

THE BLESSED CHRISTOPHER WHARTON  
CATHOLIC ACADEMY TRUST

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



Minutes of the Trust Board

Thursday 7 December 2017



**MINUTES**

Title of meeting	Trust Board		
Date	Thursday 7 December	Time	6.20pm
Chair	Cameron Robson	Location	St Joseph's Keighley

**MEMBERS**

Name	Present/ Apologies	Name	Present/ Apologies
Cameron Robson (CR) — Chair	Present	Paul Booth (PB)	Present
David Johnson (DJ) — Vice Chair	Present	John Devlin (JD)	Present
Neil Moules (NM)	Present	Bernadette Cawley (BC)	Present
Keith Moreton (KM)	Present	Deirdre Naylor (DN)	Present
Mgr Andrew Summersgill (AS)	Present	Margaret Stichbury (MS)	Present
Lynne Royle (LR)	Present	Maureen Cairns (MC)	Present

**IN ATTENDANCE**

Stephen Johnson (SJ) Financial Director of the Trust	Present	Simon Gallacher – (SG) CSPTSA Director	Present
Julie Ioanna – Clerk	Present	Anna Walker - Clerk	Observer
Lesley Kendrew (LK)	Present for items 1-5		

**The Meeting opened at 6.20pm.**

**NOTES**

Item No.	Agenda Item
<b>1</b>	<b>Welcome and Opening Prayer</b>
	AS led the opening Prayer. The chair welcomed all to the meeting
<b>2</b>	<b>Apologies for absence and consideration of consent of absence</b>
	There were no apologies.
<b>3</b>	<b>Any other Business and requests for Agenda order variation</b>
	None notified.
<b>4</b>	<b>Confidentiality and declarations of interest</b>
	<ul style="list-style-type: none"> <li>• DJ and SJ are brothers.</li> <li>• DJ and SJ have a niece who is a teacher at OLV.</li> <li>• AS is a Trustee of the Diocese.</li> <li>• NM is employed in a secondary school in the area.</li> <li>• MS is a governor at St Joseph's Catholic Primary, Bradford.</li> <li>• CR, MS, AS, CH and SJ are members of the ST Anne's TIB.</li> </ul> <p>Any confidential discussions that arise during the course of the meeting will be minuted in a separate document.</p>
<b>5</b>	<b>Presentation of Final Accounts 2016/17 and their Agreement</b>
<i>Papers: BCW Annual Report and</i>	Lesley Kendrew attended on behalf of the Auditors and noted the company's legal entity is now BHPLHP (formerly Clough and Company). The company also conducted last year's audit. LK provided an overview of the main sections of the audit and brought to directors' attention some of

