

STA Board Minutes 14/09/2023

▶ Cossington ▶ Thursday, September 14, 2023 ▶ 10am (refreshments 9.30) ▶ Chair: Sarah Noon ▶ Clerk: Jennifer Barnacle

FINAL: The minutes are confirmed and locked.

Governors Attending:	>Brian Underwood, Maria Jane, Sarah Noon, Fr Raphael Imoni (PM only), Mary Mihovilovic (PM only), Immaculate Wilson- Mbah,
Governors Apologies:	>Terry Smith
Non Governors Attending:	>Jennifer Barnacle, Ruth Hurcombe, Neil Lockyer, Mary Robson, Antoinette Bouwens, Ruth Elmore, Marcella Gillespie, Peter Giorgio, Mike Hobbs, Tom Shannon (AM only)
Non Governors Apologies:	>Kim Frith,

Agenda Item 1	▶ Welcome & Prayer
MINUTE	<p>The Chair welcomed everyone to the meeting .</p> <p>The LLC started the meeting with a prayer.</p>
Agenda Item 2	▶ Minutes of last meeting , matters arising and conflicts of interest and business and pecuniary interests
MINUTE	<p>The minutes of the previous meeting were approved.</p> <p>There were no declarations of interest for the purpose of this meeting.</p> <p>Matters arising:</p> <p>MG to draft a Wellbeing strategy. ONGOING</p> <p>Opportunities for staff to explore their Faith' to be added to the chaplaincy action plan TS. TO BE DISCUSSED WITH CHAPLAINCY TEAM. PG STATED THAT STAFF CAN ATTEND THE CATHOLIC FOUNDATION STONES COURSE FREE OF CHARGE.</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 OUTSTANDING</p> <p>Await revised committee terms of reference and cross reference to capital build protocol to ensure documents are aligned. AB REVISED TERMS DRAWN UP AND COMPARISON TO BE UNDERTAKEN.</p> <p>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</p> <p>Request sight of any OLOL internal audit report on payroll provision. NL/MH RECEIVED AND REVIEWED. TO GO TO AUDIT AND RISK COMMITTEE.</p> <p>Consider appointments to Standards and Pay Review Committees and Health and Safety Director. Set Pay committee date SEE AGENDA ITEM 3</p> <p>Approval of Nominated Chairs and Vice Chairs will be done by email as full information not yet available.SEE AGENDA ITEM 3</p> <p>SN/ JB to raise issue of low governor numbers at some schools with Peter Giorgio. RAISED WITH JULIE SWEENEY. DIOCESE AWARE. VARIOUS OPTIONS DISCUSSED.</p> <p>SN will send out a congratulations note to the exceptional H&S schools. DONE</p> <p>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. DONE AND SUBMITTED</p>

The related party transaction with OLOL can be removed from the list of related party transactions. DONE SEE AGENDA ITEM 11
 TS to bring a report to the September Board requesting financial support for transportation costs. SEE AGENDA ITEM 10
 A summary of changes front sheet to be added to the code of conduct. MG NOTED
 Provide ethnicity data re suspensions in next standards report. DPS NOTED
 Final 2023-24 priorities will be presented to the Board in September. NL SEE AGENDA ITEM 6
 Every policy to be fronted with a list of amendments. NOTED
 Amend CCTV policy to put in a definitive time period for keeping records. Final version to be sent to clerk. AB DONE 14 DAY RETENTION PERIOD INSERTED

ACTION
 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
 Cross reference revised committee terms of reference to capital build protocol to ensure documents are aligned.
 AB
 OLOL internal audit report to be presented to audit and risk committee. 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 for the next A&R committee on 30/11/23.

