

**STA Board Minutes 18/03/2024**

▶ Cossington ▶ Monday, March 18, 2024 ▶ 4pm ▶ Chair: Sarah Noon ▶ Clerk: Jennifer Barnacle

FINAL: The minutes are confirmed and locked.

Governors Attending: >Jo Anderson, Mary Mihovilovic, Sarah Noon, Maria Jane, Terry Smith, Immaculate Wilson-Mbah

Governors Apologies: >Brian Underwood, Fr Raphael Imoni

Non Governors Attending: >Jennifer Barnacle, Mary Robson, Antoinette Bouwens, Neil Lockyer, Ruth Elmore, Ruth Hurcombe, Marcella Gillespie,

Non Governors Apologies: >Kim Frith, Mike Hobbs

**Agenda Item 1** ▶ **Welcome and opening prayer**




**MINUTE**  
The meeting opened with a prayer.  
The Chair welcomed Jo Anderson to the meeting and introductions were made. Her induction is underway.

**Agenda Item 2** ▶ **Minutes of last meeting, matters arising, conflicts of interests, and business and pecuniary interests**

**MINUTE**  
The minutes of the last meeting were approved.  
There were no declarations of interest for the purpose of this meeting.  
Actions arising from December 2023 Board meeting  
IWM and RI to update their TG profiles, read relevant documentation and ensure declarations of interest are up to date . **IWM outstanding**  
Cross reference revised committee terms of reference to capital build protocol to ensure documents are aligned. **AB Done**  
Independent Survey re St Pauls doors to be commissioned. **AB Done and report awaited**  
Consider grant funding for pool heater at DL. **AB Clarification being sought from DL**  
NL to establish the Access Matrix for shared systems **IT Manager to tackle**  
Chairs of Committees have been asked to write a short paragraph outlining the work undertaken by the Committee. **Members meeting held**  
Eco policy - Remove target percentage for energy efficiency and the reference to zero food waste by a specific year. The document should standardise references to biking and cycling. A front sheet to be added to the document. **AB Done**

	<p>Consider what to do re non-completion of governor safeguarding training. JB/SN/MG 4 <b>Governors identified and SN to write to them</b></p> <p>Clerks will be asked to ask their LGB's who has undertaken the Cyber security training at the L1 meeting. Clerks/JB <b>Done</b></p> <p>Amend External Speakers policy and present to standards Committee. <b>Done and adopted</b></p> <p>Diocese to be asked to approve work re RAAC at St Josephs Market Harborough. <b>Done</b></p> <p>Remove a duplicated resignation date in accounts on page 17. MH <b>Done</b></p> <p>MH will enquire if Local Authorities found any specific issues in schools in relation to the census. <b>Done see A&amp;R mins</b></p> <p>Queries re ECT policy to be raised with MR. <b>Policy approved</b></p> <p>Requirement to keep documentation for 75 years and the ability of the CPOMS system to do this to be checked in the Positive Handling policy.(8.3) <b>Done</b></p> <p>Amend Modern Slavery Act Statement : last paragraph has the wrong name of CMAT and reference to our Catholic principles should be included within the document. <b>Done</b></p>
<b>ACTION</b>	<p>IWM a to update their TG profiles, read relevant documentation and ensure declarations of interest are up to date</p> <p>Await St Pauls door report. AB</p> <p>IT Manager to establish the Access Matrix for shared systems</p> <p>SN to write to governors that have not undertaken safeguarding training.</p>
<b>Agenda Item 3</b>	<p><b>▶ Governance, Correspondence, Legal and regulatory</b></p>
<b>MINUTE</b>	<p>Board approvals since last meeting by email:</p> <ul style="list-style-type: none"> <li>• Approval of responses on the School Resource Management Self-Assessment Tool Checklist document for submission to ESFA (March 2024) (Two queries raised by Directors and responded to. Return submitted)</li> <li>• Approval of Revised Safeguarding policy. (Feb 2024)</li> <li>• Primary and Secondary Admissions policies determined (Feb 2024).</li> <li>• Approving of Safeguarding Allegations Policy (Jan 2024)</li> <li>• Approval of rationale and business case for restructure at Bishop Ellis (Feb 2024)</li> </ul> <p>Approval of new Chair at St Francis - Dr Mary Barber (previously Helen Webb) Jo Anderson appointed as a new Director of the STACMAT.</p> <p>The DfE has withdrawn the following documents previously available on its 'Governance handbook and competency framework' webpage: - Governance handbook, Governance competency framework, Clerking competency framework and Governance structures and roles. In its place, the DfE has published separate governance guides for maintained schools and academies that bring together essential information from a range of sources on governance roles and legal responsibilities. There are no new requirements of governors and trustees in these guides; the main change is to the webpage and the format of the documents.</p>

