

Attendees: Christopher Donnellan, Anna Kilsby, Catherine Leong, Bill Nelson, Lucia Debertol, Tony Bishop, Andrew Waterhouse, Sam Jukes, Sue Robinson, Nathalie Young, Jo Brake-Oakes.

Apologies: Rob Hill

Agenda

Agenda item	Key information
<p>1. Declaration of pecuniary interest/conflict of interest arising from agenda</p> <ul style="list-style-type: none"> a. No declarations made from attendees. b. Pecuniary interest forms circulated for completion c. DBS spreadsheet circulated. Error in field return noted. To be recirculated once corrected 	
<p>2. Minutes and Matters arising</p> <ul style="list-style-type: none"> a. Draft Minutes of prior meeting received. Correction under item 5, the company referenced by BN provides new end of line computers, not refurbished items. b. All other matters arising will be covered within the body of this meeting. c. Minutes agreed as a fair record. 	
<p>3. Housekeeping</p> <ul style="list-style-type: none"> a. Formation of an Audit sub-committee as agreed with RSC as part of sponsorship arrangements. Agreed will meet minimum 3 times per year with meeting to run consecutive to the FGM. Terms of reference to mirror those for the FGB. Proposed RH to chair. 	<p>AW to ask RH regarding chairing.</p>
<p>4. Safeguarding</p> <ul style="list-style-type: none"> a. No critical issues noted within schools. b. Covid 19 Risk Assessment Update <p>Nathalie Young referred to the update document circulated. Risk Assessments were updated by schools prior to return after the summer. Trust has also taken this opportunity to look at H&S in schools as we were aware the HSE would be making calls to schools to check on risk assessments. NY confirmed some schools had had calls and felt well prepared. No issues were raised.</p> <p>NY reported all schools had also had water sampling done due to only being partially open prior to the summer.</p> <p>LD queried in terms of schools and risk assessments what the expectation was. NY confirmed as a live document it is used in conjunction with issued guidance to manage our response as required.</p> <p>CD asked for an update on the OFSTED monitoring visit to STM Bedford in relation to safeguarding. BG confirmed safeguarding was a central part of the visit in relation to any issues arising and management of. Feedback will be circulated at all heads.</p> <p>TB reported a year 7 bubble had been isolated at Thomas Becket, and a year 3 bubble at SJG. Each circumstance is different and subject to individual evaluation by PHE as to action taken. STB also had a positive case, but no isolation as outside school when presenting symptoms.</p>	

<p>CD noted given circumstances we appear to be handling this as best we can, but the environment remains highly uncertain.</p>	
<p>5. Finance & HR</p> <p>a. SR presented the finance report. Key points noted:</p> <ul style="list-style-type: none"> • Internal auditor has started work this week. We have selected key areas to risk evaluate (audit committee will do this going forward) • All information needs to be with accountants by 12th November – work has begun to close the ledger. <p>b. Second round CiF outcomes have been very favourable and we have secured over 3 million pounds in funding. Unfortunately Our Lady of Walsingham missed the deadline and we will need to consider alternative funding. This could come from next year’s direct allocation. SR will look at options.</p> <p>c. Finance handbook circulated (highlighted areas represent changes). Directors agreed to review outside meeting for change/approval.</p> <p>d. Directors reviewed CiF awards for spend approval. All spend approved with following points noted:</p> <ul style="list-style-type: none"> • BN queried lack of professional fees in the SJR approval. SR confirmed this had been listed differently and fees were 9% of cost. • TB bid has a 25k school contribution. • STM school contribution to be managed through a SALEX loan. <p>TB noted this was a significant amount of additional funding to have been obtained and reflects positively on the job NY and SR did in attracting this. BN noted given expenditure is largely on energy efficiencies this should have a positive budgetary impact going ahead.</p> <p>e. Jo Brake-Oakes (HR) gave an overview of the pay award. This is 2.75% on the support spine mirroring the NJC. This has been costed and budgeted for. There is also a one day increase on the lowest tier for support staff holiday, however impact of this is negligible. BN noted importance of not dipping below national conditions. Directors agreed the award.</p> <p>f. Jo Brake-Oakes gave an overview of the teaching pay award. Whilst 2.75 overall there is a heavier weighting towards the bottom of the spine up to 5.5. We have budgeted for this. LD queried a 6a band. JBO explained this is a legacy banding where some schools in the trust gave a smaller increase. When we merged we phased out all staff on this band. Directors agreed the award.</p> <p>g. Jo Brake-Oakes introduced the new pay policy document for approval outside the meeting. It is an amalgamation of the STPCD and former BCS and Nhants documents. Yellow highlights are OLICAT specific enhancements.</p> <p>h. Appraisal and capability policies were approved in July. CES subsequently updated these. Policies for approval outside the meeting.</p> <p>i. Directors considered a paper requesting the Trust pay for facilities time. It was agreed within the TUPE process that this would be put before directors. Directors confirmed they fully supported trade union representation but this is a cost that had not been budgeted for and money that could be deployed elsewhere within the schools. Directors agreed the Trust would not be paying facilities time. The second part of the paper raised the request for a JCC with unions and the Trust. We currently work closely with unions and this is not a requirement as policies adapted are from the CES or are negotiated at national level. Directors agreed to decline the request.</p> <p>j. Directors agreed a job title change for the Senior Data Analyst to Systems Manager.</p>	
<p>6. Strategic Partnership</p> <p>TB outlined original plans had created these groups as a mechanism outside governance to retain local strengths and communication. However as plans for governance and school improvement have evolved this year it may be the wrong tier at the wrong time. Following</p>	

