

**THE BLESSED CHRISTOPHER WHARTON
CATHOLIC ACADEMY TRUST**

Registered Office:
The Holy Family Catholic School
Spring Gardens Lane
Keighley
BD20 6LH



Minutes of the meeting of the Trust Board

Thursday 17th March 2016



**St Anne's Catholic Primary School,
A Voluntary Academy
North Street
Keighley
BD21 3AD**



THE DIOCESE OF LEEDS

**Our Lady of Victories Catholic Primary School,
A Voluntary Academy
Guard House Road
Keighley
West Yorkshire
BD22 6JP**



MINUTES

Meeting	BCW CAT meeting of the Trust Board		
Date	Thursday 17 th March 2016	Time	6.30pm
Chaired By	Cameron Robson	Location	Saint Joseph Keighley

MEMBERS

Name	Status	Name	Status
Cameron Robson (CR) — Chair	Present	Paul Booth (PB)	Present
David Johnson (DJ) — Vice Chair	Present	Sam Poulton (SP) – HT STA	Present
Neil Moules (NM)	Present	John Devlin (JD) – HT OLV	Present
Keith Moreton (KM)	Apologies	Bernadette Cawley (BC)	Present
Mgr Andrew Summersgill (AS)	Present	Deirdre Naylor (DN)	Present
Lynne Royle (LR)	Present		

IN ATTENDANCE

Celine Ries – Clerk	Present	Vicky Hair (VH) – Brown Jacobson	Present
Stephen Johnson (SJ) – Financial Director of the Trust	Present	Angela Cox (AC) - Diocese	Present
Caroline Hyde (CH) - Diocese	Present	Liz Snelling – HT St Walburga's	Present
Sarah Martin – Chair St Walburga's	Present	Maureen Cairns – HT St Winefride's	Present
Margaret Green -Chair St Winefride's	Present	Clare Gardner – HT St William's	Present
P. Stockdale - Chair St William's	Present	Kathryn Spillane – HT St John The Evangelist's	Present
I.Partridge - Chair St John The Evangelist's	Present	Sharon DeMatteis – Chair St Joseph's	Present
Nick Watson – Chair OLV	Present		

NOTES

Item No.	Agenda Item
	The Chair welcomed all the Head teachers and Chairs of the five primary schools applying to join the Academy Trust. The Trustees proceeded to introduce themselves to those in attendance.
9	Introduction from the 7 Schools
	<p>The HTs of the 7 schools gave a pen portrait of their schools.</p> <ul style="list-style-type: none"> ● St John the Evangelist Kathryn Spillane has been the HT of the school for 11 years. The school has undergone numerous staffing changes. “St John is a place where we meet Jesus”, celebrate God’s creations, and where everyone is supported. Respecting each other is central to everything the school does. The school has 210 pupils, and is a 1 form entry. There is no nursery. The school is oversubscribed. The November 2012 Ofsted judgement was good. The section 48 was outstanding. The collective worship and the Eucharist are at the heart of the school. Each week begins with a liturgy based on the “Statements to Live by”, and this is led by a member of staff. Out of 11 teachers, 8 are Catholic. The key figures in the school are the Parish priests Father Michael and Father Paul. The school is proud of its relationship with the priests. St Winefride is the sister school in the same parish (Mary Mother of God).

The pupils' voice is heard through the school council, the buddy system, the Feast Day Mass, the Heads and Deputies. The school fundraises with the parents' support for Catholic Care, Mission Together and CAFOD, and raised £650 during Lent.

As for Teaching & Learning, the school works on a development plan with the governors and the staff members, and identifies priorities (currently in maths and reading). The school is aware of its weaknesses and works to improve with a creative approach and a topic led curriculum. All the staff members are committed to raising standards; the school needs every person to be committed to every child.

The governors share the ambitious vision of the school and strive to improve outcomes further.

The school is an active contributor to the CSP, and benefits from their training courses.

- **St Joseph Keighley**

JD has been the HT of St Joseph since September, and is proud of the school. "Building a community of excellence with God's guiding love" is the school's mission statement.

The school has 329 pupils on roll, with a 2 form entry for the years 4, 5, 6, and a 1 form entry for the other year groups. 190 of those children are Catholic, the younger classes having greater numbers of Catholics.