<b>DECISION</b>	<p>Board approvals since last meeting by email:  Approval of responses on the School Resource Management Self-Assessment Tool Checklist document for submission to ESFA (March 2024) (Two queries raised by Directors and responded to. Return submitted  Approval of Revised Safeguarding policy. (Feb 2024)  Primary and Secondary Admissions policies determined (Feb 2024).  Approving of Safeguarding Allegations Policy (Jan 2024)  Approval of rationale and business case for restructure at Bishop Ellis (Feb 2024)  Approval of new Chair at St Francis - Dr Mary Barber (previously Helen Webb)</p>
<b>Agenda Item 4</b>	<p>▶ <b>Restructures in the CMAT</b></p>
<b>MINUTE</b>	<p>NL presented a paper regarding the process to review, challenge and approve, if appropriate, restructuring proposals . It was noted that proposals require input from both HR and Finance committees.  The HR Committee and Audit &amp; Risk Committee had considered the restructuring process and recommend to the Board that a restructuring panel is set up made up of 3 members from the HR and Finance Committees and that the Board delegate approval of need (step 2), rationale (step 4) and recommendation post consultation to agree to, reject, or amend the initial restructure proposal (step 9 and 10) to this panel. The recommendation will then be shared with the Trust Board for final sign off. The Board agreed to the formation of a restructuring panel and to the delegation of authority to it.</p> <p>Setting up a restructuring panel will ensure that some directors are available for any appeal panels. It was noted that it would be helpful to link the process stages to the restructuring and redundancy policy and this will be addressed. Terms of reference will be drawn up for the panel. The process should refer to the HR Director rather than HR Lead to reflect the current structure.</p> <p>It was agreed that TS, MM and SN should form the restructuring panel to consider the revised St Pauls proposed restructure and documents will be sent to them shortly.</p>
<b>ACTION</b>	<p>Link the restructuring process stages to the restructuring and redundancy policy. Draw up terms of reference. Ensure process refers to HR Director rather than HR Lead. MR/NL</p>
<b>DECISION</b>	<p>The Board agreed to the formation of a restructuring panel and to the delegation of authority to it for approval of need (step 2), rationale (step 4) and recommendation post consultation to agree to, reject, or amend the initial restructure proposal (step 9 and 10) .  It was agreed that TS, MM and SN should form the restructuring panel to consider the revised St Pauls proposed restructure and documents will be sent to them shortly for review.</p>
<b>Agenda Item 5</b>	<p>▶ <b>CMAT Risk Register</b></p>
<b>MINUTE</b>	<p>The Audit and Risk Committee had reviewed the updated risk register in detail at their meeting in March.  Comments have been added to the register where there have been any changes.</p>

