



St Ralph Sherwin Catholic Multi Academy Trust

Trust Board Minutes of Thursday 8 September 2022 at 6:00pm

Chair: Richard Walsh

Clerk: Joanne Williams

FINAL: The minutes are confirmed and locked.

Governors Attending: Martin O'Dowd, Richard Walsh, Margaret Hyde, Sarah Noon, Clare McKenzie, Peter Giorgio, Jennifer Lawes, Helena Carrazedo, Christopher Maher, Paul Medcalf, Nicholas O'Brien, Keith Wharam,

Governors Apologies: None

Non Governors Attending: Joanne Williams, Simon Gillespie, Kevin Gritton, Mary Robson, Simon Redfern, Catherine Mann, Duncan Whitehouse,

Non Governors Apologies: Jamie Agius,

Agenda Item 1	▶ Welcome and apologies for absence
MINUTE	1. The meeting opened at 6.00pm 2. Apologies were received and accepted from JA
Agenda Item 2	▶ Opening Prayer
MINUTE	1. The meeting was led in prayer by Deacon Richard Walsh
Agenda Item 3	▶ Notification of Conflicts, Business and Pecuniary Interests
MINUTE	1. The following declarations of interest were noted: <ul style="list-style-type: none"> • SN is also a Director of St. Thomas Aquinas CMAT • KW is also Chair of Governors at Saint Benedict's CVA
Agenda Item 4	▶ Legal and Regulatory matters
MINUTE	1. Appointment of new Directors



- A welcome and introductions were extended to and from new Directors and everyone present.

2. Appointment of Chair and Vice-Chair of the Trust Board

Chair of Trust Board

- Sarah Noon (SN) was the sole nominee.

6.26pm - SN left the meeting

- The Board considered the appointment, and voted unanimously in favour of appointing SN as Chair of the Trust Board

6.30pm - SN returned

Vice Chair of Trust Board

- Reverend Deacon Richard Walsh (RW) was the sole nominee.

6.31pm - RW left the meeting

- The Board considered the appointment, and voted unanimously in favour of appointing RW as Vice-Chair of the Trust Board

6.32pm - RW returned

6.32pm - The meeting paused to acknowledge and reflect on the sad announcement of the passing of Her Majesty Queen Elizabeth II

- It was noted that further appointments will be agreed at a meeting of the Trust Board on 20 September 2022

3. Receive and adopt the NRCDES Scheme of Delegation 2022-23

- Robust compliance with the Scheme of Delegation, common across all three CMAT's detailing accountabilities at all levels, will be ensured with an aligned work programme.
- The NRCDES Scheme of Delegation was unanimously agreed and adopted.

4. Receive and adopt the Director Code of Conduct

- It was noted that all Directors have an individual responsibility to electronically sign via Trust Governor, the Directors Code of Conduct, setting out expected standards.
- The Director Code of Conduct was unanimously agreed and adopted.

5. Receive and adopt the CMAT Committee Terms of Reference 2022-23

- It was agreed that individual committees would review their own Terms of Reference
- Terms of Reference were unanimously agreed and adopted.



