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**Minutes of the Full CSPTSA Meeting  
Tuesday 17 September 2019  
St Francis' Catholic Primary School**

Members present: Madeleine Bannister (MB), Paul Booth (PB), Michelle Chambhaita (MC), Daniel Copley (DC), Katy Cox (KC), John Devlin (JD), Simon Gallacher (SG), Anna Gautrey (AG), Andrea Haines (AH), Sarah Kenyon (SK), Ben Lavin (BL), Catherine Markham (CM), Catherine Mitchell (CM), Fiona Parker (FP), Louise Robinson (LR), Liz Snelling (LS), Lauren Wainwright (LW), Louise Walsh (LW)

Also present: Janine Hallam (Clerk), Richard Lait (RL) LA, Mary Arnold for item 8.

Apologies: Andrew Arnold (AA ), Liz Fearnley (LF), Gavin Hamilton (GH), Janet Keefe (JK), Louise Haywood (LH), Julie Holland (JH) Jonathan Kendall (JK), Sinead Lister (SL), Julie Morris (JM), Carmel Utting (CU), Rachel Winnery (RW), Caroline Hyde (Diocesan Representative)

**Opening Prayer, Welcome and meeting Protocols.**

Meeting commenced at 1pm

SG opened the meeting with a prayer.

**1. Apologies, Minutes of the previous meeting & Matters Arising**

*Paper: Minutes of the meeting held 2 April 2019*

Minutes were agreed as a correct record. Thanks were recorded to Anna Walker, the previous clerk. Janine Hallam clerk, was welcomed to the meeting.

Protocols.

CM informed governors she had recently attended a meeting at Trinity and All Saints, Leeds. Meeting protocols were discussed –specifically, the use of electronic devices, and social media sites during meetings. The meeting itself is the important event. If any attendees are using technology during the meeting, then their focus is not what is taking place in the meeting. It is also very important that the arrangements for the meeting, and at the meeting itself, ensure everyone is heard and all ideas are listened to and noted.

**2. Overview of Schools from Headteachers**

Katy Cox (St Matthews): In post 11 years. The school is one form entry, with a foundation stage nursery unit. There is currently no 30 hours offer in place, and there is no provision for 2 year olds. Staffing is stable in terms of leadership. A key strength is staff



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development - CPD -The school has produced 8 teachers who were previously TA's or HLTA's at the school. This term, all the staffing was changed in EYFS. The GLD is below the national average. By the end of KS2 all outcomes are all above the national average.

Lauren Wainwright –St Clare's: (AHT) The school is one form entry. There are 216 children on roll. There are a number of Italian children, and there is a need for additional support for these children if anyone can assist ( *JD confirmed he had an Italian teacher at Our Lady of Victories –to liaise* ) The school is proud of the latest results, a great deal of work with reading has taken place. The school has gone through a significant period of change.

Anna Gautrey (St Columba's) There is a new senior leadership in place. The staffing structure includes a deputy headteacher. 110 of 130 children are on the deprivation indicator. The school has been supported by Catherine Markham (St Joseph's Bradford ) for the last three years. The school now feels stable. All the results were below the national average but the SLT were pleased with the outcomes for EYFS and KS1. The focus is now on KS2, and some key strengths are now emerging.

Andrea Haines (St Francis') Head of School for 3 years. The school is one form entry, with 237 children on roll. The school is now offering 30 hours provision. The school has many strengths –the staff team and the work on curriculum development. The SDP current priorities are reading and writing –especially boys' writing. Reading has been a key priority for a number of years. The school is now seeing clear improvements, but reading will remain a key priority. A new priority is parental engagement.

Dan Copley ( EXHT of St Cuthbert and The First Martyr's, and St Francis')

St Cuthbert' –The offer of 30 hours provision began this school year. To date uptake is good. 50% of the children are living amongst the lowest deprived areas locally, and nationally. OFSTED inspected school the final week of the Summer term. The school retained it's 'good' judgement. The next inspection will be a Section 5. The school is a designated 'school of sanctuary'. There are a number of parents are asylum refugees. The school is a very special place. There are many strengths. The key priorities are EYFS and to raise the number of children achieving greater depth in writing –both were outcomes from the OFSTED inspection. The school has exceptional outcomes in maths and GPS.

Catherine Markham (St Joseph's Bradford ). Headteacher for 34 years. Just completed three years in EXHT role, including St Columba's Bradford. The school is 13<sup>th</sup> in the national deprivation index. There is a new DHT and SLT in place. There is a high level of pupil mobility. The school has lost 15 children in the last fortnight –the majority are families returning to Poland. There are 24 applications to join the school, pending.