<p><i>Financial Statements For the Year Ended 31 August 2017; BCW Catholic Academy Trust Audit Findings Report</i></p>	<p>the key elements of the report, noting this was a summary overview as Trustees were familiar with the process from last year's audit. LK acknowledged the work of the FD in supporting the completion of the audit.</p> <ul style="list-style-type: none"> <li>• P1-11 represents the Trustee Report, which is an external report. This captures a range of statutory information including reserve policy and Trustee meeting attendance.</li> <li>• P12 Statement of Regularity, Propriety and Compliance is the Accounting Officer's (JD) declaration that Trust money has been properly used and this is a personal declaration.</li> <li>• Page 13 The Statement of Trustees' Responsibility is the declaration of Trustees' acceptance of the financial statement.</li> <li>• Page 18 outlines the income and expenditure accounts and illustrates the overall deficit for the Trust. There continues to be a pension deficit, as was the case last year.</li> <li>• Page 20 is a breakdown of the cash flows.</li> <li>• Page 25 Notes to the Financial Statement, outlines four other income streams and discloses staff costs, and page 37 Notes to the Financial Statement outlines the detail of the new schools' funds on conversion.</li> </ul> <p>LK provided an overview of the Audit Findings Report, noting there was no requirement for adjustment of the accounts due to the potential adjustment (£10,535) being below the materiality guideline. Adjustments related to dates of invoice reconciliation and holiday pay accrual (outlined on page 3 of the report).</p> <p>Page 5 of the Findings Report outlines the regularity issues brought to the Trust's attention which were all RAG rated as green (advisory) and it was confirmed the action relating to EduBase has been completed. <b>Chair noted the action for the Trust to increase the number of parent trustees is being discussed with the Diocese, as part of wider discussions about increasing the number of directors.</b></p> <p>Chair thanked LK and her team for the audit and thanked SJ for the high quality of accounts. The work of JD as Accounting Officer, the Finance Committee and the Audit Committee was also acknowledged.</p> <p><b><u>Chair proposed acceptance of the audited accounts and this was unanimously supported by the Trust Board.</u></b></p>
	<p><i>There was a break in proceedings while formal signing of the accounts took place from 7.35pm. LK left and the meeting resumed at 7.50pm</i></p>
<p><b>6</b></p>	<p><b>Minutes of Previous Meeting</b></p>
<p><i>Paper: BCW TB minutes 28 September 2017</i></p>	<p><b>The Minutes from the previous meeting 28 September 2017 were considered and approved as a true reflection of the meeting with the exception of <u>an amendment to action 10 on page 12 which should read HTPM training instead of safeguarding training.</u></b></p> <p>Item 10 (admin review) - SJ contacted Nicola Dixon, Independent HR Consultant, about undertaking an audit of administrative capacity across the Trust and she will be in a position to take this work at a cost of £6-6.5k and proposes this work is carried out once the new schools are on board. <b><u>SJ will revisit this in February.</u></b></p> <p>NM noted that, if new schools join, their staff would be protected by TUPE regulations. SJ noted the review was more about planning for those retirements already expected. Chair noted the extremely high volume of work undertaken by the Trust and that there needs to be a rigorous review of the corporate centre. JD confirmed there had been an appointment made to the administrator role on a casual contract to February 2018, at which point the Board will be asked to make a decision to move the 0.6FTE role to a full time.</p> <p><b>Chair queried the work being undertaken by the administrator</b> and it was confirmed key areas of work have included booking the conference, maintaining the single central register,</p>

	<p>administration of policy documents and updating the website. JD noted the impact of the role in getting answers and following up on issues. It was questioned who is line managing the administrator and it was confirmed this is JD.</p> <p><b><u>Chair proposed that the role be advertised as a full time administrator post in February 2018 and this was unanimously agreed.</u></b></p> <p>The chair suggested that at this point the role should be line managed by the FD.</p> <p>Item 10 (HTPM) - JD confirmed his HTPM had not been conducted due to extenuating circumstances of one of the panel members. Chair confirmed the Head Teacher pay award would be confirmed at a meeting of the Pay Committee.</p>
<b>7</b>	<b>Matters arising from Minutes and Action Log</b>
	Items covered elsewhere on the agenda
<b>8</b>	<b>Chair's Correspondence and Actions</b>
	Items covered elsewhere on the agenda
<b>9</b>	<b>Signing of Safeguarding and HR policies</b>
	<p>JD noted that Yvonne Sinclair [YS], Independent Consultant, had emailed the suite of draft policies (personalised for St Anne's ) to Chair and the HTR Committee has recommended that all policies be approved. YS will now personalise policies for the other schools. YS will ensure school compliance, keeping policies updated, regularly checking the single central record (and is currently working with the administrator to set this up) and completing safeguarding audits. When new staff are appointed YS will conduct webinar safeguarding training.</p> <p><b>Chair queried if all trustees had seen the policies</b> - it was confirmed that the majority of committees had seen the policies. In order to ensure that all directors have additional time to consider the documents the <b><u>policies would be emailed by JD that evening and Trustees were asked to provide any comments to JD by 14 December 2017.</u></b></p> <p>MC noted that HTRC are recommending that no changes be made to these policies as they have been produced to ensure the Trust is compliant and any changes could therefore affect compliance. Chair echoed this, noting that, as long as there were no major issues raised, the Trust should adopt the policies. It was also noted that it was the final responsibility of the Trust Board director's that the Policies were fully compliant and appropriate for publication.</p> <p>LR queried those HR policies that are already in place and Chair confirmed these will be signed.</p>
<b>10</b>	<b>Safeguarding Update</b>
	<p>Chair revisited the background to the safeguarding audits, noting these were carried out on the back of findings at St Anne's. Audit reports have been redrafted to highlight key improvements, allocate responsibilities and assign due dates. <b><u>The summary for each school should have been circulated and JD will recirculate for headteachers to feed back to Chair and JD any comments or questions, or confirm agreement.</u></b></p> <p>MC noted Yvonne Sinclair's [YS] engagement had been positive in providing security around the processes and suggested that, when YS sends updates, there needs to be a check built in to ensure that these are updated on the website. JD noted that website update is also part of YS's remit. Chair suggested spot checks might be an appropriate measure.</p> <p><b>LR queried how schools would know when updates have been made and queried if a report would come to the Trust Board.</b></p> <p>Chair suggested and <b><u>it was agreed that the safeguarding staff lead and governor lead at each school would be asked to submit a joint report to the Trust Board each meeting to confirm websites match the current update.</u></b> It was noted that oversight across the board was important as there is a shared responsibility by all Trustees.</p>