ACTION	<ol style="list-style-type: none"> 1. All Directors to electronically sign the Directors Code of Conduct via Trust Governor. 2. It was agreed that all changes to key documents be tracked for transparency. 3. Individual committees to review their own Terms of Reference.
Agenda Item 5	<p>▶ Diocesan update</p>
MINUTE	<ol style="list-style-type: none"> 1. Peter Giorgio, Director of Education for the Diocese provided the following update: <ul style="list-style-type: none"> • Thanks were extended to SN for agreeing to be Chair of the Trust Board, to RW and MoD for continuing in their roles, and a formal welcome was extended to new Foundation Directors as they take up their responsibility for children in our schools, to serve the Bishop and to oversee the CMAT. • The Trust is a Catholic organisation providing over 9000 children with the very best of Catholic education, being a truly Catholic organisation, showing and demonstrating its Catholic ethos. • Challenge, in line with our Catholic ethos, is required to be the best we can be. • PG will continue to support Directors in their role.
Agenda Item 6	<p>▶ Trust Strategic Overview</p>
MINUTE	<ol style="list-style-type: none"> 1. KG provided the following Trust Strategic overview: <ul style="list-style-type: none"> • Thanks were extended to everyone for their experience and support. • The CMAT leadership has been nothing but supportive working together with other Trusts and the Diocese • The first Pupil Forum of the year will be held with a variety of staff, on 23 September, to review mission, vision and virtues of the Trust to launch on Feast Day on 2 December 2022. • A few operational changes to structure and changes are being made to support the Trust moving forward collectively with Headteachers who will be part of discussions. Meeting patterns with Headteachers have changed to include a Heads forum, the first meeting will be held tomorrow with a focus on the strategic plan. • There will be a few changes to the strategic plan, made in conjunction with Directors and the high level strategic aims in order to find a model to suit everyone. Work is ongoing with SN to consider models of governance to retain what was working well whilst looking to the future. • SN will meet Headteachers tomorrow and will work openly to move forward.
Agenda Item 7	<p>▶ Framework agreement for a new Trust-wide School Management Information System (MIS)</p>
MINUTE	<ol style="list-style-type: none"> 1. KM has issued to the Board a paper proposing a move forward to invite tenders for a new Management Information System (MIS). The Trust would utilise the Department for Education approved framework.



CHALLENGE	<ol style="list-style-type: none"> 1. What plans are in place to involve schools in MIS changes before they are put to the Board? 2. Are there any indications of potential costs for a new MIS? 3. Is the IT Director on board to ensure suitability? 4. December 2025 is the projected start date, this seems like a long time to wait? 5. The importance of communication with schools has been mentioned, however there is a need to go further than informing schools of changes, as Headteachers need to take ownership on the ground as they understand the quirks and will need to work with the system.
Agenda Item 8	▶ Policies
MINUTE	<ol style="list-style-type: none"> 1. It was confirmed that changes to the Keeping Children Safe in Education (KCSIE) guidance have been reflected in the Child Protection and Safeguarding policies. 2. Consideration was given to the following suggestions: <ul style="list-style-type: none"> • Could we embed Trust mission statement and biblical quotes into policies? • Academy lead in charge of safeguarding and Board lead for safeguarding are added to policies. • Contents page could be added. • Policies from 5 counties covered by the Trust are combined. • It was noted that most Trust policies cover all schools with little personalisation. DW leads the policy framework and has reflected on how to present policies to the Board. • It was unanimously approved to highlight areas for personalisation, otherwise changes relate to KCSIE 2022.
ACTION	1. Directors to have reviewed the committee Terms of Reference document ahead of the whole-day meeting of the full Trust Board on 20 September, to form a view of which committee they would like to sit on.
DECISION	1. That the Child Protection and Safeguarding Policy be approved.
CHALLENGE	<ol style="list-style-type: none"> 1. It was considered that some sections of the Child Protection and Safeguarding policies could be removed as notes for guidance i.e section 3, rather than being part of the body of the policy. 2. Do we have a Trust mission statement on policies? School mission statements are added to personalise to local school context. 3. The Child protection and safeguarding document is a high level document which should be personalised by individual settings. 4. Is the Child protection and safeguarding document too detailed? Guidance from 5 Local Authorities have been combined and has received good feedback. 5. Could the operational guidance be split out from policy for simplification? 6. Are schools clear on policy changes from prior versions? Could tracked changes be added as



**Directors also need to see changes in order to make comment and approve?
7. Are changes to policy only those from KCSIE guidance?**

Agenda Item 9 ▶ **Date and time of next meeting**

MINUTE

1. Meeting dates will be reviewed strategically alongside the approach for committees and the information required to inform those committees.

- Experience and new views will be required to encourage impact of committees.
- SN will sit on all committees for the first term.

Agenda Item 10 ▶ **Closing Prayer**

MINUTE

1. The meeting closed at 8.00pm led in prayer by Deacon Richard, for the late Queen Elizabeth II, and the new King Charles III