<b>Agenda Item 6</b>	 <b>Safeguarding</b>
<b>MINUTE</b>	<ol style="list-style-type: none"> <li>1. Due to an issue with the CPOMS system a report on referrals was not available.</li> <li>2. The key provisions introduced in Working Together to Safeguard Children were noted. There is an emphasis on multi-agency work and keeping children with their families. Staff have received training and the safeguarding policy has been updated.</li> <li>3.</li> </ol>
<b>Agenda Item 7</b>	 <b>Leicestershire and Rutland TSH Update</b>
<b>MINUTE</b>	<p>A report on the Teaching School Hub was noted. The Hub is one of the leading hubs in the country. A further 4 years has recently been granted.</p> <p>At the annual Members meeting, members had queried what the financial risk is to the CMAT should the Hub not continue (this was prior to an additional 4 years being confirmed). NL stated that the staff are directly employed by the CMAT. They are a mix of temporary and permanent staff. A restructure would be necessary and there would be the risk of redundancies should redeployment not be possible. A run-out period would be in place. To mitigate risk when staff are being employed towards the end of the four year cycle they would be employed on a temporary basis. An exit strategy is in place and the potential for non renewal is on the risk register. There is no capital risk.</p> <p>Kay Shepherd is the Director of the TSH. She is a strong leader and is excellent at marketing the Hub. Succession planning needs to be considered and the position is likely to be an attractive option to internal and external candidates.</p> <p>The DfE is moving Hubs away from delivering non accredited CPD. We will continue to offer different training through other networks, eg SEND Network.</p> <p>Almost all targets have been met. The two that haven't - Early Years and Lead Literacy - are both new qualifications and will take a while to embed and reach numbers required.</p> <p>The Diocese have been asked to draw up terms of reference for the TSH.</p> <p>It was agreed that a report should be presented to the Board at every meeting.</p>
<b>ACTION</b>	<p>Add TSH to Board agenda as a standing item.</p> <p>The Diocese have been asked to draw up terms of reference for the TSH.</p>
<b>CHALLENGE</b>	<p><b>Are succession plans in place?</b></p> <p><b>Why have two targets not been met?</b></p>
<b>Agenda Item 8</b>	 <b>Report from Estates Committee</b>
<b>MINUTE</b>	<p>The minutes from the meeting dated 7/3/24 were noted and questions invited.</p>

The committee had discussed the following:-

1. A detailed report had been received on all of the building projects being undertaken or planned at the schools. A number of tenders are outstanding.
2. Condition reports have been completed for all of the schools and a report will go to the Estates Committee in June. The surveys will inform a 5 year Estates plan.
3. St Josephs Market Harborough is the only school with a RAAC issue. The committee had requested that written confirmation about how reimbursement of replacement costs will be made.
4. The Energy grant will be spent on installing LED lights across all schools. Schools have been prioritised and work will commence shortly.
5. The Diocese will be kept informed of all building work and documentation by having access to an online folder which will contain all relevant documentation.
6. The committee had asked that NL prepares a paper with options for discussion for the Board in respect of St Charles church building.

### **St Charles Church Building**

The Board had approved by email (in October 2023) the terms relating to the parish of Our Lady of Lourdes and Saint Charles Borromeo, Ashby-de-la-Zouch in relation to make the church building and car park available to the CMAT on a permanent basis. Terms are no financial return, other than the CMAT to be responsible for all professional fees in dealing with this matter, the CMAT to be responsible for all repairs and maintenance for the land and property going forward, and if in the future the property is sold, the parish is to receive the sale proceeds less any clawback by the Government for public money having been spent on the building. Diocesan approval would need to be sought. As part of due diligence, a condition survey would need to be undertaken a conditions survey before taking on the building. ESFA approval would also be needed.

The survey was undertaken and states that the Church is in good condition. Some areas to address have been identified as a cost of £9900 over a five year period.

The preferred plans for the building would be to make the church an Early Years Provision . The cost of this would be in the region of £150k -200k. This would then free up space in the school to increase the PAN to 30 (currently 17).

However there is some doubt if there would be enough demand for spaces should PAN increase. Proposed house building in the area is uncertain and the time frame would be too long for the schools needs. There is currently a privately owned nursery on the site.

Work has been undertaken to look at options available to us:

1. Accept the building as per the board decision taken in October 2023 and begin the full refurbishment for school use as soon as possible.
2. Accept the building as per the board decision taken in October 2023 and begin the full refurbishment then seek to move the current, external nursery provider in and charge rent.