11	<b>Updates from Committee Chairs</b>
Papers: Minutes of the Finance Meeting held 20 October 2017; Minutes of the HR/Pay Committee held 19 October 2017; Minutes of the Audit Committee held 16 November 2017; Minutes of the Standards Committee held 28 November 2017	<ul style="list-style-type: none"> <li>• <b>Finance Committee</b>  DN provided an update, noting the Committee has raised a number of questions about the new budget for St Anne's. The additional leadership support costs were noted.   SJ and DN did an analysis of comparative expenditure across the six schools and presented this to the Committee (and have since also presented to HTRC) which highlighted some areas for heads to review in detail. The first area of focus for HTRC will be catering contract spend.   Pay rises were recommended from 1 September 2017 for teachers, in line with Bradford Metropolitan District Council and this was ratified at the last Trust Board. The Trust's approach to the increased living wage was considered by the Committee and it was acknowledged the Trust supported the principle of doing so but feedback from schools identified that the living wage would remove the differential between some posts, for example caretaking and cleaning. The advice from Pact HR was to follow the policy of Bradford MDC to implement the Bradford living wage.</li> <li>• <b>HR/ Pay Committee</b>  MS provided an update, noting the HR action plan has been RAG [Red, Amber, Green] rated. Section 28 checks are required for all Trust Board and further advice is being sought before trustees should expect to be contacted about this. It is also being clarified whether this will apply to members. AS noted that these checks should have been carried out already for members who are in a Diocesan role.   MS noted the work around succession planning and that it has been identified that low numbers of teachers are accessing the aspiring leaders training and the committee will work with HTRC on this <b><u>[to be added to HTRC agenda]</u></b>. Ensuring the availability of future leaders was accepted as one of the main tasks going forward   The Committee has identified the need for academy councils to complete a skills audit and suggest that this information comes to Trust Board as it is helpful to understand the skills across the councils. Chair suggested TB should complete a skills audit also. JI noted that Directors would not need to do this as they were appointed based on their skill level. <b><u>JD will ask the administrator to collate skills audit of academy councils, with the deadline of the second week in January.</u></b></li> <li>• <b>Audit Committee</b>  BC provided an updated, noting the Committee has received a consistent staffing structure for all schools.   Audit Committee recommends a process be agreed for submitting capital bids, noting that, in addition to the Diocese route, there is also the Condition Improvement Fund through the DfE. BC suggested potential bids are reviewed at HTRC then a suggestion goes back to finance on the proposed route/priority. Chair noted this needs to be a process that can happen outside the meeting and <b><u>it was agreed the HTRC would ratify capital bid priority decisions with SJ. A flow chart will be included in the handbook to outline this process.</u></b> Once the Trust reaches the 3,000 pupil threshold, a capital budget will be required.   <b>BC noted that Audit Committee has identified the high volume of work undertaken by the Trust Board Chair as a risk to the Trust and this should be highlighted to the Diocese, with the request that the Diocese considers making appointments to Trust Board, and also considers parent trustee appointments.</b> Chair confirmed he has written to the Diocese with this request with no response. It was suggested this should be raised at the Diocese AGM. BC suggested an advert could be put out for a parent governor and Chair noted this had been proposed before but the Diocese would not allow.   <b>BC noted the Board was weighted to the Keighley schools and there was a need to recruit</b> </li> </ul>

directors from Bradford.

