

## STA Board Minutes 07/07/2022

▶ Cossington ▶ Thursday, July 7, 2022 ▶ 5pm ▶ Chair: Sarah Noon ▶ Clerk: Jennifer Barnacle

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

Reminder of change of format/timings

Lunch provided

2.00pm Strategic planning session (Trust Board & Executive Team)

3.50pm Comfort break/refreshments

4.00pm Trust Board pre-meet - consider papers & formulate questions

5.00pm Full Trust Board meeting with the Executive Team

7.00pm Close

Governors Attending:	>Sarah Noon, Raphael Imoni, Christopher Reynolds, Brian Underwood, Maria Jane, Phillip Bateman
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Governors Apologies:	>Terry Smith, Mary Mihovilovic, Mary Delahunty
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Non Governors Attending:	>Jennifer Barnacle, Martin Fitzwilliam, Neil Lockyer, Antoinette Bouwens, Mary Robson, Ruth Hurcombe, Mike Hobbs, Marcella Gillespie, Kim Frith
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Non Governors Apologies:	>Tom Shannon
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<b>Agenda Item 1</b>	▶ <b>Opening Prayer</b>
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<b>MINUTE</b>	The meeting opened with a prayer.
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<b>Agenda Item 2</b>	▶ <b>Minutes of Previous meetings (x2) and matters arising</b>
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The minutes of the meetings held on 24/3/22 and 26/4/22 were approved.

**MATTERS ARISING**

TS to keep Bishop informed of progress on Collective Worship Progression Document and the decision to have only one document.DONE

The Performance and Standards Committee will look further at how LGB's can monitor the actions identified on the review. NEW FORMAT IN PLACE FOR LGBS.

Kay Shepherd will be invited to present plans for year 2 of the training school to the July Board.DEFERRED TO SEPT BOARD

Catholic Life and Standards Committee to look at how to support families struggling due to rising living costs.DONE

Redundancy Policy to come to Board for approval in due course. TO GO TO HR COMMITTEE

A procurement exercise should be undertaken - one for the routes and bus sizes as they currently are and one for smaller/less buses .Once costs are known and we know what other schools are charging we can then establish what the cost to parents will be. DONE - UPDATE BELOW.

<b>MINUTE</b>	
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	<p>TRANSPORT UPDATE</p> <p>Beaver buses have been contacted to provide transportation for St Pauls. It will involve a significant subsidy from the CMAT to keep costs at a reasonable level for parents. However Beaver have subsequently stated that they do not want to use Kura (our existing transport management consultant) to manage the contract, collect payments etc and will do this themselves. If the buses can be filled, which is likely, this will mean that there will be no need to subsidise the transportation. The possibility of changing timings of school days in the longer term future was discussed to reduce costs further.</p> <p>EM transportation will be provided by Ausden Clark.</p> <p>The Board welcomed this positive outcome.</p>
<b>ACTION</b>	Kay Shepherd will be invited to present plans for year 2 of the training school to the July Board. DEFERRED TO SEPT BOARD
<b>Agenda Item 3</b>	<b>▶ Declarations of business interests</b>
<b>MINUTE</b>	There were no declarations of interest for the purpose of this meeting.
<b>Agenda Item 4</b>	<b>▶ Legal, Governance and Correspondance</b>
<b>MINUTE</b>	<ol style="list-style-type: none"> <li>1. The Memorandum of Understanding - Payroll, HR, Pensions has been updated to reflect that there will be 3 CMAT's next year and it was approved.</li> <li>2. It was noted that since the last meeting the Board had approved CMAT and Academy Health and Safety policies by email.</li> <li>3. The Health and Safety Directors Report was noted. There is one 'RED' school (HC Whitwick) . This is due to the school not having a premises officer in place for over a year. One has now been appointed and the outstanding issues will be addressed as a priority.</li> <li>4. The Nominated Chairs and Vice Chairs for all schools were noted and approved. St Josephs MH has not appointed a vice chair but has been given permission to appoint a further parent governor with an educational background for a period of one year to support the Chair. At St Pauls a special dispensation has been given for a parent governor to convert to a Foundation Governor for one year and to act as Co-Chair. It was noted that HC Whitwick only has 2 governors and there will be a joint LGB alongside St Winefredes. Discussions are ongoing about how this will work in practice. Both Chairs are keen to work in this joint collaboration.</li> <li>5. 20 people had attended the 'Calling Foundation Governors' event run by the Diocese and, to date, there have been 2 expressions of interest for STA CMAT schools. One will be directed to HC Whitwick.</li> <li>6. It had not been possible to recruit a Head teacher for HC Whicwick. Katherine Murphy, Head at St Winefredes and a School Improvement Head will act as Executive Head for one year. This is a positive appointment , particularly given KM's experience in Early Years.</li> <li>7. Next term there will be a drive to ensure that all governors and directors use school/cmat email addresses only. This is to ensure GDPR compliance. IT support will be offered to those who need assistance. An email will be sent out at the beginning of term and it will be discussed at the chairs symposium.</li> <li>8. It was noted that PB and MD will not be renewing their terms of office and the Board thanked both for their service and commitment to the CMAT Board and the committees. A new Director application is being processed and should be completed by 1/9/22. <b>Post meeting note: Immaculate Wilson Mbah appointment confirmed.</b></li> <li>9. Membership of committees 2022-23 was considered. Curent membership is below. It was noted that PB and MD will not be renewing their terms of office at the year end and in particular the</li> </ol>