109 pupils benefit from the Pupil Premium grant (PP). The deprivation indicator is in the top 40%.

The 2014 Ofsted judgement was RI, and was satisfactory in 2011. The school is in a stronger position now.

The journey: The results at the end of KS2 were 65% (combined).

The school Improvement Priorities:

1. To raise achievement in writing and GPS (Grammar, Punctuation, Spelling) through raising the profile of writing and reading.
2. To develop the role of the senior leaders jointly across St Joseph and OLV.
3. To enhance Catholic life.

Special features: Fab Mag and Albus Cubus Studios.

The staff members care about the pupils. The school organises a trip to Paris for the year 6, and offers residential to the year 4, 5 and 6.

The school is RI, but has improved a lot, St Joseph will be a good school to join the Trust.

- **St Walburga**

Liz Snelling has been the HT for 2.5 years.

Its last Ofsted judgement was good.

The school has a 1 form entry. The nursery was struggling to fill its classes, as the morning class offered was not suited to its working families. The school changed the hours to 2.5 days, and the nursery is now full. The afternoon of the third day is offered as an additional session, and the parents opting for it are required to pay for it.

The school has 236 pupils on roll, 90% of which are Catholic. 28% of pupils are from minority ethnic groups, 16.6% of pupils have English as an additional language (EAL), and 7% have Special Educational Needs (SEN). The school has very little mobility: 95.6% stability.

Mission Statement: "Putting others first".

Catholic life: excellent relationships with the children, parents, staff members, governors and parishioners. The school is developing a link with St Anthony's Primary school. There are high standards of behaviour, and an emphasis on spiritual development, with a comprehensive calendar of liturgies. The school has an active RE council, and has a soon to be commissioned Mini Vinnies group.

Partnership: The school is the lead school for "Schools Direct". 90% of the trainees last year were employed in the partnership. The school has a lead mentor who supports trainees across schools.

Curriculum: The school has high expectations that pupils develop independent learning strategies.

Standards: the school is consistently well above the floor standards.

Vision for work in a Catholic Multi Academy Trust: To build on the existing trusting professional relationships that exist across the CSP/TSA in order to provide the highest standard of Catholic Education, to develop efficient ways of working across the partnership to maximise the impact that we have on raising outcomes, to build capacity within all of our schools in order to enhance the support and professional development strands that already exist across the partnership.

- **St Winefride**

The school is a 2 form entry. The families are either professional parents or come from a deprived estate. The school is part of the same parish as St John the Evangelist.

Mission statement: "To promote learning & excellence for all embedded in the values & beliefs of the Catholic faith."

The HT is very proud her school, its ethos is very Catholic.

The school vision: "to be an outstanding school where every member reaches their full potential and knows the joy of a relationship with Jesus".

The pupils learn about the joy of being able to cope and make decisions knowing the Holy Spirit is with us. The school wants to build resilience in the pupils.

Its main aims:

1. To understand and share what it means to be a Catholic.
2. To equip our children for a rapidly changing technological world.

The school reinforces the Gospel message.

Many pupils have learning difficulties. The support staff is trained to monitor their actions.

The school holds mass every Friday and ensures its liturgies are multi sensory, to give the children ever lasting memories.

Music is very important at the school, as it helps children learn better. The schools holds a concert every year: "Music for a summer's evening".

To help the pupils from vulnerable families, the school has "ready to learn" and "ready to play" programmes.

- **St William**

The school has a 1 form entry, and is situated in the inner city of Bradford, in an industrial estate.

The large catchment area comprises of the 3 most deprived areas in Bradford.

The school has 199 pupils on roll. It may have to close the nursery, as the numbers are very low, due to the very close proximity of four children's centres.

46% of the pupils are Catholic.

The mobility rate is very high, with a 22% turnover.

