

## STA Board Minutes 11/07/2023

▶ Cossington ▶ Tuesday, July 11, 2023 ▶ 4pm ▶ Chair: Sarah Noon ▶ Clerk: Jennifer Barnacle

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

Governors Attending:	>Brian Underwood, Maria Jane, Christopher Reynolds, Mary Mihovilovic, Fr Raphael Imoni, Sarah Noon, Terry Smith, Immaculate Wilson- Mbah
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Governors Apologies:	>
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Non Governors Attending:	>Jennifer Barnacle, Ruth Elmore, Kim Frith, Antoinette Bouwens, Mary Robson, Marcella Gillespie, Mike Hobbs, Ruth Hurcombe, Neil Lockyer, Tom Shannon
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Non Governors Apologies:	>
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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 and matters arising</b>
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The minutes of the previous meeting were approved.

**Matters arising**

**FROM MARCH BOARD**

MG to draft a Wellbeing strategy. **Outstanding**

Future Chaplaincy reports to show the updates highlighted/different colour. **TS Done**

Once more CSI inspections have taken place a template should be considered for governors, similar to the one used for the safeguarding audit. **TS Ongoing**

'Opportunities for staff to explore their Faith' to be added to the chaplaincy action plan. **Outstanding**

KF to obtain further details of Medicash counselling services. **Awaiting updated report but current data indicates 3 staff contacts from Sep-Mar 23.**

Consider setting up a new SCA committee, composed of three directors, to handle SCA projects. AB will put a proposal together for consideration. **Awaiting revised terms of reference.**

Directors are asked to feedback to SN a list of 6 schools they might consider working with so that schools can be allocated. **Decision taken not to proceed with this model.**

<b>MINUTE</b>	<p>FINANCE Comm (JUNE)</p> <p>AB to obtain something in writing (possibly from the Fire Brigade) that the work on Fire doors at St Pauls is not essential and that the building is safe without the work being undertaken <b>Outstanding</b></p> <p>CTK Debtor to be written off and MH to inform relevant authorities of our concerns re directors. <b>Debt will be written off before the end of the financial year. Due to other priorities, the Insolvency Service will be notified over the summer holiday period.</b></p> <p>The Service Level Agreement within the Memo of Understanding requires updating for new payroll system. NL/SN <b>Ongoing discussions</b></p> <p>Amend budget for IT infrastructure work at DL and St Paul. <b>The 2023/24 budget for Board approval includes the amounts identified as being needed for De Lisle and St Paul's IT upgrades.</b></p> <p>Await revised committee terms of reference and cross reference to capital build protocol to ensure documents are aligned. <b>AB Due September</b></p> <p>A&amp;R Comm (JUNE)</p> <ul style="list-style-type: none"> <li>• Clarify what LA do re Census checking and see if they are able to supply us with a report that could provide</li> </ul>
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reassurance. MH to ask auditors if they can give us an indication of a CMAT where practice is strong re Census scrutiny. **The LA will be contacted over the summer holiday period to find out more on what they do. The internal auditors have advised that other Trusts that have strong processes do the following:**

- **Discussion / approval of census process / policy at the start of the academic year**
- **Taking the completed census data to the next audit & risk committee**
- **Discussions to take place to check that the trustees are happy with the process and that the trust policy has been followed at each school**
- **Discussions around the figures and how / whether they have been sufficiently scrutinised**
- **Review of significant variances or anomalies – these should be brought to the attention of the committee**
- **Formal documentation / acknowledgement of the process in the audit and risk committee minutes**
- **Sufficient challenge by trustees should be documented.**

SN to request a log of all payroll/pension queries raised, what they relate to , if they are resolved and how long they took to be resolved. This will be requested for the next A&R committee on 30/11/23. **Ongoing discussion.**

Request sight of any OLOL internal audit report on payroll provision. NL/MH **Ongoing**

Members to be sent the audit tender documentation and asked if they wish to be further involved in the appointment of auditors. **Fr Simon Gillespie has approved our proposed process and asked for a couple of extra areas to be included in our assessment. He is happy to be involved during the process to help facilitate Member approval in January 2024.**