	<p>Finance Committee will require a director to sit on the committee. Directors are asked to consider what committees they would like to sit on next year and membership can be confirmed at the September Board.</p> <p>Audit and Risk: SN , TS, BU  Catholic Life: RI, SN and MJ, PB (leaving)  HR: SN, MM and BU, MD (leaving)  Standards: CR, BU, SN, MJ  Finance: TS, SN, PB (leaving)</p>
<b>ACTION</b>	Directors to consider their membership of committees. New Finance Committee member needed. Membership to be confirmed at Sept Board. Implement CMAT email addresses from start of term . Put on agenda for Chairs Symposia.
<b>DECISION</b>	The Memorandum of Understanding - Payroll, HR,Pensions Approved. The Board had approved CMAT and Academy Health and Safety policies by email. Nominated Chairs and Vice Chairs for all schools were noted and approved
<b>CHALLENGE</b>	<b>What is being done to address the H&amp;S issues at the 'Red' school?</b>
<b>Agenda Item 5</b>	<b>▶ Approval of budget</b>
<b>MINUTE</b>	<p>The updated budget was presented.</p> <ol style="list-style-type: none"> <li>1. Updates include an increase in energy charges of £283k , increase in staffing costs of £152k and other increases of £7k . This has resulted in an increase in the deficit for the year from £219k to £669k which will be covered by reserves. It is possible that some of the increase in staffing will be covered by additional SEN funding.</li> <li>2. The potential staff savings needed in 2023-24 and 2024-25 have been calculated taking into consideration the anticipated fall in pupil numbers and the loss of 'bulge years'. This will continue to be monitored. Marketing work is ongoing to improve student numbers but the Board should be mindful of the potential need for future savings.</li> <li>3. Energy costs have risen from £670k in 2021-22 to £2.4m in 2022-23. A small fall overtime is uncertain but things remain very uncertain.</li> <li>4. The Finance Committee had considered the budget in detail on 16 June and recommend to the Board that it is approved (subject to final amendments ). The Board approved the budget for submission to ESFA by 26 July.</li> <li>5. It was noted that 2021-22 in-year surplus is forecasted to be £417k.</li> </ol>
<b>ACTION</b>	Submit budget. MH
<b>DECISION</b>	Budget for 2022-23 approved.
<b>CHALLENGE</b>	<b>Why are staff costs reduced in 2023-24 and 2024-25? See 2</b>
<b>Agenda Item 6</b>	<b>▶ Management Accounts</b>
<b>MINUTE</b>	<p>The Finance Committee had considered the management account to 31/5/ 22 on 16 June.</p> <p>The accounts were noted.</p>