Agenda Item 3 ▶ **Legal & Regulatory**

MINUTE

- **Appointment of Trust Chair and Vice Chair** - SN was appointed as Chair for 2023-24. MJ and BU were appointed as joint Vice Chairs.
- **Appointments to committees** - IWM was appointed to the Pay committee. It was agreed that there should be no further appointments to the Standards Committee. SN will take on the role of Health and Safety Linked Director.
- **Approval of Chairs and Vice Chairs 2023-24.** The schedule of nominated chairs and vice chairs of LGB's was noted and all appointments approved.
- **Approval of delegation of authority to NL and MH to sign contracts on behalf of the Board for 2023-24 financial year. (see Finance Report)** Approved. It was noted that any contract over £50k is presented to Board for approval.
- **Receive and adopt scheme of delegation** Changes noted and Adopted
- **Receive and adopt terms of committees** A change will be made to the terms of the Estates Committee with an increase to £50k (previously £5k) for items of expenditure approval. A review of the terms for the Audit and Risk Committee in relation to independant advice and limits will be done to establish if it is necessary or amount adequate. Subject to these changes the terms were Adopted. Committees will review and note their terms at their next meeting.
- **Receive and adopt Codes of conduct for directors and governors** Adopted (no changes)
- **Note approval of budget by email in August 2023.**
- **Reminder to directors to complete their TG profiles.** Directors are asked to update their TG profiles, read relevant documentation and ensure declarations of interest are up to date by 16/10. This may be checked by internal auditors on that date. Details of how to update were included on the Agenda.
- **Safeguarding training for directors.** Scheduled for 18/9/23 at 6.15pm by teams. Reminder to record training on TG.
- **Filtering and Monitoring protocols.** MG stated that the new KCSIE contains some major changes relating to filtering and monitoring. A set of protocols have been drawn up and were noted by Directors. These outline the roles and responsibilities in this area. It was noted that there is strong IT protection in place (2 main programmes - one proactive and one reactive) but that where issues do arise schools get a weekly report . It is essential that this is reviewed and action taken where necessary. An appendix will be added to the Safeguarding Governor Monitoring Checklist so that governors can fulfill their role in checking filtering and monitoring safeguards. A revised checklist will shortly be issued to schools. Safeguarding training for governors and directors will include a section on filtering and monitoring responsibilities. It will not form part of staff safeguarding training in schools as it has been decided that it will be more effective to update staff in the regular bulletins. It was noted that all staff and governors must complete annual cyber security training and JB will ensure that the IT distribution lists for governors are kept up to date so that they can be used to send the relevant link. It was noted that the current software cannot be used on iPads for filtering and monitoring. Another system will be required. MG to get costs and present to Directors in due course. Directors stated that it is vital that all devices are protected.