Teaching Schools

St Joseph's Catholic Primary School, Bingley

St Cuthbert & The First Martyrs' Catholic Primary School

National Support School

Our Lady of Victories Catholic Primary School

CSPTSA Director

Simon Gallacher

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There are currently 42 nationalities represented in the school, 32 languages spoken and a high proportion of the children join the school new to English. All of these factors have a big impact on published results. Children who are in the school continuously from at least year 2, consistently meet ARE's. OFSTED inspections over a long period judge the school to be good. Key priorities –the curriculum, and the school is looking to review /revise maths provision. Another focus is reading in early years.

Louise Robinson (St Joseph's Bingley ) The school is one form entry. There are currently 209 children on roll. The school is low on the deprivation index, but there are some children do not attract PPG, but could do so. The results are above ARE. The school wants more children to achieve greater depth. Maths outcomes for the last two years have been lower than expected. Staffing is usually stable, but two members of the SLT are due to take maternity leave.

Madeleine Bannister (St Anthony's Clayton) Headteacher since 2012. One form entry school -249 children on roll. The school offers both 15 hours and 30 hours provision. There has been a good take up of both. The change in the offer to date has been a success for the school. Attendance is currently 96.6%. The DHT has been at the school for 25 years. There is a EYFS in place, and three TLR's on FTC's. These are in place in order to drive forward the school's key priorities. The data is strong, and outcomes well above ARE apart from EYFS and GLD. The demographic of the school has changed over time. Key area for development –writing. The school is looking at skills development across the curriculum and is working to ensure meaningful learning is taking place. Key strengths of the school are EYFS, Phonics, Reading, Maths and enrichment opportunities.

Fiona Parker (St William's ) The school has high mobility of both children and has also experienced high mobility of staff. a new staff team is now in place .There are 20 children in Reception, and several new staff. The school is a wonderful place in a deprived area of the city. There was a 10% increase in GLD, Phonics outcomes were good. Reading is an issue at KS1. Regular 'walk rounds' to observe address speech and language needs are taking place. Some of the staff are at the start of their teaching careers. The school feels optimistic, and is moving forward. All Heads are invited to visit.

Paul Booth (St Anne's) Head of School since September 2018. The school has experienced a turbulent period. Katy Cox has supported the school as EXHT. There have been a lot of major changes. Last year the school staff included 4 NQT's, all are progressing well. The OFSTED Section 5 inspection took place last year, and the school was judged to be RI –The school was recognised as having made rapid progress. It is now well on the way to being a good school. The end of year outcomes evidence a huge improvement. The combined score had risen to 56% -an increase of 22%. The phonics



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score exceeded 80%. The inspection commented favourably in behaviour, attitudes to learning and personal welfare as being a key strength of the school. The school has huge potential. There was a phenomenal amount of hard work last year. The data is being considered carefully. CPD is in place for all staff, as appropriate. There is now a AHT in post, and a SENDCO leader. Both of these are positive developments for the school. Monitoring SEND provision is a key priority this year.

Ben Lavin (EXHT St Winefride's and St John the Evangelist ). In post since June. St Winefride's is operating without a school business manager at present. GLD and phonics outcomes were good, KS2 results were also good, but reading and writing could be improved. Both schools have had OFSTED inspections, and both had a good judgement. Both schools are consistently strong schools. St John's has 208 children on roll. The staff are predominantly young, and include 2 RQT's. Both schools have a lot of part time and job share staff. There are three staff currently on maternity leave. Middle Leadership is being developed in both schools. A joint staff meeting will take place in three weeks time. Sarah Kenyon is Head of School at St John's, and in post since January this year. KS2 results were good.

Liz Snelling (St Walburga's and St Anthony's, Shipley ) St Anthony's has 130 children on roll. There was good progress and achievement in core subjects. The school has strong leadership in maths, English and RE. The current focus in both schools is the curriculum, and development of middle leaders. St Walburga's is also one form entry with a nursery unit, which is currently full. There is very little deprivation, although PPG has increased year on year, and there is a noticeable change in the range of need, including SEN/D. OFSTED inspected the school in July, three weeks before the end of term. The school was deemed to be good, but was pushing for an outstanding judgement. OFSTED noted lower ability outcomes with phonics, and also progress –therefore accelerating progress is a key driver this year.

Michelle Khambhaita (St Mary's and St Peter's ) In post as Headteacher for 12 days. The school is one form entry with a nursery. There are 220 children on roll. There is high level of deprivation. There is stable staffing, with two RQT's. The school is a very special place. Data evidences a three year upward trend, but outcomes are below national averages. There is work to do to increase the level of progress. Key priorities are oracy, English and vocabulary. The school is working with Carlton –Bolling school to develop subject leaders. The school is working on early years with the 'nellie' scheme, and also working with St Edmunds. The school is carefully considering teacher work load and overall teacher /staff well being.