**AS suggested and it was agreed that Trust Board would write to the Bradford Dean asking them to identify appropriate potential trustees (and copy Angela Cox). AS will also raise this at the Diocesan team meeting in January.**

**BC highlighted that the Trust structure needs to be sustainable and Audit Committee recommend a strategy meeting on a separate date to the Board.** Chair noted the need to identify Trust functions and agreed a strategy session was required. MS suggested scheduling this after the conference to address anything arising from the conference. **It was agreed the strategy session would be scheduled after the conference and be based around a formal agenda and the administrator would be asked to attend to capture outputs.**

**NM has completed a spread sheet of all policies and requested volunteers to form a one off working party. AS volunteered.**

The risk register will be reviewed in February.

- **Standards**

MS provided an update, noting the Standards Committee is seeking a decision from Trust Board on purchase of a data analysis system so that all schools use the same data. Bradford Schools Online (BSO) which costs £500 per school and 50p per pupil, plus £800 per trust has not been purchased by all schools due to budget restrictions. MC noted this was not an analysis tool but a data sharing tool and that data analysis is through Arbor. It was noted it was too late to consider Arbor for this year but worth considering for next year. Chair queried how much Arbor was and it was confirmed £300 per school. **There was agreement that BSO would be purchased by all schools and that HTRC and Standards committee would jointly review the Arbor demo and the decision to purchase would be delegated to these Committees.**

- **St Anne's TIB**

AS noted there had been one meeting of the group since the last Trust Board and it is evident that further issues have been identified at St Anne's which were not picked up by Ofsted. There is some level of staff turnover expected, with some staff having already left. The deficit budget is an issue and there are agreed financial principles in place but it may take more than a year for this to be resolved.

AS suggested there was reluctance from Trust schools to share the financial surpluses being held. JD suggested schools had not been asked this question. AS also noted that requests for staff resource had not been forthcoming. Chair noted the interim head had made a fantastic start at St Anne's, against many challenges, including significant finance and staffing issues, and highlighted that the interim head did not receive any offers in response to her request for a Y1 teacher. Standards and teaching are also an issue at St Anne's, with two rounds of lesson observations completed.

MC noted that she had met with the St Anne's interim head and offered support, but suggested to Trust Board that it was unrealistic to expect to relocate staff to another school and that **any moves can only be proposed to staff as voluntary requests.** Chair confirmed there was no intention to force anyone to move but the Trust needed to have a mechanism to be able to move personnel.

**MC highlighted that the Trust was not there yet as there was no agreed procedure in place for the movement of staff between schools.** JD suggested that any new starters could have a line in their contract that acknowledges the need to work from other sites.

Chair reiterated his feeling of disappointment in response to the request for support and reminded all that the interim head is facing a huge undertaking.

Trustees acknowledged the Trust Board needed to remain impartial and unaware of the detail of any staffing issues, in the event they are required to hear cases in formal proceeding. Chair noted