Agenda Item 7	▶ <b>HR report</b>
MINUTE	<p>MR presented her report.</p> <ol style="list-style-type: none"> <li>1. The staff survey has been completed and will be analysed further. It will be considered by the HR committee. The response rate has increased from last year. There are high levels of satisfaction for Catholic life, feeling valued, treated fairly, the performance review process and opportunities for professional development. Areas for further improvement include general workloads (volume of work and time pressures), teacher workloads (planning and preparation, marking and assessment) and communications. Next steps will include providing schools with their individual summaries and determining action points arising out of a more detailed consideration of the feedback</li> <li>2. The proposed teachers pay review is due in July. One union has announced it will be balloting for action in September. It has proposed an increase of 9%. There is a high likelihood that further balloting will take place. Support staff unions have put in a bid for £2k on every column point and changes to terms. Their review was due in April. Industrial action is possible and the key is the proportion of union members who vote. Sessions have been held with Heads regarding how to deal with industrial action and there is guidance available to schools.</li> <li>3. The proposed changes to support staff notice periods were noted and approved (paper on TG). They will relate to new staff only and bring us in line with the other CMATs.</li> <li>4. A serious disciplinary case had gone to appeal and the decision had been upheld. It has now been referred to ACAS and documentation is being submitted as requested. It has also been referred to the Teaching Regulation Agency.</li> <li>5. The HR department remains underresourced. There have been 4 unsuccessful cycles at trying to recruit a full time HR advisor. One person had turned down the role due to the remuneration. A consultant has been appointed to look at pay bandings across the CMATs and there is a potential financial impact.</li> <li>6. The Headteachers survey has highlighted the need for an increase in HR and business services capacity.</li> </ol>
ACTION	HR committee to consider staff survey.
DECISION	Approved changes to the support staff period notices.
CHALLENGE	<p><b>What is being done to plan for any industrial action? See 2</b>  <b>What is being done to increase capacity in the HR team? See 5</b></p>
Agenda Item 8	▶ <b>Catholic Life Report</b>
MINUTE	<p>Apologies were received from Tom Shannon. He is currently in Lourdes with the chaplains.  A report will come to the September Board.</p>
Agenda Item 9	▶ <b>Standards update / Update on RED schools</b>
MINUTE	<ol style="list-style-type: none"> <li>1. MF tabled a report on the KS2 results, colour coded to the National average. It was noted that there have been some issues with missing papers and a number where the results are being challenged and so data may change. No league tables will be published this year.</li> <li>2. Overall results are pleasing. There are some areas of development identified at some schools, including assessing accurately, especially in Writing and in greater depth writing.</li> </ol>


3. The importance of progress as a measure rather than attainment was noted. Some schools have had great gains in progress.
4. The majority of issues relating to historic inaccurate data are now resolved. There are one or two pockets where there are some issues relating to assessment data being inaccurate.
5. PP and SEND data is not yet available. It can be obtained from Target tracker.
6. Fisher Family Trust data will be available for comparison later in July.
7. The Board noted that one school had been judged to be good by Ofsted at a recent inspection. However, internally, the Trust feels that certain weaknesses were not identified by the school inspector. Some staff changes have taken place but some weaknesses remain and are not being challenged effectively. Additional support is in place to identify key priorities and establish clear strategies which will eliminate weaknesses. A Post Ofsted action plan is in place and feeds into the SIP, alongside points not identified at inspection.
8. Staff Performance Management monitors progress against targets. Informal support plans can be put in place before any formal support plans are put implemented.
9. There are 2 deputy heads at St Pauls and De Lisle. Both have been in post for some time and a secondment to each others schools is proposed so that they get to work with other teams and pass on their own areas of expertise, eg Coaching, evaluation of Catholic Life and Collective Worship. It will be beneficial to the schools and also for their own CPD. It is anticipated that it will lead to fresh ideas and to implementation of changes to processes. The motivation behind the scheme is schools needing the skills set that the others offer and having the opportunity to learn from others. It will strengthen leadership.
10. The PP data for DL currently looks low and is taken from tracking data. It is expected that actual results will be better as it relates to a small number of pupils and many are borderline 3 / 4. There has been considerable interventions and support put in place up to the date of the exams and it is expected that these will have positively affected outcomes.
11. Science at St Pauls has been a concern all year due to staffing issues. Physics has been particularly affected, especially at A level and data will reflect this. The department is fully staffed next year and results are expected to improve. A new librarian is in place but needs support. The school has not had a Head of English for some time and this has been challenging and there has been no cross over with the Librarian. A new Head of English is in place next year.
12. Heads are fully aware of the collaborative work that is going on and their survey reveals that they want to do more of this and on a more formal basis. Workload was highlighted on the staff survey as an area of concern and collaborative work will be used if possible to reduce workload.
13. It was noted that this was the last meeting for Martin Fitzwilliam. The Board thanked him for his contribution and stated that he had been instrumental to its success. Ruth Elmore has been appointed as interim DPS (Primary Lead) for a period of one year. She has been a school improvement head for 3 years. Heads have welcomed her appointment. A full internal and external process for the permanent position will run in January 2023.

