



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
7 March 2018, 10am – 12 noon
St Cuthbert and The First Martyrs' Catholic Primary School**

Members present: Dan Copley (DC) [Chair], Clare Bussingham (CB), Simon Gallacher (SG), Deidre Naylor (DN), Louise Robinson (LR)

Apologies: Caroline Hyde, John Devlin

Also present: Anna Walker (Clerk)

SG opened the meeting with a prayer.

Apologies

Apologies were received and accepted from Caroline Hyde and John Devlin. The Diocese has committed to attending these meetings and absence was due to diary clashes.

DN was welcomed to the meeting as the Blessed Christopher Wharton (BCW) Trust Board representative. The CSP and Diocese would be working with Leeds Trinity to identify their representative on the Strategic Board.

Minutes of the previous meeting held 6 December 2017

Paper: Minutes 6 December 2017

Minutes were agreed as a correct record of the meeting.

Matters arising

- National Leader of Governance – SG has made enquiries with the local leaders of governance meetings across Bradford to understand which CSP chair of governors attend.
- Director Performance Development/salary – DC confirmed SG's salary review had taken place. The transfer of salary administration to St Francis would be processed with effect from 1 April 2018. DC highlighted that SG had been employed with continual service from his appointment as an NQT and, should redundancy occur, the CSP would be liable to pay approximately £40k. Looking ahead, DC noted it was unlikely the CSP would disband. SG noted a scenario under which this might arise would be de-designation of



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CSP's TSA status, which could arise if **both teaching schools were** rated less than good at Ofsted. DC noted the plan was to expand the CSP, with additional schools achieving teaching school status. It was suggested the potential redundancy liability could be shared equally by the CSP schools or an agreement put in place to redeploy SG, should the CSP be wound up. **DC to outline options and costs for CSP to consider to mitigate the financial risk.**

CSPTSA Action Plan

Paper: CSPTSA Action Plan

SG talked through the changes in RAG ratings from February 2018:

- *Developing maturity - effective local infrastructure in place – moved to green:* developments include the establishment of the Strategy Board and collaboration across Diocese TSAs on the maths SSIF.
- *Developing maturity – supporting the development of coherent and comprehensive data systems to enable effective targeting of support – move to amber:* there has been a move forward on this. All academies use the same assessment system, along with five other schools. Academies send data to SG to be collated and analysed. All schools send year-end data to SG. Academy schools have formalised monitoring reviews through a proforma and SG attends BCW Standards Committee. Some schools are using similar proformas and there now needs to be development to a consistent recording system for all.
- School improvement through school-to-school support – supporting new system leaders to offer high quality support through induction – **moved to amber:** Local leaders of education are to undertake training and this will be Bradford wide to ensure it is cost effective.
- School Improvement through school-to-school support – SSIF Application (Maths Teaching and Leadership KS2-3) submitted and approved in Round 3 for September 2018 commencement – **moved to amber:** the deadline for applications has moved from February to April 2018. 12 CSP schools are named in the bid and it is hoped this will bring significant funding to develop maths training for leaders who will disseminate for 2019. This will result in reduced CSP spend on maths. The outcome of the bid would be confirmed in June and there would be a quick turnaround to implement from September 2018.

Teaching Schools

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- Continual professional and leadership development – CSP INSET day planned by peer-to-peer groups in shared areas for development - **moved to amber**: two of the three peer groups have established ways of working. Due to the changes in peer groups at the beginning of the year, one of the peer groups is still developing these.
- Continual professional and leadership development – SLEs collaborate with strategic partners to ensure CPLD reflects the needs of the learners in the partnership – **moved to amber**: this is beginning to work well but development is required to ensure the needs of the learner are taken into account. The SSIF will contribute to this.
- Continual professional and leadership development – implement consistent feedback format for all CSPTSA CPD – **moved to amber**: these are in place for the majority. Literacy is the only area where this is not the case.
- Continual professional and leadership development – resilience and stress management modules built into CPLD plan for 2018/19 – **moved to amber**: this is now built into the safeguarding training. There is a full day designated lead training in the diary in March.
- Initial teacher training – attend all available recruitment events in West and North Yorkshire – **moved to green**: there has been representation at all. Teacher taster days are being held and will be an on-going initiative.

DN queried if recruitment was an issue for schools. DC confirmed there would be some schools with qualified teacher vacancies for September. There have been some applications for teacher training, with one candidate offered a place. Two further applications had been received that day. In previous years, there had been internal applications from TAs working in CSP schools, but there are not expected to be any this year.

CB queried if the CSP's offer was the same as the other catholic teaching schools. SG confirmed it was and noted some of the reasons for the recruitment challenge, including the assumption that only Catholics are eligible to apply. Leeds also attracts a greater number of candidates than Bradford. SG has discussed collaboration with the other TSAs but this would represent a financial risk to the other TSAs. The geography of Bradford can also be a barrier, as placements need to be undertaken in two schools that are in different contexts and often involves travelling.

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DC noted it was likely TSAs would narrow their remit to one specialism and that CPD would be the CSP's, as it has a track record of successfully delivering this (and generating income).

CB queried if the students at catholic secondary schools knew about the CSP training route. SG noted the trend for increased uptake of the traditional PGCE route. LR suggested the CSP work with career services, including those coordinating secondary education work experience. **SG will contact work experience and careers advice services and discuss promotion of CSP.**

- Holding CSPTSA to account – Peer review of CSPTSA – moved to amber: SG has developed a proforma based on other TSAs. There will be involvement from Strategic Board in this process.
- Holding CSPTSA to account – manage NCTL commissions and reporting – red (no change)

CB queried why this was red. SG confirmed this was a timing issue and the process would be carried out in July. DC noted St Cuthbert's would also need to report on the NLE expenditure from the £6k bursary and SG would work with the school on that reporting.

