



Supporting each other to provide and promote excellent Catholic education in Bradford and Keighley, enabling all to reach their full potential in their union with God.

**Minutes of the CSPTSA Strategic Board Meeting  
6 December 2017, 10am – 12 noon  
St Bede's and St Joseph's (Ignis site)**

Members present: Dan Copley (DC) [Chair], Clare Bussingham (CB), John Devlin (JD), Simon Gallacher (SG)

Apologies: Louise Robinson

Also present: Anna Walker (Clerk)

SG opened the meeting with a prayer.

**Election of Chair**

DC was appointed chair, nominated by JD and seconded by CB.

**Apologies**

Apologies were received and accepted from Louise Robinson.

A representative from the Diocese had been expected to attend. Leeds Trinity University and Blessed Christopher Wharton (BCW) Multi-Academy Trust had been invited. **DC confirmed that, on behalf of the Strategic Board, he would write to all strategic partners to confirm the expectation that a representative attends.** SG noted this is the protocol followed for other teaching alliances.

**Terms of Reference**

*Paper: CSPTSA Strategic Board Terms of Reference*

SG confirmed the TOR has been developed in line with those of other teaching alliances.

**There was agreement that *performance development* should be the term adopted for reviewing and monitoring the performance of the Director.**

SG highlighted that CSPTSA support to the BCW MAT is one area for the Strategic Board to address, as this does not fall under the remit of the CSP. Director time dedicated only to BCW is increasing and disproportionately high. There was agreement the work of the

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Director should benefit across the CSPTSA and that BCW Trust Standards were not part of the CSPTSA remit. JD queried if the BCW Trust Board might be interested in commissioning this work (through a contribution to the Director's salary). DC noted this would need to be discussed with the BCW Trust Board and, if the Trust Board wanted to appoint a performance director, there would need to be an open and transparent recruitment process. **JD to approach the BCW Trust Board in respect of Trust Standards. DC asked SG to keep a record of work undertaken on Trust Standards across the BCW Trust.**

**CSPTSA Action Plan**

*Paper: CSPTSA Action Plan*

SG talked through the CSPTSA Action Plan, which is broken down into: developing maturity; school improvement through school-to-school support; continuing professional and leadership development; initial teacher training; research and impact; and holding CSPTSA to account. The Action Plan is for one year as longer term planning can become out of date very quickly.

Under *developing maturity*, the key focus is securing external funding. It was queried how much funding is received from Schools Direct and SG confirmed £4k per completed course, but if an individual withdraws from the programme, a proportionate amount is recovered by Schools Direct. SG also noted the recruitment target for teaching schools is 15, which the CSPTSA does not achieve and it might be more appropriate, therefore, to follow the school-centred initial teacher training (SCITT) route, particularly in view of the recruitment challenge in Bradford.

In respect of *school-to-school support*, SG noted the maths KS2 SIF and Strategic Improvement Fund application were key deliverables. The CSP does not currently have a National Leader of Governance (there is only one across the Diocese of Leeds) and the CSP should identify someone to take on the role. DC queried if there was any funding for the expenses of the post holder and SG confirmed not at a national level but that this could be allocated locally by the CSP. SG noted that marketing would need to be developed to generate interest in the role. CB suggested targeted approaches might also be effective.

**SG to check the National Leader of Governance criteria in respect of whether applicants need to have been chairs of governors/committees.**

Looking at continual professional and leadership development, SG noted the strategy to utilise the expertise of SLEs, and reduce the number of courses delivered by external consultants. The CSPTSA is required to hold 50 CPD days and **SG will review the criteria to ensure CSPTSA captures this accurately in terms of number of separate days/number of attendees.**

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DC made reference to the different approaches to succession planning and noted one model of professional development which involves potential leaders from all areas of school (including support and administration) attending joint leadership/culture sessions throughout the year. DC queried if this model would be appropriate for the CSPTSA. SG noted the NPQL course is based around seven leadership behaviours and these could translate into seven modules. **DC will circulate a recent article about this model of succession/development. SG will look at setting up an introductory session in the summer.**

In terms of *initial teacher training*, SG confirmed the marketing campaign has been expanded and reference was made to the potential for word of mouth to also drive up recruitment. SG was asked about the CSPTSA retention among trainee teachers and it was confirmed this is 90 per cent in year one and 80 per cent after year three.

Under *research and impact*, SG noted the comparative judgement project, and also the recent links made with Bradford Research School and Institution of Effective Education at York University.

SG noted the change of lead school to St Cuthbert's (from St Joseph's) and that, due to this requiring notification to a number of stakeholders, the update would be scheduled at the most appropriate time. In terms of peer review, SG is working with another teaching school director to formulate a proforma to record this.

In respect of performance development of the CSPTSA Director, DC highlighted that the Strategic Board should also review the Director's contract of employment as this runs to the end of the academic year 2018/19. DC noted the Strategic Board would be responsible for considering any pay rise for the Director and there was some discussion about how the performance development process would work in practice. **It was agreed the KPI Report and CSPTSA Director's report would form the basis of the Director's performance development. In terms of financial administration, it was agreed the Director's salary would be invoiced from St Francis.**

*SG left the room*

Strategic Board approved a salary increase for the CSPTSA Director, with effect from 1 September 2017, in line with pay review of other leaders. **DC will speak to HR to take forward a pay review for CSP Director and also obtain advice about the Director's contract renewal.**

*SG returned to the room and was notified of the outcome of the pay review discussion.*

**In terms of target setting for the CSPTSA, it was agreed the September meeting would review the previous year's performance and set targets for the following year. SG will add the dates to the action plan/TOR.**

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### **CSPTSA Director's Report**

*Paper: CSPTSA Director's Report*

SG provided an overview of the report, which covered CPD and leadership development; school-to-school support; school direct; research; Bradford Teaching School; and SSIF update.

On CPD, SG noted the increase in safeguarding and SEN training. Attendance across all courses is good but lower than it has been. It was queried what percentage of attendance measures and SG confirmed it was attendance as a percentage of the number eligible to attend each course. JD thought the main reason for non-attendance was the operational challenge of releasing staff. **It was suggested full-day training might be more effective in achieving increased attendance and SG will review course data to identify the most appropriate day and put this recommendation to CSP head teachers.** DC noted that attendance on CPD training courses could be explicitly built into objectives. It was suggested that some sessions for heads of school and assistant heads could be held jointly, but it was also suggested that, if this is the case, each group is given time on their own

### **Budget**

*Paper: CSPTSA Budget 2017/18.*

SG presented the budget which was approved by CSPTSA head teachers in spring. The carry forward is likely to increase. DC highlighted that an appropriate monitoring process should be established by the CSPTSA Strategic Board to understand the information behind the report. SG explained that all invoices and purchase orders are sent to him and then go to the Business Manager at St Francis for processing. All budget lines on the report correspond to a cost centres within the St Francis finance system. **CSPTSA Strategic Board will review the St Francis budget report (for CSPTSA) and SG's internal finance tracker at the next meeting.**

**There was a question about how the Strategic Board ensures best value and SG will ask Paul Murphy, St Francis Bursar, about the approach taken in other teaching school alliances.**

### **Dates of future meetings**

**Dates of future meetings were confirmed:**

**7 March 2018, 10am – 12noon**

**11 July 2018, 10am – 12 noon**

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**AOB**

None

**As there was no further business the meeting closed at 12 noon.**

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