	<p>3. Accept the building as per the board decision taken in October 2023, undertake the remedial work needed and mothball the building for 12 months to allow time to consider pupil number increases and allow for more time to consider options.</p> <p>4. Revise the decision to accept the building and decline the offer</p> <p>The Board considered each option and the advantages and disadvantages of each as set out in the paper presented by NL. It was agreed that option 4 should be a last resort as it would be passing up on a good opportunity and would also result in the school losing its car park.</p> <p>Costs of Mothballing would be minimal - a small electricity charge, insurance etc. The possibility of letting space out could be considered but this would increase costs significantly eg for staffing, cleaning, running costs, and the amount of lettings would need to be substantial to make a profit.</p> <p>The nursery on site has not been approached yet and we do not know what rent they currently pay. It has 23 children. The church would be a bigger space for them and we should seek to establish if they would be interested in the Church space and at what level of rent. It was noted that if the nursery were to move into the building that it would need to be a long term arrangement and commitment. The possibility of sharing the facility with the school EYFS could be explored.</p> <p>It was agreed that option 3 should be taken but in the 12 month period we should proactively look at option 2 in respect of the nursery and also explore letting opportunities.</p>
<b>DECISION</b>	<p>It was agreed to accept the building as per the board decision taken in October 2023, undertake the remedial work needed and mothball the building for 12 months to allow time to consider pupil number increases and allow for more time to consider options. In the year options with the nursery and potential lettings should be explored.</p>
<b>CHALLENGE</b>	<p><b>What would the costs of mothballing be ? Could the building be let out to raise an income? Has the nursery been approached?</b></p>
<b>Agenda Item 9</b>	<p><b>▶ Report from Catholic Life Committee</b></p>
<b>MINUTE</b>	<p>The minutes of the meeting dated 27/2/24 were noted and questions invited.</p> <p>The following areas had been discussed:-</p> <ol style="list-style-type: none"> <li>1. Chaplaincy Hubs - Lead Lay Chaplain and CEO to draw up options paper to look at how the chaplaincy model could be implemented across all schools. This will be considered at the next meeting of the Catholic Life Committee.</li> <li>2. Chaplaincy retreat sessions have been offered in primary schools and a programme is in place for the year. Secondary schools are not part of this programme and tend to have more autonomy to make their own decisions. Once the retreat sessions are embedded in Primaries, consideration will be given to see if it could be replicated in Secondaries.</li> <li>3. Some schools had expressed concerns about the capacity to implement the number of initiatives being introduced. The LLC stated that he is conscious of workload in schools and tries to reduce it as</li> </ol>

much as possible.

4. Directors to be invited to attend the Chaplaincy Team meetings.
5. Fundraising for Lourdes visit continues.
6. The Young Leadership Programme is ongoing with the 3rd meeting taking place in Local Hubs.
7. Work is ongoing on a celebration event with pupils and the Bishop in respect of the sustainability programme. Dates to be circulated when available.
8. This academic year there has been 5 CSI inspections so far. All have been judged as Good. 4 out of 5 had Catholic Life and Mission judged as outstanding and 4 out of 5 had Collective Worship as Outstanding. RE was judged good in all schools inspected.
9. The Risk register had been reviewed and the increased risk to High of recruiting Catholic Leaders was noted.
10. The new format introduced this academic year for chaplains to report on Catholic Life to the LGB is not being used consistently. Further training is being undertaken for the chaplains. The importance of the report for the Board of Directors will be emphasised. Headteachers will be reminded of what is required.

11.

**Agenda Item  
10**

**▶ Report from Finance Committee and Audit and Risk Committee**

The minutes of the Finance Committee dated 15/2/24 were noted and questions invited.

