



between the MAT, the Governing Body and the Council, a draft of which was produced to the meeting;

4.1.2 the MAT would be required to enter into agreements with the Secretary of State relating to the funding and operation of the School as an academy, copies of which were produced to the meeting;

4.1.3 a Church Supplemental Agreement for the School in relation to the Diocese owned land and ongoing obligations to maintain the religious ethos of the church school, a draft of which was produced to the meeting.

4.1.4 all employees employed at the School immediately before the conversion will transfer to the MAT on their existing terms and conditions of employment with full continuity of service. In accordance with the TUPE Regulations, the Chair explained that appropriate consultation would be undertaken with trade union representatives and staff.

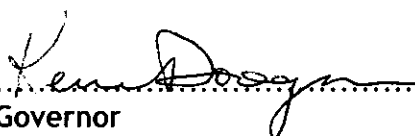
4.2 The draft documents referred to above were considered by the Governors and approved.

4.3 A consultation with stakeholders regarding the School's conversion to academy status so it can join the MAT would be carried out from 20<sup>th</sup> September to 3<sup>rd</sup> October and the outcome of that consultation would be considered by the Governors at their next meeting.

5. **AOB**

6. **Close and confirm date of next meeting**

There being no further business the meeting then closed, and it was noted that the next meeting of the Governors was to be held on 4<sup>th</sup> October 2023

  
Governor

2. **Minutes from previous meeting**

2.1 The Governors considered the minutes of the previous meeting dated **15<sup>th</sup> May 2023** and **IT WAS RESOLVED** that the Chair sign the minutes as a true record of such proceedings.

3. **Purpose of this meeting**

3.1 It was noted that on **15<sup>th</sup> May 2023** the Governors had resolved to submit an application to the Department for Education to convert St Alban's Catholic Primary School (the "School") to academy status so that it could join Holy Family Catholic Multi Academy Trust (the "MAT"), an existing company limited by guarantee established for the purpose of running academy schools. The proposed date of conversion is **1<sup>st</sup> November 2023** (the "Conversion Date")

3.2 The Governors' application to convert to academy status had been submitted to the Department for Education. The application had been considered by the Headteachers Board of the Regional School Commissioner's Office on **30<sup>th</sup> June 2023** and an Academy Order had now been granted.

3.3 The purpose of this meeting was specifically to consider the following:

3.3.1 the steps required to convert the School to academy status so it can join the MAT; and

3.3.2 establishing a working group.

4. **Conversion of the School to academy status**

4.1 It was noted that the following steps would be required to convert the School to academy status so it could join the MAT and it was proposed that work commence on preparing the necessary documentation:

4.1.1 all contracts and assets (and liabilities) used (or incurred) in the running of the School would be transferred to the MAT under a Commercial Transfer Agreement to be entered into

**ST ALBAN'S CATHOLIC PRIMARY SCHOOL**

Minutes of a meeting of the Governors of the above Governing Body (the “Governing Body”) held at held online via Zoom  
on 31<sup>st</sup> August 2023 at 7pm

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Present In attendance

**Kevin Doogan**

**Peter Matthews**

**Charles Donnelly**

**Colette Haig**

**Cath Moor**

**Ramesh Amaldoss**

**Jill Formston**

**Lorraine Adamson,**

**Teresa Marnell**

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1. **Apologies and preliminaries**

- 1.1 It was confirmed that due notice of the meeting had been given and that a quorum was present. It was reported that apologies had been received from the following:

**Carmen Davies**

Declaration of interest

Each Governor present declared the nature and extent of his interest in the business to be transacted at the meeting or confirmed he had no such interest which he was required to disclose.

- 1.2 The interests declared were as follows:

The Headteacher advised that he is a Governor at St Mary’s College.  
Charles Donnelly declared that he is Chair of Governors at St Mary’s College.  
Catherine Moor declared that she is employed at St Mary’s College and her spouse is CEO of the Holy Family Trust.

- 1.3 No further declarations of Interests/Relationships were received.