ACTION	<p>Directors to update their TG profiles, read relevant documentation and ensure declarations of interest are up to date by 16/10.</p> <p>Directors to record all training on TG.</p> <p>Revised Terms of Estates and A&R Committees to follow. PG</p> <p>Committee meetings to note revised terms of committees.</p> <p>Revise Safeguarding Governor Monitoring Checklist with filtering and monitoring appendix will be issued to schools shortly. MG</p> <p>Ensure that the IT distribution list for governors are up to date. JB/Clerks</p> <p>Obtain costs for protection software for Ipads. MG</p>
DECISION	<p>SN was appointed as Chair for 2023-24. MJ and BU were appointed as joint Vice Chairs.</p> <p>IWM was appointed to the Pay committee.</p> <p>SN will take on the role of Health and Safety Linked Director.</p> <p>All nominated chairs and vice chairs of LGB's were approved.</p> <p>Approval of delegation of authority to NL and MH to sign contracts on behalf of the Board for 2023-24 financial year</p> <p>Scheme of delegation Adopted</p> <p>Terms of committees Adopted</p> <p>Codes of conduct for directors and governors adopted</p> <p>Budget for 2023-24 approved by email in August 2023.</p>
Agenda Item 4	<p>► Update on Summer activities</p>
MINUTE	<p>AB presented an update on capital work undertaken at schools over the summer.</p> <p>3 major projects were completed (De Lisle T- Level Science Block, St Martins IT upgrade and St Josephs MH Boilers). St Martins science rooms have been delayed by various issues, including finding asbestos, and will be complete by the end of the Advent term.</p> <p>It was noted that the overspend at De Lisle was significantly less than previously anticipated. The issue will be raised with the DfE who had previously agreed to cover the costs but have since declined to cover them.</p> <p>A number of other contracts for capital work are out to tender, including replacement of lighting with LEDs, covered by a government grant.</p> <p>Only one school within the STA CMAT has been confirmed as having RAAC. Asbestos was also discovered when the building was surveyed. It is present in the hall and kitchen and these areas are now out of bounds. Talks continue with the DfE and a case worker has been assigned. YMD Boon are awaiting further guidance from DfE before giving us a quote for structural advice. We have also asked them to quote for full costs of replacement and costs of kitchen area replacement. These quotes will be passed to the case worker and we will continue to press for a speedy conclusion.</p> <p>The school has taken the news well and is working with YMDBoon. The biggest concern is the kitchen as food is being bussed in and it is a limited offer. The kitchen is seen as a priority area. The school has the use of the Parish Centre instead of the Hall.</p> <p>It was noted that risk assessments for asbestos are done at all schools every 5 years. Premises staff have a management plan for asbestos and this is reviewed termly.</p> <p>The government has stated that all RAAC capital costs will be covered and revenue costs (eg bussing food in) might be covered depending on affordability. We will keep a record of all additional costs incurred.</p> <p>The GDPR update was noted. There were no major breaches.</p>
CHALLENGE	<p>Are risk assessments for Asbestos done at all schools?</p> <p>Can the school cope with the room closures? How is morale?</p> <p>Will all RAAC work be funded?</p>
Agenda Item 5	<p>► Review of mission statement/vision</p>

MINUTE	<p>The mission statement and vision were reviewed.</p> <p>The following amendments were requested:</p> <ul style="list-style-type: none"> • In Restorative area use formalised language. • Include 'love' in Rich Catholic Life area. <p>Subject to the above, the mission statement and vision were approved.</p>
ACTION	Amend Mission Statement for 2 areas.
DECISION	Subject to amendments the mission statement and vision were approved.