Richard Lait (BMDC School Achievement Officer ) The LA representative on this group. Yasmin Umaddi is due to retire, and S Loundes will then be in post. Jane Arendale is leaving BMDC. There will be no colleagues supporting EYFS.

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All schools will receive a 'KIT' visit. (Keeping in Touch )These proved to be very useful, last year. Visits will be made to academy schools receive a visit? These visits are not part of the traded service

RL advised that the school priority classification had changed.

It was noted that two and three year trends do not really work –five year trends would be more useful for schools. (RL and DC to discuss in order to progress, as appropriate )

RL confirmed that if any school identified priorities and the LA disagreed, a conversation would automatically take place.

It was noted that the Headteacher from Our Lady and St Brendan's (OLSB) was not present, and there was no representation from the school. Concern was expressed. CSP wants full engagement by all schools within the partnership, and for mutual support to be available to all.

SG thanked everyone for sharing information about their schools.

### **3. School Health Check Approach 2019/20**

*(Papers: Health check document)*

SG advised that the format was devised following recommendations from Mary Arnold last year, brought forward for 2019/20. The form is similar to one used by Manchester City Council for their quality assurance work.

It was suggested the following were included: SEN/D figures, and information regarding Catholic Life /RE.

SG confirmed BCWCAT were using an assurance framework, and use of it by all school in due course would help evidence pre conversion due diligence. All schools are now using the same SEF framework document.

Agreed: JD to circulate the framework document, SG will add the SEF agreed framework –the one document will then meet all the requirements. The front page will be 'tidied up', as will the summary statement section.

Health checks will be comprised of three per school, per year, with the focus as follows:

- Autumn –data
- Spring –Personal welfare
- Summer –Assessment and School priorities.



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It was suggested that the Autumn term visit, whilst considering data, should be an overview of the school, and should also agree what the priorities for the second and third visits would be.

The health checks would be a full day visit (8am -3pm ) The opportunity for governors to attend should be provided.

A brief discussion followed regarding who should be involved in the visit in school, and what form the overview should take. It was agreed the focus /area of emphasis could vary slightly from school to school, depending on how recent the OFSTED inspection had been, along with other monitoring visits from external agencies.

RL stated that the OFSTED website has a sample slide show of a 'deep dive' document.

SG confirmed that where an EXHT was in post, the HOS can be the 'key person'.

**The assurance framework as discussed, subject to the agreed amendments /additions was adopted.**

SG confirmed that the induction programme for new headteacher /newly appointed headteachers was scheduled for 27<sup>th</sup> September. New headteachers to involve their mentor when the health checks take place.

#### **4. CSP/TSA 2019/20 –SLA**

*(Paper –Copy of SLA document )*

SG invited questions. The range of the offer was noted.

#### **5. Budget 2019/20**

*(Paper –statement as circulated )*

SG confirmed very little had been spent to date. If OLSB do not subscribe, the income will be £7,500 less than the figures provided. The projected expenditure will be re considered, if this situation arises. **Agreed: Budget review, agenda item, next meeting.** *(There was a fifteen minute break at this point in the meeting )*

#### **6. DfE school to school support offer 2019/20**

DC was invited to speak to this item.

DC confirmed support is provided if a school is judged to be RI, or receives an RI judgement in 2019/20 or 2020/21. This means there are currently six schools within BMDC who would receive tier 1 or tier 2 support. Tier 2 support is comprised of 3 NLE



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days, and up to £16,000. There is an additional school improvement fund available. The DfE have recently published their school improvement support availability. There is a further emergency fund for school improvement measures, along with some funding for specialist provision. A further update is due from the DfE on 30 September. **Agreed: DC to circulate.**

The additional funds available for literacy (Opportunity Area funding ) will be announced shortly. Schools within the OA are likely to receive a further £5,000 –specifically to improve literacy at KS1 and KS2.

## 7. **Academy update**

- **Conversions**

JD confirmed the conversion date for the schools within tranche 1, had been pushed back to 1<sup>st</sup> February 2020 due to capacity issues at the DfE and the Diocese. Therefore it was likely tranche 2 would be no earlier than September /October 2020 and tranche three would follow that –date yet to be agreed. SBSJ will not convert and join the Trust in the immediate foreseeable future –though this remains the longer term plan.

The Holy Family School governors passed a resolution agreeing to apply for academy status. However there are some complex land issues, which have yet to be resolved. Our Lady and St Brendan's governors have yet to discuss and resolve to proceed. All School Business Managers have submitted financial information for the schools in tranche 1. However, consultation with parents and discussions with staff cannot take place until the academy order is received.