HR (APRIL)

Recruit Seconded Behaviour and Attendance Lead **James Lissaman seconded from DL. Starts Sept 2023**

Consider tracking where staff come from or why they apply to the CMAT to help inform recruitment strategies. **We have added some additional questions to our staff survey to ascertain if our employees have attended one of our schools as a pupil and also if their children attended one of our school. Once we move over to the new iTrent recruitment system we should be able to drill down on this data in more detail.**

HR and Finance to work together towards implementing standardised contracts and grades for Clerks. **All the ground work has now been completed on the clerks contracts – these now need to be issued and the individuals notified – so just waiting for variations to contracts to be issued.**

Begin IT restructuring process. **SEE AGENDA ITEM 7 This has now been completed with no issues raised during the consultation period – the final consultation document has been submitted for the board to review**

STANDARDS (APRIL)

MJ to visit to review SEND. **Attended SENCO meetings in Pent term.**

Provide more analysis of attendance data, including SEND and PP attendance levels. **This information has to be presented by school and can be included in the next standards meeting.**

Provide greater analysis of suspension data so that number of pupils involved can be ascertained. **More details are within the board paper for discussion in the board meeting against pupil groups and numbers receiving suspension.**

CATHOLIC LIFE (JUNE)

TS to attend Chairs symposium to explain Chaplains Report. TS to send copy of report template to Committee. **Template on TG**

2023-24 Primary school retreat action plans to be presented to LGB's. **To be implemented**

TS to obtain Primary Retreat action plans for Committee. **Unavailable**

TS to send Eco roadmap and Hub chaplaincy model to Committee. **On TG**

**ACTION**

MG to draft a Wellbeing strategy

Opportunities for staff to explore their Faith' to be added to the chaplaincy action plan TS

AB to obtain something in writing (possibly from the Fire Brigade) that the work on Fire doors at St Pauls is not essential and that the building is safe without the work being undertaken

Await revised committee terms of reference and cross reference to capital build protocol to ensure documents are aligned. AB

SN to request a log of all payroll/pension queries raised, what they relate to , if they are resolved and how long they took to be resolved. This will be requested for the next A&R committee on 30/11/23.

Request sight of any OLOL internal audit report on payroll provision. NL/MH

**Agenda Item 3**

 **Declarations of business interests**

**MINUTE**

There were no declarations of interest for the purpose of this meeting.