DN noted the overview of the action plan had been helpful and insightful, noting there was CSP activity she had not been aware of.

CSPTSA Director's Report

Paper: CSPTSA Director's Report

SG noted the report provided an overview of CSP activity and that CSP headteachers had received a version of this at the full CSP meeting.

LR queried why the number of RQTs attending training was so low. SG noted the low attendance resulted in the session being rescheduled and the wintry weather could have been a factor in attendance.

SG noted there are fluctuations in the levels of attendance across CPD. Maths is the most poorly attended and specific feedback would be sought to understand the reasons, however, the maths CPD offer would change if the SSIF was successful. DC queried if maths training was open to Bradford West and that it **might be worth opening this wider, noting the income it could generate and that the sessions might benefit from the fresh impetus of new attendees.** **SG to take this forward.**



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Science is also experiencing low attendance but the feedback does not indicate any issue with the content. DC noted the improved effectiveness of peer-to-peer could be one of the reasons. LR agreed, adding that the peer-to-peer sessions were very focused. **DC suggested it would be worth collecting feedback from the peer-to-peer groups about what they are working on and invite others to join these.** LR agreed, noting the **sharing of peer-to-peer action plans would also be useful.** DC noted one model adopted by peer-to-peer groups for drop-ins where anyone could attend with any query. SG noted this was the same with SENCO CPD and this approach could be taken with maths also. **SG to consider expansion of the drop in model across other areas of CPD.**

DN highlighted one issue at St Anne's was the failure to implement the learning from CPD to improve teaching and learning and there needed to be a mechanism in place to monitor that these improvements were being implemented. SG noted CSP provides a support function and that whistleblowing does not fall to the CSP. DC noted this linked to accountability and holding schools to account and that SG/CSP did not have the remit to do this. **Further thought to be given to a joined up piece of work about the routes to follow if something is going wrong; where to flag this and how to achieve transparency.**

SG highlighted that 20 middle leaders were signed up to the NPQML and that, due to Bradford being an Opportunity Area, the cost had been covered by government funding, but there would be a cost for reviews. CB queried if there was representation on this course from across the CSP schools and if not, would this be followed up. SG confirmed there was good representation, however, across the CPD programme, some schools had lower levels of attendance and releasing staff was often the main barrier.

CB asked if any schools did not attend leadership courses because of the cost. SG noted that providing a course at no cost lowers the level of commitment but that there is contingency where schools are struggling to meet the cost.

Service Level Agreement 2018/19

Paper: CSP Draft SLA 2018/19

SG noted the SLA was very similar to 2017/18.

DC queried if the English and maths CPD could follow the format of the SENCO. **SG confirmed he would develop these to provide drop in sessions.**

DC noted the proportion of work SG carries out for the BCW Trust should be reviewed. DN noted the work the Trust was doing to identify its 'top slice' functions and, to ensure it was not diverting budget away from education, it would need to think about what it asked SG to do.



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SG noted the work for individual MAT schools was comparable with the support given to the other individual schools, but MAT items – termly data analysis, attendance at Standards Committee, attendance at Trust Board, ad hoc submissions for HR Committee and attendance Headteacher Reference Committee – represent about one day a week.

DC highlighted that, from the CSP's perspective, SG's role is to grow the CSP and ensure activity develops and expands, and supports a greater number of schools. DC noted the CSP is also a key income generator for schools.

There was some discussion about challenge and accountability, and DC highlighted that the CSP's function was to provide support and that accountability represents a conflict with this function, and it is therefore not appropriate for one organisation to carry out both. SG noted the misconception that he/CSP are responsible for holding schools to account. DN noted the distinction between accountability and support was clear.

Budget

Paper: CSPTSA Budget 2017/18.

SG noted the Strategic Board had been due to receive cost centre breakdowns but there had been some incorrect posting of expense claim items. A change of process has now been introduced to ensure future claims are allocated accordingly. **Strategic Board agreed individual finance lines did not need to be unpicked to provide this breakdown for this year.**

SG gave an overview of the variances, noting increased income due to CPD uptake and receipt of payments relating to the previous financial year. There were some variance against expenditure in respect of a One Education invoice which had been expected in the autumn term but paid in July. A carry forward of £20k is expected and the plan is to maintain this as contingency.

SG presented the proposed budget for 2018/19, noting the number of CPD days might be reduced in view of the new ways of working. On marketing, DC suggested more could be done to advertise the strengths of the TSA and increase the number of places for external attendees. SG noted one issue would be the availability of a suitable CSP venue. It was suggested courses could be opened up more widely if there is an acclaimed presenter but it was acknowledged this could undercut the presenters (who were likely to host their own sessions). SG noted the opposite approach taken to the safeguarding training, with CSP attending the general sessions run by the provider.

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CB queried if there were any specific requirements for teacher CPD and KR confirmed all schools were required to hold inset days but there were no explicit requirements around the nature of CPD.

Academy, Diocese and CSPTSA working

DC suggested a meeting to review Academy, Diocese and CSPTSA working, to develop effective arrangements and define what working together looked like. Understanding accountabilities and maintaining open lines of communication were also areas of focus. It was agreed CSP should drive this and report back to the Diocese. **It was agreed a working party would be established to progress ways of working and it would be raised at the BCW Trust Board.**

AOB

National College financial monitoring

SG highlighted the National College request for the CSPTSAs financial return, which had not been received ahead of the January deadline. The National College have accepted their oversight and agreed to receive the CSP's financial return by 14 March 2018.

Dates of future meetings

11 July 2018, 10am – 12 noon

Meeting dates for next year would be agreed at the next meeting and it was suggested these would be held immediately prior to the full CSP meeting.

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

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