<p>discussions coming out of working groups we are proposing letting those developments play out for this year and parking the SPGs and revisiting what is needed at a more appropriate time. Directors agreed.</p>	
<p>7. School Improvement</p> <ul style="list-style-type: none"> a. Outcomes <p>Sam Jukes gave an overview of the outcome documents. SJ explained that the primary summary document circulated is one from the Diocese, and differs from more standard documents that show end of stage attainment in RWM (this normally being teacher assessment in year 2 and external assessment in (year 6). As is evident at point of assessment, and using varying methodologies across the primaries, the data tells us very little.</p> b. LD noted the data to the Diocese is very minimal and can be read very negatively, but would expect us to have a better picture than this. TB confirmed teachers will have information they are basing their teaching judgements on, but the question for us is how Directors and schools monitor performance with confidence in the data presented. We have consistency now in packages being used. We have ongoing work to do in how that is deployed and the language of assessment used. CD observed also in interpretation that an assessment of working towards at a point before year end does not necessarily indicate poor performance/monitoring, but rather evidence of effective monitoring. SJ confirmed these are fundamental questions that the school improvement team is asking, and the data we look for needs to be a tool to answer those questions. c. SJ gave an overview of KS5 and explained that the only reliable information we can take from this is the grades the students were given. These can be run through the normal models, but given the process and outcomes bear no resemblance to prior years any conclusions drawn are invalid. The ongoing impacts however will be considerable with high numbers deferring and yet to be placed for HE, and this will have a knock on effect over the coming years. d. CD noted the risk of disadvantage growing due to Covid 19 is significant, and that effective assessment models to identify and target resources will be important in addressing this. BG confirmed the secondary schools are doing this and identifying a range of recovery techniques. Next meeting update will have a more concrete approach to report. e. TB gave an overview of the CPD programme from the School Improvement team and the range of activities taking place linking schools, leadership teams and subject specialisms together. Given the lockdown we could have called a hiatus to school improvement but chose to push ahead and the response is very encouraging. f. Our Lady, Wellingborough is still scheduled to join on the 01 Jan. TUPE meetings took place this week. 	
<p>8. Catholic Life</p> <ul style="list-style-type: none"> a. Bernie Grimley updated on Chaplaincy plans across the Trust. b. BG confirmed the Trust has a strong and wide chaplaincy presence across all the schools, and it was very active in supporting students and staff during lockdown. Chaplains met regularly as a group to review needs of students and staff. Support has been clearly signposted for those who need it. c. S48 reports have been reviewed and key areas requiring support identified. NORES is involved in the dialogue on how to address this. There is good practice across the trust but work is needed on specialist knowledge in Primary, theological platform, skilling up HoDs, and training staff new to the schools and to RE. d. Working on prayer centred schools and garnering activities from all. e. A significant part of the CPD strand is around chaplaincy, SRE and RE. f. Development of a Catholic NPQ is being put forward. 	
<p>9. AOB</p>	

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| <ul style="list-style-type: none">a. Agreed to schedule another Directors and Chairs meeting prior to Christmas break.b. BN reported on creating a risk register framework for schools with the facility to have information extracted/fed into a central Trust dashboard. This will now be introduced to schools. | |
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