Agenda Item 4	<p>▶ <b>Legal, Governance and Correspondance</b></p>
MINUTE	<ol style="list-style-type: none"> <li>1. The end of term of Christopher Reynolds at 31 August was noted. This will create vacancies on Standards and Pay Review Committees and as Health and Safety Director.</li> <li>2. Membership of committees 2023-24. It was agreed that the committee membership for 2023-24 will be: <ul style="list-style-type: none"> <li>Audit and Risk: SN , TS, BU</li> <li>Catholic Life: RI, SN, IWM and MJ</li> <li>HR: SN, MM, IWM and BU</li> <li>Standards: BU, SN, MJ</li> <li>Finance: TS, SN, MJ</li> <li>Pay Review: BU and TS</li> </ul> </li> <li>3. Approval of Nominated Chairs and Vice Chairs will be done by email as full information not yet available.</li> <li>4. Composition of LGBs will be sent to Board for noting. SN/JB to raise issue of low governor numbers at some schools with Peter Giorgio.</li> <li>5. CR presented his H&amp;S Report and it was noted. Great improvements have been made over the years in areas of health and safety and the overall profile is good. Some schools are exceptional and have no outstanding health and safety issues. Some schools need help with use of the Every system and this is being addressed. It was noted that the system is easy to use when staff are trained. It is mainly completed by premises staff but sometimes admin staff do the inputting. SN will send out a congratulations note to the exceptional schools. Thanks were expressed to all staff involved in Health and Safety monitoring.</li> <li>6. Since the last meeting the Finance Committee have approved by email the following: Approval to use GD Building for St Martins Science rooms.</li> </ol>
ACTION	<p>Consider appointments to Standards and Pay Review Committees and as Health and Safety Director.  Approval of Nominated Chairs and Vice Chairs will be done by email as full information not yet available.  SN/JB to raise issue of low governor numbers at some schools with Peter Giorgio.  SN will send out a congratulations note to the exceptional H&amp;S schools.</p>
DECISION	<p>It was agreed that the committee membership for 2023-24 will be:  Audit and Risk: SN , TS, BU  Catholic Life: RI, SN, IWM and MJ  HR: SN, MM, IWM and BU  Standards: BU, SN, MJ  Finance: TS, SN, MJ  Pay Review: BU and TS</p>
Agenda Item 5	<p>▶ <b>Approval of budget</b></p>
MINUTE	<ol style="list-style-type: none"> <li>1. The Finance Committee had reviewed a draft 2023-24 budget in June indicating an approx £1m deficit. It has been subsequently amended for latest information and is indicating a £1.2m deficit. Some of the deficit relates to planned use of reserves including the marketing post, DL and St Pauls IT work and TLR restructure costs. There is still much uncertainty about the level of pay awards and if there will be additional funding available for those pay awards.</li> <li>2. The main reasons for the deficit are significant SENDCO underfunding and fewer pupils in school.</li> <li>3. Further cost savings will be sought in 2023-24. School priorities will need to be set.</li> <li>4. Reserves remain strong and above target level but deficits are not sustainable year-on-year.</li> <li>5. The Board approves the budget in principle and notes the use of reserves to support the deficit. However, it requests that it is updated in mid-August to reflect latest information about pay rises and any additional funding available, be emailed to Board for final approval and submitted to ESFA by the end of August. <b>Post meeting note: Budget approved by email in August 2023</b></li> <li>6. The fall in pupil numbers is a national issue. There is considerable spare capacity in the primary schools but secondary schools generally need more capacity. PAN numbers will be looked at in primary schools if necessary.</li> <li>7. The budget includes £141k for IT spend (replace WiFi and move to Cloud) at St Pauls. There was no agreement to spend given the level of deficit and the lack of a secondary school IT strategy. However.</li> </ol>

	there has recently been an issue with IT at St Pauls and back ups are no longer able to be restored. It was suggested that the Board should consider authorising this expenditure as the risk of IT failure at St Pauls has increased, NL stated that until the work is done at St Pauls, bringing it up to the base level of the other secondaries, then no IT strategy can be done. The Board approved the £141k expenditure for IT infrastructure work at St Pauls.
<b>ACTION</b>	Budget to be updated in mid-August to reflect latest information about pay rises and any additional funding available, be emailed to Board for final approval and submitted to ESFA by the end of August.
<b>DECISION</b>	The Board approves the budget in principle and notes the use of reserves to support the deficit. However, it requests that it is updated in mid-August to reflect latest information about pay rises and any additional funding available, be emailed to Board for final approval and submitted to ESFA by the end of August. The Board approved the £141k expenditure for IT infrastructure work at St Pauls.
<b>CHALLENGE</b>	<b>Is the fall in pupil numbers a national issue? Can this be addressed? See 6</b>
<b>Agenda Item 6</b>	<b>▶ Finance Directors report inc Management Accounts</b>
<b>MINUTE</b>	<p>1.The Board noted the related party transactions listed in Annex 1 of the Finance Directors report and agreed that the following conditions were met for each transaction.</p> <ul style="list-style-type: none"> <li>the transactions do not warrant a competitive tendering process,</li> <li>procurement is open and fair (e.g. where we can get alternative quotes, we do)</li> <li>internal delegation levels for these transactions are applied (ie. Board approval required where the cost is over £50,000)</li> <li>the transactions are conducted in accordance with the high standards of accountability and transparency within the public sector (Members, are not part of the decision-making process).</li> </ul> <p>It was noted that it is no longer a requirement to declare relationships with other academies and therefore the related party transaction with OLOL can be removed.</p> <p>2.Duncan and Toplis conducted the 2022-23 internal audit and reported just one red issue: <i>We noted that the Central Trust Audit and Risk Committee do not evidence sufficient scrutiny of the census data produced at the individual schools.</i>” A detailed response to this has been provided in agenda item 2 The Board confirmed it is satisfied with the actions being taken to deal with the red observation. The Board agreed to re-appoint Duncan and Toplis as Trust Internal Auditor for 2023/24.</p> <p>3. The Audit and Risk Committee had approved a tender process for external auditors. The procurement process is proposed to start in September to enable a preferred auditor decision to be taken by the Board in December 2023 prior to Members final decision being taken at the end of January 2024. Fr Simon Gillespie (on behalf of the Members) has reviewed the procurement proposal and is supportive of the approach. He has requested we include two further questions relating to UK Living Wage and to ethical considerations the appointed firm would be able to present regarding possible investment of surplus funds, in line with Catholic social teaching, and the directives of Mensuram Bonum. The Board approves the procurement process.</p> <p>4. The management accounts for the period ended 31/5/23 were noted and had been reviewed by the Finance Committee.</p>
<b>ACTION</b>	The related party transaction with OLOL can be removed from the list of related party transactions.
<b>DECISION</b>	The Board agrees to the related party transactions listed in Annex 1 of the FD report, and that the conditions outlined above have been met for each transaction. The Board confirmed it is satisfied with the actions being taken to deal with the red observation relating to the census. The Board agreed to re-appoint Duncan and Toplis as Trust Internal Auditor for 2023/24 The Board approves the procurement process for external auditors.
<b>Agenda Item 7</b>	<b>▶ Feedback from recent committee meetings (HR/Catholic Life/ Safeguarding)</b>
<b>MINUTE</b>	HR