	<p>that PACT HR have been asked to set up a reciprocal external board for hearings, which would be required Trust Board trustees were conflicted, and a legal agreement will be drawn up for this arrangement.</p> <p>MS noted the requirement for safer recruitment training and that SG is looking into it. There is a date in February to do this and <b><u>SG will let all CSP know this is CSP wide training.</u></b></p> <p>Chair noted the Regional Schools' Commissioner (<b>RSC</b>) letter of concern sent via Angela Cox, Diocesan Director for Education, to notify the appointment of Dave Burnett, Educational Advisor. Angela Cox, will reply and ask about the background to this. SG suggested the urgent school improvement bid which requires <b>RSC</b> sign off might have prompted the appointment. SG noted the application was not initially acknowledged and then SG sent a follow up email on 2 December 2017. Directors were informed that the St Anne's interim head and SG have a call with RCS on 12 December at 2.30pm. <b><u>Chair asked if SJ could join.</u></b></p> <p><b>BC queried how long the advisor would be allocated to the school</b> and Chair suspected this would be for the duration of the Ofsted rating.</p> <p>NM queried, in respect of TIB accountability, whether Trust Board needed to hold the TIB to account, and if so, the Trust Board would need to see the minutes. AS highlighted that it had been agreed minutes would not be shared due to the level of detail being discussed. NM noted that issues at St Anne's had gone unchecked due to failures to obtain the right level of assurances and the Trust Board needed to have this oversight. AS suggested the board receive redacted minutes. DJ suggested the Trust Board should know as little as possible about the detail in case trustees are required to sit on a panel. <b><u>MS highlighted the Post Ofsted Statement of Action is a public document and this could be circulated before each Trust Board to provide update and oversight. There was agreement this would be the process.</u></b></p>
12	<p><b>Update from the Trust Finance Director</b></p>
	<p>SJ noted finance updates had been included in other items on the agenda. SJ asked Trust Board for approval to standardise the holiday year in schools to September to August and noted this would require consultation. NM queried if schools in the MAT all had the same school holidays and it was confirmed they do not and Chair suggested this could be addressed also. SJ noted that, from a finance point of view, some standardisation would be helpful. Chair said it would be helpful to see a view of all school holidays and <b><u>SJ will ask the administrator to add these to the Google calendar.</u></b></p> <p>SJ noted the land and building return had been submitted to DfE, following a meeting with the Diocese to finalise the return.</p> <p>SJ gave a MAT conversion update, noting a meeting had been held with the schools who are due to join on 1 April 2018. St Joseph's Bingley have some queries over the budget. St Mary's and St Peter's have a piece of land in the middle of the school property that belongs to a third party. If the school coverts, Bradford will need to sign over the lease or buy the land. Land and building issues will not be fully resolved until the DfE applications are submitted. St Clare's of Fagley do not want to covert until their business manager returns from extended leave.</p> <p><b>SJ raised the issue of the Trust being ready to accept six more schools and noted that a finance assistant would be required to support the schools.</b></p> <p><b>Chair queried how many schools are likely to join on 1 April 2018</b> and it was confirmed OLSB, St Antony's Clayton, St Joseph's Bingley, St Williams and St Clare Fagley and St Mary's and St Peter's. Chair noted the need to understand finance implications of St Mary's and St Peter's land issue. Chair queried the number of schools required to join from a finance perspective and SJ confirmed four. JD also noted four would be required to meet the criteria of the MAT expansion grant.</p> <p>SG highlighted the Ofsted ratings of some of the joining schools – OLSB - requires improvement; St Williams - requires improvement; St Anthony's Clayton – good; and St Josephs Bingley –</p>