Agenda Item 6  **Strategic Plan**

MINUTE	<p>The plan had been reviewed at the July Board meeting and actions and success criteria have been subsequently updated.</p> <p>The Directors reviewed the updated document. There are 11 strategic priorities and these are:</p> <ol style="list-style-type: none"> 1. Positioning the CMAT at the intersection between the person, teaching and example of Christ and excellent holistic education for all 2. Ensure that our children and young people are well-prepared to assume their roles as measured, responsible, caring and positively contributing members of society 3. To continue to improve outcomes for all vulnerable learners 4. Ensure that pastoral support is a key theme in a behaviour policies and this is reflected in practice in school 5. To increase retention by ensuring effective training for all staff, regardless of background, on the Catholic ethos, practices and beliefs within our schools. 6. To enhance the quality of working environments for all 7. To celebrate the gifts and talents of all staff by affirming their contribution to the community 8. Significantly enhance our strategy to bring the pupils we need into our schools, particularly Catholic pupils who might go elsewhere 9. To meet the financial KPIs set, including those now associated with GAG pooling 10. To develop uniform strategic planning templates for all major CMAT functions 11. Ensure that our schools & central office actively contribute to the diocesan drive towards carbon neutrality by 2030, and that our young people are well educated on environmental responsibility <p>The following points were noted:</p> <ul style="list-style-type: none"> • Can 1 and 2 be amended so that mission be included? What evidence is available for number 2? The work that the LLC is doing with the new environmental website provides some evidence. Maybe career choices could identify the number of students who go on to 'service' careers? The word 'disciples' should be replaced with something else. • 5 should be updated to remove reference to Catholic Colleges • 7 - It is important that this applies to all staff including central staff. The pulse survey will be amended for central staff as at present it is too school specific. • 8 -There are some low numbers in reception classes at some schools, but numbers joining schools in other year groups is good in some schools. There is still work to be done on developing links with Parishes. It was noted that the workload of Parish Priests and the reduction in numbers of priests often prevents them playing a full part in school life. Other church members should be encouraged to become involved, eg trained Eucharist ministers , Deacons). • Financial KPI's may need to be revisited mid year. It was noted that some are unattainable. • The CMAT will strive towards carbon neutrality in 2030 but it should be noted that it is unlikely to be achieved by that date. • A draft statement on sustainability will be drawn up and sent to Directors to fulfill Diocesan requirements.
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	<p>The Directors thanked NL and the team for their hard work on drawing up the strategic priorities. Progress will be regularly reviewed by the relevant committees.</p> <ul style="list-style-type: none"> •
ACTION	NL to amend strategic plan to reflect points raised by Board.
Agenda Item 8	▶ HR and Staffing
MINUTE	<p>MR presented her report.</p> <ol style="list-style-type: none"> 1. The Government accepted the recommendations of the School Teachers Review Body 2023 for teachers pay award 2023-24 (a 6.5% uplift on all pay points and allowances for teachers and leaders except for: a higher uplift of 7.1% on point M1 to achieve the Governments aim of a £30,000 starting salary). This will not be formalised until early November. The Support staff pay award is still not agreed (current proposal is with effect from 1 April 2023, an increase of £1,925 (pro rata for part-time employees) to be paid as a consolidated, permanent addition on all NJC pay points 2 to 43 inclusive. With effect from 1 April 2023, an increase of 3.88 per cent on all pay points above the maximum of the pay spine but graded below deputy chief officer (in the case of the CMATs this would apply to those points above point 43, but below Executive level) and with effect from 1 April 2023, an increase of 3.88 per cent on all allowances). In order that pay awards for teachers and support staff can be implemented as speedily as possible, Directors agreed to ratify the implementation of the national pay awards once they have been finalised nationally. Should there be any material change then written approval will be sought from Directors, on the amended pay offer. The above proposed awards are included in the budget. 2. NASUWT have given notification of action short of strike action. This will commence on 18/9/23. Members will do nothing outside contracted or directed time. No major impact is expected. The action is intended to reduce workload rather than increase pay. 3. A project team meeting will be held in September to review Performance Management process progress. A project plan will be drawn up and this will be presented to the strategic HR group on 4 /10/23. IWM will confirm if she can attend in place of MM. 4. The consultation on the TLR restructure ended on 13/9/23. As agreed all feedback received has been shared with Directors . They will meet on 21/9/23 to discuss feedback and make a decision re the proposed TLR restructure. Two amendments have been made to the original proposal - increase the base value of TLR 2.2 and 2.3 and to provide clear descriptors for different levels of the TLR3 payment to give greater equality and clarity. This will increase the number of staff who will get an increase in pay and reduce the number who will get a decrease in pay to 29% (previously 46%). Directors acknowledged the demotivational impact of a reduction in salaries (protected for three years). It was noted that salaries are broadly in line with the local job market and that our TLR rates if accepted will be slightly above national average. These elements could have an impact on recruitment and retention. Post meeting note: The Board had met on 21/9/23 and reviewed all feedback in detail. They had approved the proposed TLR restructure.
ACTION	IWM to confirm if she can attend HR Strategic Group on 4/10/23.
DECISION	<p>Directors agreed to ratify the implementation of the national pay awards once they have been finalised nationally for both teachers and support staff.</p> <p>The Board had met on 21/9/23 and reviewed all feedback relating to the TLR in detail. They had approved the proposed TLR restructure.</p>
Agenda Item 9	▶ BREAK
MINUTE	
Agenda Item 10	▶ Catholic Life
MINUTE	Chaplaincy provision