19 languages are represented in the school.
62 pupils have PP, but many families are just above the threshold.
39 pupils are SEN.
6 pupils have EHCP statements.
Everyone is given the opportunity to achieve their full potential and share in each other's successes.
The June 2015 Ofsted judgment was RI, as was the previous one in 2013.
Among the school's strengths: the HT is highly committed, and gives clear direction. Some teaching is outstanding.
The pupils behave well and feel safe and secure in the caring environment.
The areas of improvement: the standards are still below average.
The HT presented the strengths and areas of improvement.
In KS1, the biggest areas of concern are speaking and writing.
In KS2, the results are 50% (combined).
The pupils have exemplary standards of behaviour.
The HT feels St William can offer a lot to the Trust. The school is moving forward. It will undergo a staffing restructure soon due to the closure of the nursery, and to counteract the budget.

- **St Anne**

SP is in his 5th year as HT of St Anne's .
The school is keen on embedding the values of the Gospel and to instil in the pupils the awe and wonder God can bring. The HT wants the children more involved in their mission and vision this year. One staff member devised the following motto:

Personal Faith

Enthusiasm

Achievement

Challenge

Enjoyment

The 2012 Ofsted judgement was satisfactory.

The 2014 Ofsted judgement was good.

SP displayed the index of deprivation data map of Keighley, the darkest purple being among the worst rates of deprivation in the country (among the 10% most deprived in the index of deprivation affecting children IDACI) and these being the main catchment for St Anne's pupils.

One third of the school's pupils are of Eastern European heritage

One third have Pakistani heritage

One third have English heritage

EAL is an issue at St Anne's, and the levels of attainment at entry is very low, but nonetheless, by the end of KS2, the results are in line with national results.

SP displayed the strengths and weaknesses of the school, as well as the priorities. The short term priorities are:

- 1) Improving the achievements of the New to English pupils (from Eastern Europe).
- 2) Improving the phonics outcomes. 18 year 1 pupils missed the grade last year; most of them were Polish and Slovakian.
- 3) Moving from good to great in teaching.
- 4) Developing TLA, with assessment in the absence of levels.

The key features at the school are:

- Future of the Keighley Catholic numbers

	<ul style="list-style-type: none"> - The building and the learning environment - The Good Shepherd Centre <p>The school underwent some building refurbishment and development last year after damage caused by a fire.</p> <ul style="list-style-type: none"> • Our Lady of Victories <p>PB presented the school, whose motto is “Achieving Together in God’s Love”. The school has 260 pupils on roll. 91 pupils are Catholic (35%) 61 pupils are PP (23%) 134 have EAL (52%) The deprivation indicator is top 20% The 2011 Ofsted judgement was good. Minority groups represent 60% of the pupils. The school had a mini inspection last Wednesday, and the judgement was good. The school is aiming to be outstanding in the next few years. The school improvement priorities are to achieve higher outcomes at the end of Early Years (EY). The pupils are proud to go to OLV. OLV has opened its own radio station.</p> <p>The Chair thanked all the HTs for their presentations. The HTs proved how well they know their schools inside out. The 7 schools have great levels of diversity and challenges, and could work together successfully to build a strong academy.</p> <p><i>The HTs and Chairs of St Walburga, St Winefride, St William, St John the Evangelist and the Chair of St Joseph Keighley left the meeting at 8.30pm.</i></p>
1	Opening Prayer
	Led by AS
2	Welcome and introductions
	The meeting began at 8.30pm, and was quorate.
3	Apologies for absence and consideration of consent of absence
	Apologies were received from Keith Moreton.
4	Confidentiality and Declarations of interest
	BC’s husband works at St Anthony’s and is a governor at St Walburga’s Primary school. AS is a Trustee of the Diocese of Leeds.
5	Any Other Business and requests for Agenda order variation
	There was one other business, to be discussed by DJ.
6	Minutes of the previous meeting of 4th February 2016 & of the extra meeting of 3rd March
	The review of the minutes was deferred to the next meeting.
7	Committee Reports
	<ul style="list-style-type: none"> • TLA 10th March 2016
	The committee report was deferred. To be sent out in writing following the meeting
8	Road Map to Conversion
	<p>VH is a lawyer for the firm Brown Jacobson, working with Catholic schools to help them through the conversion to academy status. She is familiar with the process and its deadlines.</p> <p>CH, from the Diocese of Leeds, is the Chair of the Bishop Wheeler Trust, and has experience setting up academy Trusts.</p> <p>The Chair voiced the concern raised at the meeting of 3rd March with Gail Khan, regarding the timing of the 5 schools joining the Trust on 1st July.</p> <p>AC – It usually takes four months for a conversion process to be completed. The target date of 1st July is not crucial, and could be delayed to 1st August or later (though not 1st</p>