The following items had been discussed:-

1. The management accounts to 31/1/24 had been reviewed. Overall, financial performance to-date is better than expected, however a substantial in-year deficit remains forecast. Significant challenges remain to turn the in-year deficit to an in-year surplus.
2. Agency staff spending remains high. Sickness absence costs are showing signs for concern (£242k in 4 months) and could lead to a significant overspend if they do not reduce. It is an area that is difficult to predict and control. Insurance cover has been considered but further analysis is needed to establish if it would be beneficial.
3. Cash Balances are reducing.
4. Overall the CMAT is within staffing metrics but there are some schools that are not and work continues to improve their KPI's.
5. SEND support staffing is not fully funded and if there are substantial staff in the school to provide support this can impact metrics. The first £6k of every EHCP needs to be met by the CMAT. There may be a need to consider how to meet the needs of SEN pupils in the future, for example, consider a move away from 1-1 to 2-1 or small group work. It was noted that there had been a recent increase in the number of EHCP's not being awarded, despite there being clear need.
6. The 2024-25 budget assumptions and timeline were reviewed. A 2% pay increase for teachers has

**MINUTE**

been assumed. It was noted that this remains uncertain and the final amount may not be known until June/July. Other budget uncertainties were noted.

7. Two contracts that required Finance Committee approval had been approved post meeting (Copier purchase and Water Contract).
8. The committee had received a report on the Teaching School Hub.
9. Members had asked to what extent did we consider ethical considerations when we made investments. It was noted that apart from bank accounts the CMAT does not really invest. The Diocese should be asked to define what its ethical requirements are.

The management accounts for the period ended 31/1/24 were noted by the Board and questions invited. The number of schools that are over the staffing KPI were noted. There are a number of restructures ongoing to help address issues but it was noted that they will not solve the issue of large deficits. It was noted that at some schools there is very little more that can be done to reduce costs but that a deficit remains. This is primarily due to falling pupil numbers and/or SEND underfunding. There are some innovative practices being used for SEND teaching which will reduce staffing and this will be rolled out where possible.

Some schools in the CMAT have a very good reputation for their SEND provision and this is resulting in more applications. However the first £6000 of each pupils needs must be met by the school Pupils that should be in a specialist provision are being taught in our schools, but without the specialist school funding being made available to us. NL is writing to the Local Authority to see if this funding can be made available to us whilst the pupil is at our school.

The Finance Director and the Directors of Performance and Standards are talking to schools about ways to tackle deficits.

Pupil numbers are important. Next year there are only 2 schools that will have full reception classes.

The minutes of the Audit and Risk Committee dated 29/2/24 were noted and questions invited.

The following areas had been discussed:-

1. The updated risk register had been reviewed. There have been some changes in levels of risk. The Committee continues to have concerns about the payroll and pension services risk due to changes in systems.
2. The internal audit plan was noted . All schools will receive an internal audit over time.
3. A discussion on alternative provision took place. It is very expensive and is met from central budget. There is no oversight of the whole provision and it is suggested that it would be better met from local budgets to allow greater control over costs. If the budget isn't spent in the year it will be carried over into the next year. It was noted that it is very hard to budget for AP as it is driven by the needs of the individual and cohort. It was noted that almost all Alternative Provision operates on the same daily rate but that the impact and the quality of the provision can vary. It is very important to ascertain what the exit strategy is for Alternative Provision , ie What are the plans to get the pupil back into mainstream education. The Committee requested that the Standards Committee receive a report on Alternative Provision.
4. The School Resource Management Self-Assessment Tool responses were considered and