**CHALLENGE**

**Is historic inflated data still an issue in schools and affecting the data? See 3**  
**What are PP and SEND results at KS2? See 4**  
**What is being done to support the school where weaknesses have been**

	<p>identified, despite a Good Ofsted rating? See 7</p> <p>What is the process when support is given to staff but progress isn't made? See 8</p> <p>What is the aim of the secondment of Deputy Head Teachers at DL and St Pauls? See 9</p> <p>Is the PP data for DL accurate? See 10</p> <p>What is being done at St Pauls re library strategy and science? See 11</p> <p>Are heads aware of the collaborative work that is going on? See 12</p>
<b>Agenda Item 10</b>	<b>Safeguarding Report</b>
<b>MINUTE</b>	<p>The updates to KCSIE were noted. A training course for directors will be arranged in A1 for directors.</p> <p>MG stated that it was important to record low level concerns about staff and pick up on these early in order to influence behaviour. A paper system is used at present.</p> <p>Using a CPOMS programme for recording staff issues had been explored but the system was not appropriate at present. It will be looked at in the future once it has developed further.</p> <p>MG is updating allegation procedures and is adding a Sharepoint form for staff to complete digitally to record any concerns. Staff will be trained on how to record concerns. It was agreed that this should be implemented as soon as possible so that evidence trails are available if needed.</p> <p>MG will continue to send out examples of 'Is this safe behaviour?' and scenarios to staff to ensure awareness.</p> <p>It is important that staff know that any staff concerns must be recorded and that they also self refer if necessary.</p> <p>TG will record the governors that have read the appropriate KCSIE and safeguarding documents that are on TG. This will be closely monitored and all are expected to complete by the end of the first term.</p> <p>The code of conduct for staff will be circulated to Directors for approval. <b>Post meeting note: Document circulated and all feedback taken into account. Final document approved 18/8/22</b></p>
<b>ACTION</b>	<p>Safeguarding/KCSIE training for directors to be arranged. MG</p> <p>Implement Allegation procedures and sharepoint digital forms as soon as possible. MG</p> <p>The code of conduct for staff will be circulated to Directors for approval. JB Done.</p>
<b>DECISION</b>	Code of conduct for staff 2022-23 approved. (18/8)
<b>CHALLENGE</b>	<b>How are 'Low Level' concerns re staff recorded?</b>
<b>Agenda Item 11</b>	<b>CMAT Annual Report</b>
<b>MINUTE</b>	<p>The Annual Report was noted.</p> <ol style="list-style-type: none"> <li>1. The Educational Psychologist, Joe Dawson, is on a self-employed basis. A service level agreement is in place. He works with pupils on an individual and group basis and is appreciated by the schools. However, there is a need for greater resource and the CMAT is looking at how to</li> </ol>