MR presented the HR report.

- Next year, HR committee meetings will be aligned across all 3 CMATs to help improve processes.
- Industrial action continues and we await further information about any industrial action next year.
- Itrent has been in place since February 2023 and work is ongoing on maximising functionality. More self-service options will be introduced over time.
- There is an intention to use performance management to better identify staff development needs and CPD needs linked to the school SIP and to develop employee development and growth plans. Line Managers will take more responsibility and there will be more ownership by individuals. It will link with CPD and help with succession planning and developing leaders of the future. A development team have been put together to develop this with a view to roll out in 2024. It will need some changes to policies. Currently performance management for teachers is well embedded in schools but the setting of objectives and staff development and the quality of the performance management is patchy. Performance Management for support staff is less well embedded and again quality is patchy. A new system will attempt to improve quality and consistency and help to address issues raised in staff surveys regarding development. It is hoped that a new system will help improve staff retention. It should help to identify any capability issues early. Staff will be trained to use the system and it was noted that this will be a considerable time and resource cost. Embedding the system will take a considerable amount of time and resource. MR will be holding meetings with heads to get their views and will report back to the next HR committee.
- The IT restructure paper was noted. The proposed restructure went out for consultation and involved 14 staff. There was no redundancy element and 2 new posts would be created. There was little response to the consultation from either employees or unions. The Consultation period has now ended. The Board approved the future structure as set out in the IT restructuring paper and it will be implemented from 1 August 2023.
- The TLR restructuring consultation will end on 13 September. A summary of feedback will go to the board on 14/9/23 and further to that all comments raised will be sent to all board members. 127 staff are affected. Many 1-1's have been held with staff and a number of queries have been raised. The aim of the restructure is to achieve parity with roles and jobs across the schools. In the longer term there will be some savings to be made but for the next three years there will be some additional costs due to the 3 year protection rule.

#### Catholic Life

- The committee had discussed how to improve LGB scrutiny of Catholic Life and on how the Lead Lay Chaplain reports to the CMAT Board.
- Hub Chaplains will now input into the Head teachers report termly and a template is in place (on TG ). These will help show impact and challenge and are welcomed by the headteachers. They will also be sent to LLC so he can monitor what is going on in each school. The templates will help provide evidence and evaluation information for CSI Inspections. They can also be used by directors when reporting to members.
- It was noted that there will be chaplaincy support in all schools next year.
- TS stated that he is developing a Young Leaders Team in conjunction with CAFOD. Every school will have a few pupils on the programme but transportation to bring the pupils all together is a challenge. TS stated that he will be bringing a report to the September Board requesting financial support for transportation costs.