Therefore the current position is the conversion date is 1<sup>st</sup> February, but this is not officially confirmed.

In response to a question, JD confirmed schools in tranche 2 should not seek at this stage to pass the required resolution, given the resolutions are time limited

- **HTRC arrangements**

SG confirmed the Trust Board has agreed that the HTRC (Headteachers Reference Group ) would have representation from all schools, including those schools within the CSP but not yet academies. **Agreed: SG, LS, JD and DC to meet to discuss how these meetings should work.** It was noted that the next meeting of the Trust Board was scheduled for 10 October. **If anyone else wants to be part of the discussion group, SG to be advised.**



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### **8. Headteacher Performance Management -update**

*(Mary Arnold joined the meeting for this item )*

*Paper : Headteacher Performance Management course –copy of slides /additional information )*

The document was tabled – MA confirmed the document /content of the slides had been updated to include the requirements of the national standards.

The pack circulated includes an evaluation document. **MA asked those involved in the training to complete the evaluation form** *(This was done during the meeting )* MA confirmed the feedback would be looked at carefully.

KC stated that key objectives were agreed in principle with regard to St Anne's before the HTPM meeting took place.

It was noted that it had been agreed that objectives should be school specific, and that no Trust objectives should be included.

JD stated that HTPM for EXHT's within the Trust is going to involve a higher number of trustee than was hitherto the case. It is likely there will be three trustees ideally from the Trust Board HR Committee –they will then feed back to the Trust Board.

MA confirmed the Trust and the academies is moving into 'new waters' –final accountability resides with the board of trustees.

It was noted that there is a pressing need for more trustees. Training for potential and current trustees needs to be considered. An objective from the trust, for all EXHT's and Headteachers needs to be considered.

It was noted:

- In a non academy school, the Chair of the Governing Body, or in some circumstances the Vice Chair, oversees the HTPM process, and is actively involved on behalf of the Governing Body.
- In order to involve governors, every effort should be made to ensure the HTPM process (timing ) is conducive to governor involvement and that ample notice is provided.

**Agreed: MA ask One Education to speak to the Chair of the Trust, Cameron Robson in order to provide advice and clarification on the process for HTPM (EXHT's and HOS ) moving forward.**

MA advised that a policy may be required.



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MA referred to slide 3 - (BMDC requirements) The content is as detailed, all to note. The process is confidential. The EXHT/ HOS/ Headteacher takes the decision as to whether the objectives agreed during the process are fully disclosed to governors.

There are four key areas (domains ) within the national standards. No one is expected to meet in full every one of those standards. Following all HTPM meetings a report will be written . All should note the process is about celebrating performance in the previous year, and looking ahead on a positive note.

### **9. CSP/TSA INSETT day 2019**

SG confirmed this was one day per year for the group to meet together, with the following year comprised of meetings within peer groups.

There is an allocated budget of £3,000 per group.

Peer group 1 –The focus will be Oracy. There will be some SLE involvement –from Parkwood school, Keighley. Training will then be provided for the other schools, on the actual training day (Venue: St Columba's ) Twilight sessions can be booked.

Peer group 2 –Literacy, Oracy, Reading and Writing.

Peer group 3 –The group is hoping to secure Laura Lodge, alternatively Maddy Barnes (MA to provide AH with contact details)

### **10. Dates for future meetings**

Meetings will normally take place between 12.30 to 4.30pm.

Next meeting : Wednesday 20 November at St Joseph's Keighley. (8.00 to 12.30 )

Future meetings:

Tuesday 28 January at St Francis' (12.30 to 4.30 )

Tuesday 17 March at St Anne's Keighley (12.30 to 4.30 )

Tuesday 19 May at St Francis' (12.30 to 4.30 )

**Agreed: SG to email these dates to everyone.**

### **11. Spiritual Retreat 2020**

*Paper tabled –potential venues*

**Agreed: SG to investigate Malta as a possible venue.**



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### **12. AOB-Virtues Leadership**

CM confirmed Chris Devaney has provided information on behalf of the Diocese. It was noted the information has been used by Headteachers to develop programmes in their respective schools.

DC confirmed St Francis' and St Cuthbert' had developed child friendly 'icons' for each virtue. **Agreed: DC to circulate.**

It was noted that all schools are on a different part of the 'virtues journey; the Diocese expect the information provided to be used in some form, but personalised to the school.

### **CPLD programme**

SG confirmed that 'booking links' were now in place, and courses offered were being applied for. The only gap regarding CPLD provision is Early Years –SG suggested peer group leaders come together to discuss possible options. **Agreed.SG to issue suggested dates for the meeting to take place.**

### **13. Closing Prayer.**

Governors said the closing Prayer together. **As there was no further business, the meeting closed at 4pm.**