	<p>subsequently approved by the whole Board by email. The return has been submitted.</p> <p>5. The process for restructuring proposals was discussed in detail.</p>
<b>ACTION</b>	NL to write to the Local Authority to see if specialist school funding can be made available to us whilst the pupil is at our school.
<b>CHALLENGE</b>	<b>What is being done to reduce deficits where possible?</b>
<b>Agenda Item 11</b>	<p>▶ <b>Report from HR Committee</b></p>
<b>MINUTE</b>	<p>The minutes of the meeting dated 29/2/24 were noted and questions invited.</p> <p>The following areas had been discussed:-</p> <ol style="list-style-type: none"> <li>1. The support in place for the Safeguarding Director to ensure her wellbeing. Currently this is provided internally but external options should be explored.</li> <li>2. The number of vacant reserved roles and the difficulties in recruiting to those roles was discussed. Contingency plans are in place for schools where necessary. A 'Calling Catholic Leaders' event was held in March and had 18 attendees. The majority were from outside the EU, a growing trend.</li> <li>3. The Employee Growth and Development Plan had been reviewed.</li> <li>4. Changes to employment law in respect of flexible working were noted. HR continue to work with the DfE Ambassador on this area.</li> <li>5. Efforts are being made to improve consistency across schools in respect of Exit Interviews.</li> <li>6. Progress against the Diocese Strategy Plan was noted.</li> <li>7. The committee agreed the format of reports it wishes to receive</li> </ol>
<b>Agenda Item 12</b>	<p>▶ <b>Staff Benefits options appraisal</b></p>
<b>MINUTE</b>	<p><b>Staff Benefits - Medicash</b></p> <p>NL presented a report from Medicash on staff usage and a report on options available for 2024-25.</p> <p>Medicash staff benefits platform has been in use for two school years. Since its introduction, usage of the platform has increased at each point of analysis. Staff like the Medicash platform. The Advent 2 pulse survey showed that 60% of staff use Medicash. The three highest usages according to staff feedback are to claim back dental fees, optician fees and prescription fees. Significantly, staff can use Medicash for their children up to the age of 25, including access to private medical consultations and scans for example. The Medicash report shows that nearly 70% of staff use the 'Medicash Extras' feature which includes discounts from a very wide range of retailers including groceries; a very important aspect in these financially challenging times.</p> <p>Under the current proposals for next year, the current coverage will tip over the threshold cost of £50 per</p>

member of staff, making it a taxable benefit from HMRC's perspective. This means that, should we continue with it, every member of staff would have to either pay a one-off sum of £10 for the year or be taxed for the benefit at their relevant tax rate (this would work out at about £20 per year per member of staff at the basic tax rate, £40 for those paying tax at the higher rate). This would also increase employer costs by around £9k per year in terms of employer NI contributions.

It is not an option to offer this only to those staff who wish to participate in the scheme; if we did this, the premium would increase to £15 per month for each member of staff opting in (totalling £180 per member of staff as opposed to the current £50). If 75% of the workforce opted in, this would increase the Trust's cost for Medicash from £65k to £175k for the year.

Therefore a number of options were presented for consideration:

1. End the staff benefits platform as is, and seek to provide an Employee Assistance Programme (free, confidential counselling service for staff) separately. The advantage would be a significant saving of tens of thousands at a time when we need to save money; the disadvantage would be that we would be removing a popular and well-used benefit for our employees.
2. Replace Medicash with a cheaper, less beneficial package including an Employee Assistance Programme. The advantage would be some saving on current costs; the disadvantage would be a less effective and beneficial package for our employees. It should be noted that we have not yet been able to find an alternative that sits below the £50 taxable benefit cost threshold.
3. Present the options to staff asking if they would consider either paying the one-off sum of £10, or being taxed for the benefit in order to keep it as is. The very significant obstacle with this is that we would need 100% buy in to move ahead; technically, one member of staff objecting (or not responding) would mean we could not proceed
4. If an Employer Assistance Programme can be sourced for under £10 per person per year, then this element could be split off from Medicash and the cost would then fall below the taxable benefit.

The Board considered the options.

It was noted that the pulse survey had a response rate of 34% of staff, and of those 60% used Medicash. The Board should consider if this is a good sample size that can be considered representative of all the staff.

The Board would be reluctant to lose such a valuable benefit to staff and they noted that it should have benefits of keeping staff healthy, needing less time off for Doctors appointments or sick leave etc. They queried why 40% of staff don't use the benefit. It has been well promoted, but some staff state they do not know how to use it. Usage is increasing year on year. Efforts will be made to encourage staff to use the scheme.

Other CMAT's have an EAP and have a platform for discount codes etc. They can have an option to opt in to medical benefits.