	<p>outstanding.</p> <p><b>There was some discussion about the Trust’s capacity, should it be required, of supporting another school with the level of difficulties experienced at St Anne’s.</b></p> <p>BC noted the Trust needed to consider what it would do differently with St Williams to bring about the changes that other interventions had been unable to; noting the school has received three consecutive requires improvement Ofsted ratings. Chair queried if CSPTSA supported St Williams and SG confirmed the school buys into specific leader of education support around teaching and learning. SG noted there were significant extenuating circumstances at St Williams that were not within any individual’s control and suggested the outlook was not as negative as the gradings suggest.</p> <p>JD noted the headteacher at St William’s was very positive about progress at the school. <b>NM questioned whether the Trust should do more to understand the school’s position and queried if an independent review should be conducted.</b> DN suggested one headteacher could provide this opinion. MC noted the LA were already doing this through the school improvement officer. <b><u>JD noted he had already been invited into the school so would conduct a visit.</u></b> It was queried if SG would be able to support the visit but SG noted there would be an issue in term of commissioning as this does not fall under the remit of the teaching school. <b><u>MC confirmed she would undertake the visit to St william’s with JD.</u></b> Chair also noted the need to identify a plan for the scenario of St William’s being unable to recruit a headteacher. JD queried if the last HMI report had been received for the school and SG confirmed it was good.</p> <p>SJ noted the requirement to purchase PS Financial for all new schools, and that a decision would be required by 10 January 2018 due to the lead-time. <b>There was agreement that SJ should purchase PS Financial.</b></p>
13	<p><b>Trust Handbook and Conference – February 2018</b></p>
	<p>NM shared individual pages from the handbook with Trust Board as an example of how the style/branding has been adopted throughout, with key pages standing out as the core of the handbook. The handbook will be between 40 and 45 pages long. NM confirmed assumptions had been made about the minutiae of academy councils and feedback is required. <b><u>NM gave out a proforma to capture feedback which will be required by 12 January 2018.</u></b></p> <p>23 January 2018 is the deadline for the handbook to be finalised for the conference. <b>Chair expressed thanks to NM on behalf of the Trust Board for the work he has done on the handbook, acknowledging the amount of time that has been required to produce the level of professional finish achieved.</b></p> <p>The conference is booked for 3 February 2018 for 100 delegates. The academy councils of the six MAT schools will all be invited and also the Heads and Chairs from the CSP schools. Chair suggested those schools who are joining imminently should also receive an invite for their full academy council. BC queried if this should be restricted to the Chair, headteacher and safeguarding lead. <b><u>Chair asked that the administrator pull together a spreadsheet of attendees to review numbers and also check with the venue how many additional delegates the venue capacity could accommodate.</u></b> DT queried who was paying for the conference and it was confirmed this would come out of the MAT expansion grant.</p> <p>Chair noted the potential content of the conference – handbook launch, two way communication flow and myth busting. One Education will be facilitating the conference. There was agreement the conference would commence with mass. <b><u>Chair suggested and it was agreed the Bishop should be invited to lead mass and be welcomed to stay for the rest of the conference if he wished. Chair queried if the conference sub group would meet before Christmas and JD took action to set up a meeting.</u></b></p>
14	<p><b>AOB</b></p>
	<ul style="list-style-type: none"> <li>• IT</li> </ul>



	<p><b><u>NM asked all directors to convert over to using the Trust emails.</u></b> Chair noted he was experiencing IT issues so had reverted back. <b><u>JD to feed this back to Datacable.</u></b></p> <ul style="list-style-type: none"> <li>• <b>RSC letter of concern</b> Chair noted the 18 December 2017 meeting with Vicky Beer, Regional Schools Commissioner, at which AS, MS, JD, SJ and SG will attend. The focus of the meeting is likely to be St Anne's.</li> <li>• <b>Catholic Schools Partnership Teaching School Alliance (CSPTSA) Responsibilities</b> Chair noted the email he had received from the Chair of the CSPTSA Strategic Board requesting Trust Board attendance (as one of the strategic partners) at the CSPTSA Strategic Board. <b><u>The Chair of the CSPTSA will be invited to the next Trust Board to provide an overview of the CSPTSA.</u></b></li> </ul> <p>JD noted the TSA has been established four years and involves all 18 Bradford catholic primary schools, providing a route for national funding. The CSPTSA Strategy Board oversees TSA work, holds the director to account and sets direction, meeting every term for two hours (the next is 7 March 10am). SG noted the work of the TSA in training leaders (at least 50 days CPD) and school-to-school support. JD noted the CSP provides 90 per cent of the MAT CPD and SG noted the white paper requirement for all MATs to align to a teaching school. The other strategic partners are Diocese of Leeds and Leeds Trinity University.</p> <p><b>NW queried if the Strategic Board was new</b> and SG confirmed this has previously existed but has been refreshed and requires external partners to be represented. JD noted that he attends as a National Leader of Education. Chair asked for a volunteer to go to the March meeting and <b><u>DN volunteered to attend.</u></b> There was a question about whether a MAT could be a teaching school and SG confirmed they could not be one and the same. SA confirmed he would look into the reasons.</p> <p>Meeting close 9.18pm</p>
	<p><b>Dates of Next Meetings:</b></p> <p><b><u>Trust Board - Thursday 8 February 2018 6.30pm St Winefride's</u></b></p> <p><b><u>Committees:</u></b> - Finance Committee - Thursday 18 January 9.30am St Josephs Keigley  HR PAY Committee - Wednesday 17 January 10.00am St Anne's  HTR Committee - Monday 29 January 12.30pm venue: tbc  Audit Committee - Thursday 1 Feb 6.30pm venue: tbc</p>
	<p><b>The Chair thanked MC for her hospitality and closed the meeting at 10:05pm.</b></p>