	<p>September, due to the start of the academic year). St William will need significant support, due to its RI status and its deficit. The DfE has suggested this school should be helped as a fast track.</p> <p>Q - The Trustees questioned the type of support for St William. The school can only join the Trust with no deficit. The Trust has to have a plan in place to support the school. Key strategic financial decisions will have to be made so St William does not join the Trust as a burden. The redundancies in the school will have to be finalised before the conversion.</p> <p>Q- Trustees questioned the cost of the redundancies. VH- The governing body drives the requirements of the process; the burden of the redundancy is on the governing body and not on the LA (Local Authority).</p> <p>A full sponsorship for a primary school can amount to £100,000. The schools sponsored for conversion are allocated a £25,000 grant.</p> <p>Q – Trustees questioned the capacity of the Trust to take on 5 additional schools, and made reservations about this considerable change. Each school has a business manager and a HT, who need to meet up. Not many changes are initially needed in policies, for instance. The Trust is improving and the Trustees need to look at the levels of delegation and to decide how to structure the tasks, and to delegate work to the academies. The Trustees need to identify the key Trust drivers.</p> <p><i>SP left the meeting at 9pm.</i></p> <p>AC – Gail Khan may not have enough knowledge of the issues relating to the properties and land of the Catholic schools. Also, the Scheme of Delegation is not a priority. Gail Khan’s proposition was deemed to be too expensive. No other quotes were obtained, nor any references.</p> <p>Q – Trustees asked if there is a timetable for the other schools joining the Trust after the first group of 5 schools. AC – The other schools will have to be strong, like St Joseph in Bingley. Once St William has improved, another school can be helped.</p> <p>Q – Trustees asked about Holy Family school joining the Trust. AC – This not on the agenda at the moment. Currently, the requirement is for the schools to give the land back to the government to convert.</p> <p>Q – Trustees questioned the change of admission numbers of the schools. AC – The schools need to bring a case to the Diocese. The Chair advised of a presentation due at the next meeting on the admission numbers.</p> <p>AC – The parent consultation on academy conversion does not have to be separate for each school, but can be joined in one venue, and be opened up to other schools too. VH – She will share the conversion plan with the Trust. She is acting for the schools and paid by the schools, not by the Trust. She charges a fixed fee, the church marketplace fee.</p>
10	<p>Options for Conversion Support</p>
	<p>The Trustees unanimously voted against Gail Khan’s services. The Trustees unanimously voted in favour of Vicky Hair and the diocese’s support.</p> <p>JD will write to Gail Khan to advise her of the Trust’s decision. AC is not expecting any difficulties with the 5 schools, only St William should take a bit longer to convert. The Trust will receive £25,000 per school, plus a £80,000 chain grant. Some fees may be charged for the land issues, which may amount to £5,000. The academies will need a bank account in the name of the Trust, such as “St Joseph trading as Blessed Christopher Wharton”. Lloyds Bank was recommended, as the bank does not charge schools. The bank accounts including the Trust bank account are to be set up by SJ. Parentpay was also recommended.</p>

	<p>Q – Trustees mentioned the due diligence, discussed with Gail Khan. VH will give a list to the schools of the information needed, of the different actions to take. VH will share this process with the Trust.</p> <p>The Chair thanked AC, VH and CH for their help.</p>
11	AOB
	<ul style="list-style-type: none"> • The auditors BHP Clough & Co asked for a reference. DJ will write one. • Decision was taken to add another meeting on 15th April to discuss the scheme of delegation and the conversions.
12	Closing Prayer
	Led by AS.
	The meeting closed at 9.55pm

FUTURE MEETINGS

Date	Title	Location and time
Thursday 15th April 2016	Full Board	St Joseph Keighley @ 6.30pm

OPEN ACTIONS

Agenda Item No.	Action	Owner	Due	Status/Update
10	To write to Gail Khan	JD		
11	To write a reference to the auditors.	DJ		

MINUTES AGREED AND SIGNED

Chair	Date