#### Safeguarding

MG presented her report.

- Work is ongoing to standardise categories on CPOMS and to reduce the number of categories available. This will help with reporting and in identifying trends. A group of DSL's and Heads have been involved in agreeing categories for use throughout the CMAT. A guidebook has been produced to help staff categorise safeguarding incidents.
- CPOMS should be used for safeguarding only and not behavioural incidents.
- The update on the serious case review involving a pupil at one of the primary schools was noted. The school has been praised for its safeguarding practice by both the Local Authority and the Police.

	<ul style="list-style-type: none"> <li>The revised staff code of conduct was noted and approved. Changes relate to 2 safeguarding areas and 2 health and safety areas. It was requested that a summary of changes front sheet is added to the code of conduct.</li> </ul>
<b>ACTION</b>	TS to bring a report to the September Board requesting financial support for transportation costs. A summary of changes front sheet is added to the code of conduct. MG
<b>DECISION</b>	The revised staff code of conduct was approved. The Board approved the future structure as set out in the IT restructuring paper and it will be implemented from 1 August 2023.
<b>CHALLENGE</b>	<b>Why do we need a new performance management system? Will staff be trained to use it?</b>
<b>Agenda Item 8</b>	<b>Standards update / Update on RED schools</b>
<b>MINUTE</b>	<p>The DPS's presented their report.</p> <ol style="list-style-type: none"> <li>There has been an overall improvement in Persistent Absenteeism in primary schools since January. However it was noted that there are big differences between schools and it is a major concern at a number of schools. Secondary school attendance is above the national average but persistent absence remains a concern. Absence figures are higher than pre-pandemic levels across the CMAT. It was noted that attendance and in particular Persistent Absence is a national issue. The CMAT have appointed a Behaviour and Attendance Lead for two days a week for next year who will work with schools causing concerns.</li> <li>Behaviour suspension data was discussed. In primary schools. 55 sessions (half day) were recorded , involving 24 pupils. Of these 46 sessions were given to a child classed as SEND support, 18 sessions given to a child with an EHCP and 45 sessions given to boys. In secondary schools there were 276 sessions involving 175 pupils. 99 of these sessions related to SEND pupils. SENCO's will work with the Behaviour and Attendance Lead to focus on behaviour next year . There are no particular trends regarding ethnicity, but data will be provided at the next standards committee.</li> <li>Phonics outcomes were reviewed. There had been a focus in 2022-23 on embedding Little Wandle in most schools. 14 out of the 19 primary schools had achieved over 80% of pupils passing their phonics test and no schools had less than 70% passing. There had been some big improvements in some schools. Cohort specific issues had affected data in some schools. It is expected that as Little Wandle becomes more embedded there will be evidence of greater impact. Strategies are in place to help students who need it with phonics in year 2 upwards. Some schools are not using Little Wandle but may move to it in time. We are not prescriptive but we continue to emphasis the benefits and impact it has had in schools. Some schools have historically used Read, Write, Inc and continue to do so. Staff using this receive refresher trainier to ensure that practice is up to date. Schools that have moved to Little Wandle have been pleased with the impact not just in phonics but on reading generally in the school.</li> <li>It was acknowledged that years 3 and 4 who would have been badly impacted by lockdowns. A review was done in schools at the beginning of the year to identify any pupils that needed to catch up. A rapid catch up programme was implemented for those pupils.</li> <li>KS1 data was noted. Cohort specific data had impacted data in some schools. Pupils in KS1 had been impacted by the pandemic lackdowns and work is ongoing to identify pupils needing additional support and putting interventions in place to help them catch up. It was nooted that inner city schools have the lowest attainment. National data indicates a 21% difference between disadvantaged and non-disadvantaged data.</li> <li>KS2 data has just been released. Early indications are that attainment is good and that the the gap between disadvantaged and non-disadvanted had reduced. This is especially true in schoold where there are large numbers of disadvantaged pupils.</li> <li>In the secondary schools, exam season has been challenging. There has needed to be significant adjustments due to pupils behavioural, emotional and social needs. Year 10 tracking is good but there is greater concern for year 9's. This group did not sit their SATS and there are significant behavioural issues. Year 12 is a cause of concern for some schools and indicate the impact of inflated grades given during the pandemic.</li> <li>Key school improvement priorities have been identified and were reviewed. They relate to changes in SLT structures. CSI inspection preparation. Quality first teaching of SEND. teaching of writing (especiallv at</li> </ol>