	<p>increase capacity and an internship for lower level support is being considered. His priorities are driven by need - each school will have a list with their own priorities. SENCO's are good at identifying needs. The EP comes to the Executive meetings once a term and gives a report. From Oct 2020 to October 2021 he saw 278 pupils. His workload has been impacted and increased by issues that arose because of C19. Longer term he wants to work with groups of staff on specific issues and identify strategies to deal with issues. He also wants to offer support for groups of parents.</p> <ol style="list-style-type: none"> <li>2. All staff are expected to undertake cyber training but attacks are still possible. 936 out of 1200 staff have completed the training to date and the remainder are being chased to complete. Two back ups are kept and one is totally separate from the main system. Two factor authorisation is being considered. A quote is being obtained to test the robustness of the system with 'ethical hacking'.</li> <li>3. The new CSI framework has changes relating to collective worship and in elements of RE, especially post-16. The importance of governors knowing what good and outstanding look like was noted. NI stated that at present we have lots of evidence of good practice but no evidence has been built up under the new framework and this will take some time to do. RE coordinators will be looking at the 3 models currently used for teaching post-16 RE, to reach a consensus across the CMAT. This will be done in the Advent term. The Catholic Life Committee will consider their recommendations in due course.</li> <li>4. The headteachers survey will be considered at committee level and results have been shared with all heads.</li> </ol>
<b>CHALLENGE</b>	<p><b>How is the Educational Psychologist employed? Who defines his priorities? How many pupils does he see? See 1</b>  <b>Are we prepared to deal with a cyber attack? See 2</b>  <b>What training is being done for governors in respect of the new CSI framework? How is RE to be taught post-16? See 3</b></p>
<b>Agenda Item 12</b>	<p>▶ <b>Equalities Policies adoption</b></p>
<b>MINUTE</b>	<p>The following policies/statements were all approved.</p> <ul style="list-style-type: none"> <li>• Risk Assessment Policy</li> <li>• Data Protection Policy</li> <li>• Freedom of Information publication scheme</li> <li>• Equality Policy and objectives</li> <li>• Modern slavery statement.(after amending to refer to 22 schools)</li> </ul>
<b>ACTION</b>	<p>Amend Modern slavery statement to refer to 22 schools . AB</p>
<b>DECISION</b>	<p>Approved Risk Assessment Policy, Data Protection Policy, Freedom of Information publication scheme, Equality Policy and objectives.  Approved Modern slavery statement.(subject to amending to refer to 22 schools)</p>
<b>Agenda Item 13</b>	<p>▶ <b>2022-23 Meeting dates</b></p>
<b>MINUTE</b>	<p>The following dates were approved:</p> <p>Board - all at 4pm unless stated  15/9/22 (all day)  15/12/22  30/3/23</p>

	<p>11/7/23</p> <p>Committees :</p> <p>10 Jan 2023 Cath Life 1.30pm HR 4pm 11 Jan 2023 Standards 1.30 Finance 4pm</p> <p>18 Apr 2023 Cath Life 1.30pm HR 4pm 19Apr 2023 Standards 1.30 Finance 4pm</p> <p>Additional Finance 15/6/23 (2pm)</p> <p>A&amp;R 28/11/22, 2/3/23 and 15/6/23 all at 4pm</p>
<b>Agenda Item 14</b>	 <b>Director only item</b>
<b>MINUTE</b>	<p>It is proposed that the current CEO pay bands are replaced by two new pay bands that are based on pupil numbers within the CMAT. Pay band one is an extended scale to provide for new appointments and transition of existing CEO's. Determination of the point on the pay band on appointment and progression through the pay band will be in accordance with the CEO pay policy.</p> <p>Consideration of this proposal has been undertaken by the Executive Pay Advisory Committee and is recommended by the Committee, to Trust Boards, for their approval. The Board approved the proposal.</p>
<b>DECISION</b>	It was approved that the current CEO pay bands are replaced by two new pay bands that are based on pupil numbers within the CMAT.
<b>Governor Agreed Actions set during this meeting: 0</b>	

STA Board *dated:* 07/07/2022  
Minutes approved by Jennifer Barnacle