been reviewed at the HR committee. 3. There are some challenging safeguarding cases in schools and MG continues to support DSLs and staff.
4.	
Agenda Item 9	▶ Finance
MINUTE	<p>The Management accounts for the period to 28/2/22 were noted. Additional detail has been added.</p> <p>The underspend of grants (£397k) is likely to be a coding error and spend will be apportioned against it once reviewed.</p> <p>Reserves were noted. Further analysis is needed as some of the reserves have been used for Board approved expenditure.</p> <p>It was noted that PP funding is determined on the previous October census figures. The rising cost of living could affect many families and more pupils may become eligible for PP funding. This would not be reflected until funding is received in April 2023. All schools regularly encourage families to sign up for free school meals and help with applications etc. There is always a big push re FSM in year 7. It was noted that the level for FSM is very low and that many families may be over the threshold but still struggling. The CMAT schools will continue to monitor their pupils and families and assist wherever they can. In the past staff have been involved in food deliveries for families, signposting to food banks etc. It was noted that it may be necessary to use the Catholic Life Hardship Fund or to seek help from other charities, eg Fisher Family Trust. The Catholic Life Committee and the Performance and Standards Committee will look at this at their next meeting.</p> <p>It is not yet clear what , if any, recovery funding will be available going forward. This could affect use of tutors etc.</p> <p>Agency costs are currently overbudget. It was noted that some costs may be offset by savings in other areas, eg staff costs, as vacancies are unfilled. There has been considerable staff illness in the 6 months to date. Sometimes agency staff are needed if the school has been unable to recruit. The situation will continue to be monitored.</p> <p>Rising costs, eg utilities, agency staff, transport costs are going to present a challenge to the CMAT going forward.</p> <p>Heating costs at schools are monitored twice a year. Schools have management systems in place that can provide information.</p> <p>The fixed term contract for utilities ends in October and a large increase in costs is anticipated. A proposal will be put to the Finance team in due course.</p> <p>It was suggested that solar panels should be explored further. Some schools already have solar panels and more work is needed to establish the savings that are or could be made.</p>

ACTION	Catholic Life and Standards Committee to look at how to support families struggling due to rising living costs.
CHALLENGE	<p>What can be done to increase the numbers of pupils applying for FSM/PP? What will the CMAT stance be on helping families due to the increasing cost of living?</p> <p>Why is the cost of agency staff so high?</p> <p>Do we do a review of heating costs at schools?</p>
Agenda Item 10	<p>▶ Business Services/ Health and Safety</p>
MINUTE	<ol style="list-style-type: none"> 1. Schools will be moving to the Arbor management information system after Easter. Staff training is in place and there is a helpline and video tutorials. 2. Buses for St Pauls for after Easter have been secured but the cost has increased significantly. 3. St Clares EYFS roof had blown off in a storm and there is also significant water damage. Resources were lost and an air conditioning unit was blown away. Children are being educated in the hall. An insurance claim has been submitted but insurers are suggesting a significantly lower settlement figure. Negotiations continue and the loss adjuster is sending its own surveyor to inspect the damage. The school is coping but it is challenging. The impact on the pupils is minimal. The repairs are unlikely to be complete in the current school year. 4. CR's report on health and safety was noted. Jackie Banks will be contacting all premises officers to ensure any outstanding items are completed. Two schools are without a premises officer and another premises officer has just resigned. These are challenging roles to fill. Schools with a very good health and safety record will be written to and congratulated. The EVERY dashboard works well and is well used. 5. AB presented the 2022-23 SCA allocations and stated that the Board must be satisfied with the projects and the procurement procedure followed. The schedule was reviewed and approved. AB follows the procurement policy re tenders and then submits them to the Diocese for approval. The quotes received are fixed and as yet there has been no suggestion of them increasing. If they did increase then the revised costs would need Diocesan approval. 6. It was noted that the CTK windows had been approved at £70k but that as the building is listed the costs have increased to £150k . This requires Diocesan reapproval.
DECISION	Approved SCA allocations 2022-23.
CHALLENGE	Are the SCA amounts fixed? Could they increase due to rising costs? See 5
Agenda Item 11	<p>▶ HR</p>
MINUTE	<p>MR presented her report:</p> <ol style="list-style-type: none"> 1. A cautious approach to Covid continues to be taken in schools and all government guidance followed. 2. Vacancy Filler programme is now installed and being used. It is having a major impact on streamlining and management information. Staff are being trained n its use. It will next be used for letters of appointment and contracts. 3. Some benchmarking is being undertaken on support staff salaries in specific sectors, eg, IT. 4. NL presented a proposal for the centralised IT team. The introduction of the centralised team has been extremely successful and universally welcomed by schools. However salary levels are causing problems for retention and for recruitment. Benchmarking shows that higher salaries are available locally and it is also possible for IT staff to work remotely for London companies. Recruiting for a senior technician and 2 IT technician posts has been unsuccessful since October. It is proposed to offer a retention allowance for 12 months of £2,500 to the two IT technicians currently remunerated at Band 4. It is also proposed to offer a recruitment allowance for 12 months of £2,500 on the Senior IT Technician post, and both IT technician posts. MR will be undertaking a review of salary banding longer term across all 4 CMATs. The Board approved the proposals. The payment will be paid in 12 monthly instalments and be effective immediately. 5. The new HR and payroll programme implementation is underway. A Steering Group and Project Committee are in place to oversee implementation and operation.