TS presented a paper detailing the chaplaincy provision in schools. All but one school has chaplaincy provision either in school or via the chaplaincy hubs. The school that currently has no chaplaincy provision has very strong Parish links and regular contact with Priests. Work is ongoing to look at how to structure hubs differently as some hub chaplains are overstretched. One further hub chaplain will be recruited in 2023-24. It was suggested that Hubs should not be named after geographical areas or a 'main' school. They could be named after Saints. The Lead Lay Chaplain meets with chaplains on a monthly basis and they work together on planning events and on improving consistency of delivery.

Transportation

TS presented a paper detailing a number of events that will take place during the year where transportation for pupils will need to be provided. It was noted that mini-buses will be used as much as possible but it may be necessary to use coaches sometimes. Feast day transportation costs are already included in the budget but TS made a request for financial support for transportation for the other events. This totals £5.5k but may be lower if minibuses are used more.

The Board agreed that a further £5.5k should be allocated for transportation costs.

Eco Schools

Over the past two years schools have taken part in the Eco Schools programme and followed the Eco Roadmap. All schools have achieved the Green Flag and a culture of sustainability has become embedded in schools. The Eco Schools is a secular programme and had come at a cost and with a considerable administrative burden on schools. The Eco Roadmap had been an attempt to make the programme more applicable to Catholic schools but was a bolt on to the main programme.

This year a bespoke programme has been developed by TS and a website launched - [Living Laudato Si – Caring for our Common Home \(ecotrust.org.uk\)](http://ecotrust.org.uk).

The website will allow the sharing of good practice and each school will have a section they can upload evidence to. Schools will chose Eco missions and sub missions and will look at why they are doing things. This will tie in closely with the CMAT and schools Catholic ethos and values. Schools will complete a mission plan. Workload will be less than Eco schools and content will be more relevant to the schools and their catholic life. The new website will gather evidence for CSI inspections by linking to Catholic Life and Mission.and will help with the Diocesan sustainability plan. Directors welcomed the website and agreed that it was child friendly.

ACTION	TS to consider renaming Hubs.
DECISION	The Board agreed that a further £5.5k should be allocated for transportation costs.
CHALLENGE	Will the new website gather evidence for CSI inspections?

Agenda Item 11

▶ Finance, budget submission update & Estates

MINUTE

The Finace Director presented his report. The following points were noted:

1. An undeclaration of related party transactions in 2021/22 was recently highlighted by ESFA. This related to the Nottingham Diocesan Catholic Youth Service (Briars) and the amount paid to the Nottingham Roman Catholic Diocesan Education Service. It was due to the spending estimate being based on prior years. To ensure that declarations for 2023/24 are adequate we have increased the estimated total spend to try and prevent under-declaration again. We will also check on a quarterly basis the total spend vs that declared.. The Board noted and approved the increased estimates and were reassured that any further underdeclarations are unlikely.

2. The Management accounts for July 2023 were noted.
3. As requested by the Board, a complaint was submitted to the Insolvency Service in respect of a company that had ceased to trade, resulting in a bad debt at one of the primary schools, as it appeared it was continuing to trade under another name. The Insolvency Service has decided not to investigate further. The debt has been written off, and the Board agreed no further action is needed. Schools will be reminded of the importance of collecting lettings/other fees in advance Where invoices are being raised, if payment is not received within our payment terms, the school should immediately cease the lettings until debts are cleared.
4. The Risk Assessment policy was reviewed and approved, subject to amendment to a monitoring arrangement amendment at point 6.
5. The Admissions for 6th form policy was reviewed and approved.

ACTION Amend Risk assessment policy at point 6 and send final version to Clerk for TG. AB

DECISION The Risk Assessment policy was approved, subject to amendment to a monitoring arrangement amendment at point 6.
The Admissions for 6th form policy was approved.