	<p>KS2), attendance and primary school maths.</p> <p>9. Two CSI inspections have been carried out this year and schools were well prepared and positive reports were received.</p> <p>10. Additional focus areas relate to the development of the school improvement team, Exemplary Leadership Programme work with the knowledge hub and the teaching school.</p> <p>11. The training planner was noted. CPD is focused and targeted. All schools have received it in advance and CPD can be undertaken in teachers planning time.</p>
<b>ACTION</b>	Provide ethnicity data re suspensions in next standards report.
<b>CHALLENGE</b>	<p><b>Are there any trends identified in suspensions? How are they being addressed? See 2</b></p> <p><b>Why aren't all schools using Little Wandle? See 3</b></p> <p><b>What is being done to support years 3 and 4 who would have been badly impacted by lockdowns? See 4</b></p>
<b>Agenda Item 9</b>	<b>Draft CMAT priorities 2023-24</b>
<b>MINUTE</b>	<p>NL presented the Draft Priorities for 2023-24. They have been shared with Headteachers.</p> <ol style="list-style-type: none"> <li>Some priorities will roll forward from 2022-23. These include positioning the CMAT at the intersection between the person, teaching and example of Christ and excellent holistic education for all, increasing pupil numbers (especially Catholic pupils), developing and embedding a recruitment and retention strategy, consider how best to use technology and to meet the financial KPIs set.</li> <li>Proposed new Priorities are: <ul style="list-style-type: none"> <li>To continue to improve outcomes for all vulnerable learners</li> <li>Ensure that pastoral support is a key theme in our behaviour policies, and this is reflected in practice in school</li> <li>To increase retention by ensuring effective training for all staff, regardless of background, on the Catholic ethos, practices and beliefs within our schools.</li> <li>To enhance the quality of working environments for all</li> <li>To celebrate the gifts and talents of all staff by affirming their contribution to the community</li> <li>To develop uniform strategic planning templates for all major CMAT functions</li> </ul> </li> <li>The actions identified for each priority were noted.</li> <li>The final priorities will be presented to the Board in September.</li> </ol>
<b>ACTION</b>	Final 2023-24 priorities will be presented to the Board in September. NL
<b>Agenda Item 10</b>	<b>CMAT Annual Report</b>
<b>MINUTE</b>	<p>The report was noted.</p> <ol style="list-style-type: none"> <li>The DfE have produced new quality descriptors for Academies and these have been adapted to suit Catholic Schools. The Board will use the descriptors as a reference point for 2023-24. Each descriptor has a judgement against it ( Strength, Developing or Underdeveloped).</li> <li>The descriptors helped inform the Annual Report and identify priorities for the coming year.</li> <li>The CMAT works for the benefit of the young people. Ofsted validation is important but it is not the driving motivation. All schools in the CMAT are currently judged good or better by Ofsted.</li> <li>There has been considerable progress made in the year especially in areas of chaplaincy, HR, Governance, School Improvement and Business Services.</li> <li>The appointment of a Marketing Officer has had a major impact. Online presence of schools has improved and parents are more informed.</li> <li>Falling pupil numbers are a challenge and work continues to raise the profile of schools and to celebrate</li> </ol>

the positive advancements made. Planning needs to be flexible to adapt to changing circumstances eg mixed age classes when numbers require it. Communication with parents re use of mixed age classes is key so that parents understand the need for them and the impact on pupils. There is a need to broaden the importance of the CMAT in parents minds so that they recognise the benefits of a large CMAT. This has been successfully done in recruitment this year and staff and potential employees recognise the benefits of belonging to the CMAT.

7.

Agenda Item  
11

► Policies

SN requested that every policy is fronted with a list of amendments.