It was agreed that option 4 should be explored to see if an Employer Assistance Programme can be sourced for under £10 per person per year, then this element could be split off from Medicash and the cost would then

	fall below the taxable benefit. Auditors to be consulted to ensure HMRC would be content with this proposal. Feedback to the 13 June HR Committee.
<b>ACTION</b>	HR to source an alternative EAP (must be under £10per person).Auditors to be consulted to ensure HMRC would be content with this proposal. HR/MH
<b>DECISION</b>	It was agreed that efforts should be made to source an Employer Assistance Programme for under £10per person per year, so that this element could be split off from Medicash and the cost would then fall below the taxable benefit.

**Agenda Item 13** ► **Report from Performance and Standards Committee**

<b>MINUTE</b>	<p>The minutes of the meeting dated 14/2/24 were noted and questions invited.</p> <p>The following matters had been discussed by the committee:</p> <ol style="list-style-type: none"> <li>1. Safeguarding update and adoption of External Speakers Protocols. The increase of Harmful Sexual Behaviour incidents in schools was discussed and it was noted that this is a national issue. HSB has been high profile in schools and staff are aware of the need to record incidents. It had been agreed that the Director of Safeguarding will refresh the profile of HSB in schools.</li> <li>2. STACMAT has performed very well in the MAT data report and is above average in all areas. It is the highest performing CMAT in the Diocese.</li> <li>3. Whilst the progress measures across primary and secondary are really positive, putting us on par overall with many of the larger MATs, the progress measure in secondary for disadvantaged learners (-0.44 in 2023) remains the most significant priority at secondary level. Targeting Maths and English standards within the city secondary schools continues to be the priority which will move this measure forward.</li> <li>4. There are a number of primary schools where progress is high but attainment is low, or where there has been leadership instability and these remain priorities.</li> <li>5. Schools are moving to Arbor to record data and this should improve accuracy of reporting.</li> <li>6. A report on the work of James Lissaman, Behaviour and Attendance Lead, had been received. It was confirmed that he has been seconded for a second year (2024-25). Since being in place he has had a significant impact in schools. Persistent Absence in schools is reducing. Attendance data is better than the national average and it was noted that this was due to good systems being in place and a strategic view and targeted approach being taken. Schools with the highest levels of Persistent Absence tend to be in areas of high social deprivation. The strength of relationships in school and the school culture helps in reducing absenteeism. There remains work to be done to improve consistency in attendance across schools.</li> <li>7. A report on the work of Phill Sexton, CMAT SENCO, had been received. He has visited all schools and offers training to staff. He works more extensively with a number of schools that need additional support. Most suspensions involve pupils with SEND and behavioural issues and this is being</li> </ol>
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	<p>monitored.</p> <p>8. The Early Years Head Practitioner is working with a number of schools offering support.</p> <p>9. Jo Dawson, CMAT Educational Psychologist, gave a report on the work he has been undertaking. He will be putting together some case studies to show the impact of his work. His services are highly regarded by schools.</p>
<b>CHALLENGE</b>	<b>How are we achieving attendance levels above national average? See 6</b>
<b>Agenda Item 14</b>	<b>▶ Policies</b>
<b>MINUTE</b>	None
<b>Agenda Item 15</b>	<b>▶ Confidential item</b>
<b>MINUTE</b>	<p>NI presented a request for a revaluation of a payroll grade. Minutes are confidential and kept by the Company Secretary.</p> <p>SN reminded Directors of a retreat day in April 2024.</p> <p>An email with feedback from the members meeting has been received by SN and she will share with the Board. The Board asked if it would be possible to feedback to the members and SN will look at how this could be facilitated.</p>
<b>ACTION</b>	SN to explore feedback to members on the Members meeting
<b>Agenda Item 16</b>	<b>▶ Closing Prayer</b>
<b>MINUTE</b>	The meeting closed with a prayer.

**Governor Agreed Actions set during this meeting: 0**

STA Board meeting *dated:* 18/03/2024

Minutes approved by Jennifer Barnacle