**FUTURE MEETINGS**

Date	Title	Location and time
Thursday 8 February	<b>Trust Board</b>	<b>St Winefride's 6.30pm</b>

**OPEN ACTIONS**

Item	Action	Owner	Due	Update
6	Amendment to minutes of the meeting held 28 September 2017 action 10 on page 12 which should read HTPM training instead of safeguarding training.	JI	Updated version signed in the December meeting	
6	SJ to revisit the administration review in February with a view to this being conducted after the new schools have joined the MAT	SJ	February agenda	
6	The administrator role to be advertised as a full time post in February 2018	JD	February	
9	The suite of Yvonne Sinclair policies to be emailed by JD 7 Dec. 2017 and Trustees to provide any comments to JD by 14 Dec. 2017	JD/All	14 Dec 2017	
10	The safeguarding audit summary for each school to be recirculated by JD for headteachers to feed back to Chair and JD any comments or questions, or confirm agreement.	JD/All		
10	Process to be established for the safeguarding staff lead and governor lead at	Chair		

	each school to submit a joint report to the Trust Board each meeting to confirm websites match the current update.			
11	Succession planning to be added to HTRC agenda	Jl/AW		
11	JD to liaise with the administrator to collate skills audit of academy councils		w/c 8 Jan 2018	
11	HTRC to ratify capital bid priority decisions with SJ.	HTRC	Standing item	
11	A flow chart will be included in the handbook to outline this process.	NM	Deadline for H/B	
11	Chair to write to the Bradford Dean asking them to identify appropriate potential trustees (and copy Angela Cox). AS will also raise this at the Diocesan team meeting in January	Chair/AS		
11	A strategy session to be scheduled after the conference and be based around a formal agenda and the administrator would be asked to attend to capture outputs.	Chair/JD		
	All to contact NM if able to sit on the policies working group (standalone meeting).	All		
11	Heads to purchase BSO.	HTRC		
11	HTRC and Standards Committee to jointly review a demo of Arbor and the decision to purchase is be delegated to these Committees.	Standards Committee/HTRC		
11	SG will let all CSP know this is CSP wide training safer recruitment training	SG		
11	SJ to join the RCS call on 12 December 2017.	SJ		
11	Post Ofsted Statement of Action will form part of the Trust Board update and oversight of St Anne's TIB.	AS		
12	SJ to liaise with the administrator to add all schools' holidays these to the Google calendar.	SJ		
12	JD and MC to undertake visit to St Williams to better understand issues.	JD/MC		
13	All to feedback to NM (via the proforma circulated at the meeting) on the Trust Handbook by 12 January 2018	All	12 January 2018	
13	JD to liaise with the administrator to pull together a spread sheet of conference attendees and to enquire if the venue booked could accommodate additional capacity.	JD		
13	The Bishop will be invited to the conference to lead mass and be welcomed to stay for the rest of the conference.			
13	JD to set up a meeting of the conference sub group before Christmas.	JD		
14	JD to feedback to Datacable the issues Chair has experiences with Trust email.	JD		
14	The Chair of the CSPTSA to be invited to the next Trust Board to provide an overview of the CSPTSA.	Chair/JI		
14	All to adopt use of Trust email addresses.	All		
14	DN to attend the next CSPTSA Strategic Board.	DN/SG		
<b>MINUTES AGREED AND SIGNED</b>				
Chair	Cameron Robson	Date	8 February 2018	