MINUTE

- **Annual Leave Policy APPROVED**
- **LGPS Pensions Discretions Policy APPROVED**
- **Charging and Remissions Policy - no changes proposed. APPROVED**
- **Employee Expenses Policy - minor amendments proposed: - to reflect that we should be moving from a claim form to electronic system approval method in due course. - clarified that the most direct driving route should be taken, unless a substantial time saving can be made. - increased some of the claim values to reflect inflation. APPROVED**
- **Financial Procedures - Amended Budget virements (s2.13 and 2.14) to be clearer that no changes will be made to the original budget unless approved by the Board. - Clarified that a 'live' budget will also be maintained for local school management and forecasting purposes. - Updated 6.11 salary advances text slightly to clarify financial hardship needs to be self-declared. - New section 6.12 added regarding salary overpayments. APPROVED**
- **Whistleblowing - full re-write based on St Ralph Sherwin policy. APPROVED**
- **H&S Policy 23 - minor amendments to reflect the move from Derby County Council to YMDBoon and EVOLVEadvice. APPROVED**
- **CCTV Policy - new based on template from The Key APPROVED SUBJECT TO A DEFINITIVE TIME LIMIT BEING SET (NOT 'UP TO' 30 DAYS)**
- **Premises Hire Policy - amendments to reflect on safeguarding duties: 1. The hirer will be required to have appropriate safeguarding polices in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school. 2. The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they school contact the DSL as soon as reasonably practicable. APPROVED**
- **Online Safety Policy - new based on template from The Key APPROVED**
- **Modern Slavery Statement 2022 - minor amendments APPROVED**

ACTION

Every policy to be fronted with a list of amendments. ALL  
Amend CCTV policy to put in a definitive time period for keeping records AB

THE FOLLOWING POLICIES WERE APPROVED:

Annual Leave Policy  
LGPS Pensions Discretions Policy  
Charging and Remissions Policy  
Employee Expenses Policy  
Financial Procedures  
Whistleblowing  
H&S Policy 23  
CCTV Policy (subject to one amendment)  
Online Safety Policy  
Modern Slavery Statement 2022

DECISION

Agenda Item  
12

► 2023-24 Meeting dates



The Board expressed their thanks to all of the Team and staff for all of their hard work this year. The Chair thanked Christopher Reynolds for his tremendous contribution over the past five years to the CMAT.

Trust Board Day:  
14/09/23 - 10am-4:30pm (refreshments from 9:30am)

Trust Board:  
18/12/23 - 4-7pm  
18/03/24 - 4-7pm  
08/07/24 - 4-7pm

Members meeting:  
Monday 29/1/24

Committee Meetings:

HR:  
31/10/23 - 2-4pm  
29/02/24 - 2-4pm  
13/06/24 - 2-4pm

Catholic Life:  
28/11/23 - 1:30-3:30pm  
27/02/24 - 2-4pm  
17/06/24 - 1.30-3.30pm

Standards:  
14/02/24 - 1:30-3:30pm  
18/04/24 - 1:30-3:30pm

Finance:  
15/02/24 - 4-6pm  
18/04/24 - 4-6pm  
10/06/24 - 2-4pm

Audit & Risk:  
30/11/23 - 4-6pm  
29/02/24 - 4-6pm  
10/06/24 - 4-6pm

Estates:  
28/11/23 - 4-6pm (triallying a split from Finance, will confirm more dates after this)

Chairs Symposium:  
12/09/23 - 6-8pm (online)  
05/12/23 - 6-8pm (online)  
27/02/24 - 6-8pm (online)  
11/06/24 - 6-8pm (online)

MINUTE

Agenda Item  
13

▶ Director only item

MINUTE

1. Reminder that training for Directors is compulsory. In 2023-24 training will be online and in the evenings. Dates will be circulated shortly.
2. There are two potential new Directors . One has a Finance background and the other an Educational background.
3. CR has agreed to complete the next CEO performance review and then TS has agreed to take over.

4.

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

STA Board *dated:* 11/07/2023  
Minutes approved by Jennifer Barnacle