	<p>6. The HR Strategy was noted. This is the Diocesan strategy for the next three years and it will be rolled out to all schools. MR is working on an implementation plan with the executive team. An update will come to the HR committee in April.</p> <p>7. The Board reviewed the Teachers Pay Policy 2021-22 and it was approved. It has already gone out to consultation and there have been no major changes.</p> <p>8. The Board reviewed the draft Redundancy policy. This is a new policy which is out for consultation until the end of April. The final version will come to the Board for approval</p> <p>9. The Support Staff Pay award had been approved in October 2021.</p>
ACTION	Redundancy Policy to come to Board for approval in due course.
DECISION	<p>It was agreed to offer a retention allowance for 12 months of £2,500 to the two IT technicians currently remunerated at Band 4.</p> <p>It is agreed to offer a recruitment allowance for 12 months of £2,500 on the Senior IT Technician post, and both IT technician posts.</p> <p>Teachers Pay Policy 2021-22 approved</p>
Agenda Item 12	School Transport options - medium and long term
MINUTE	<p>The transport management company Kura was commissioned to source and provide bus services for St Pauls. Kura have told us that the costs from September are likely to be in the region of £400 per bus per day. This is a significant increase on the current cost.</p> <p>Options to be considered:</p> <p>1. We pass the entire increased cost on to parents. The cost of one bus pass would increase from £595 in 2021-22 to, potentially, £1080 in 2022-23. The Board agreed that this is not an acceptable solution.</p> <p>2. We seek to subsidise the cost for parents. If so, we must consider: whether the subsidy only applies to St Paul's or to other schools in the CMAT and the extent of the subsidy. The sustainability of the subsidy over time and the issues of parity must be considered. The subsidy for 2022-23 for St Pauls only would be over £132k.</p> <p>3. We change the home-school transport offer, moving to smaller (& therefore cheaper) buses only serving the furthest areas of the catchment, and encourage those living closer to apply for much cheaper Arriva/First public bus passes. This carries with it the risk that parents will send their children elsewhere, could have an impact of the Catholic intake of the school and could lead to a fall in income.</p> <p>At present 240 pupils use a school bus at St Pauls.</p> <p>It was agreed that it was best to consult with parents only when there are viable options available.</p> <p>It was agreed that we should wait to see what other schools will be charging for transportation. This information should be available in the next month.</p> <p>A procurement exercise should be undertaken - one for the routes and bus sizes as they currently are and one for smaller/less buses .</p> <p>Once costs are known and we know what other schools are charging we can then establish what the cost to parents will be.</p> <p>NL had met with the City Deputy Mayor on 15/3 to discuss broader transport issues across the City, and the discussion included the proposed workplace parking levy which will cost the CMAT in the region of £180k. If the proposal comes into force, the council are looking to 'front load' the transport services which could provide much more cost-effective solutions for both parents and the CMAT than the current arrangements. St Pauls could be a pilot school for transport links.</p>
ACTION	<p>A procurement exercise should be undertaken - one for the routes and bus sizes as they currently are and one for smaller/less buses .</p> <p>Once costs are known and we know what other schools are charging we can then establish what the cost to parents will be.</p>
DECISION	Undertake procurement exercise for buses.

Agenda Item 13	▶ Strategic Plan
MINUTE	The plan was noted.
Agenda Item 14	▶ Policies
MINUTE	There were no policies for approval.
Agenda Item 15	▶ CMAT Risk Register
MINUTE	Directors are reminder to refer to the CMAT risk register. The register will be split and considered by the committees going forward.
Agenda Item 16	▶ Next Meeting
MINUTE	Thursday 7 July at 4pm
Agenda Item 17	▶ Director Only item
MINUTE	Nothing to report
Agenda Item 18	▶ Closing Prayer
MINUTE	The meeting closed with a prayer.

Governor Agreed Actions set during this meeting: 0

STA Board *dated:* 24/03/2022
Minutes approved by Jennifer Barnacle