Agenda Item 12 ► LUNCH

MINUTE

Agenda Item 13 ► Performance & Standards

The DPS's presented their report and the following points were noted:

KS2 outcomes

- Outcomes for reading were high across the trust with only 4 schools performing below national. 2 schools had progress below 0, although one of these schools had improved the progress measure from last year. The trust progress score remains similar to 2022.
- Outcomes for writing have improved from 2022 with only 2 schools performing below national. 4 schools had progress data which was below 0 and lower than 2022. The trust progress score remains similar to 2022
- Outcomes in maths were not as high as 2022 with 8 schools performing below national. 5 schools had progress below 0 and the trust average progress score was 0.25 below 2022
- 4 scores were below national for combined attainment although pupils achieving combined attainment at GDS appears to be more an issue across the trust, and a focus for next year.

MINUTE

Some of the data can be explained by cohort (eg high numbers of complex SEND needs). Where progress has been an issue year on year then it is often due to the year groups journey over time (eg where there has been disruption over several year groups, changes of teachers, staffing absence, inconsistent leadership).

Most schools use White Rose Maths. This is a good resource but some teachers and new teachers are not confident in using it. This has been identified as an area for CPD in 2023-24. It was noted that schools need several years of good curriculum planning to see the effect.

Last year there were 10 Ofsted inspections in the CMAT. This year there will be 2 definite inspections and a possible further 2.

The DPS detailed support being put in place for schools, especially for those schools where data was a concern.

Secondary School Outcomes

Summer 2023 was the first-time students had taken external qualifications without any grade uplift or adjustment since 2019.

There were concerns going into the summer qualification season as students at two schools had not taken any external examinations before due to Covid. Also, teachers in some smaller subjects or newer subjects had a lack of experience in preparing and taking students through examinations. Some specific concerns at schools had also been identified.



In comparison to 2019 (the last year before exam uplift) there has been a significant improvement in outcomes for GCSE/ Level 2 qualifications at 2 schools. Both schools have made significant changes to their curriculum approach and we have also seen changes in subject leadership within both schools. At another school the overall picture from 2019 to 2023 has remained one of very strong attainment and progress. In addition, outcomes are now much more evenly spread in terms of curriculum strength across the school. One schools attainment is broadly inline with their pre-pandemic outcomes and there have been improvements seen within both Maths and Science outcomes, however, progress is negative and was lower than school tracking suggested outcomes would be. The outgoing year 11 group were significantly larger in terms of cohort size and this school had been most impacted by the pandemic and subsequent periods of self-isolation for students.

The importance of celebrating and publicising the good results achieved was acknowledged.

The Board reviewed the data for gender, SEND and disadvantaged students. In three of the schools the progress of PP pupils has improved in comparison to the 2019 pre pandemic picture. In the fourth school concern in relation to English Martyrs. In 2022 the uplift in progress and attainment in comparison to previous cohorts has not been sustained. The progress of EHCP pupils at one school is a concern and is being monitored. Data relating to subject areas was reviewed and priorities were noted. Schools will continue to support each other in subject areas by sharing good practice where possible.

The A Level average point score has improved on 2019 at all schools.

The DPS's stated that they know what the priorities are in schools and where there is a need for more development, support and monitoring. There may be a need to take a more prescriptive role with some schools or departments. The focus for attainment and outcomes in specific subject areas within specific schools have been identified. Quality first teaching is the priority for SEND and Disadvantaged and it is critical that we continue to work on barriers such as persistent absence.

CHALLENGE	How much of data is cohort driven? Why have Maths outcomes fallen?
Agenda Item 14	 Director Only
MINUTE	Director training dates had been distributed to all and the importance of attending sessions was noted.
Agenda Item 15	 Closing Prayer
MINUTE	The meeting closed with a prayer.

Governor Agreed Actions set during this meeting: 0

STA Board and committee meetings dated: 14/09/2023
Minutes approved by Jennifer Barnacle