Minutes

Full Board of Directors Meeting

Time and date		**Place**	
29 November 2018 at 18:00pm		St Thomas More School & Sixth Form	
Present		**Apologies**	
Jim Foley (JF)	Chair – Foundation Director	Darren Riddell (DR)	Foundation Director
Fr Simon Hall (FS)	Vice-Chair	Richard Pitt (RP)	Co-Opt Director
Kevin Dunnion (KDu)	Foundation Director	Avril Staley (AS)	Foundation Director
Vacancy	Foundation Director		
Vacancy	Foundation Director		
Sinead Smith (SS)	Director/Senior Exec. Principal		
Leo Burton (LB)	Staff Director		
Claire Wright (CW)	Staff Director		
Vacancy	Parent Director		
Vacancy	Parent Director		
Katy Dunnion (KD)	Chief Operating Officer		
Julie Sewell (JS)	Chief Finance Officer		
Andy Wood (AW)	Bishop Fleming		

Agenda Item 1 – Opening Prayer	**Actions**
• JF welcomed everyone to the meeting and FS opened the meeting with a prayer.	
Agenda Item 2 – Apologies	
• DR, RP and AS sent apologies.	
Agenda Item 3 – Declaration of Interests	
• JF declared his work at STM.	
Agenda Item 4 – Presentation and Sign off of Accounts	
• Draft accounts have been shared with all directors by email on 23 November 2018. • AW talked through the Key Issue Discussion Document and Key Facts, the management points, along with an overview of the accounts. • Item 8 of the management point relates to the petty cast limit. The board discussed this, and agreed to increase the petty cash limit from £50 to £100. • The board approved the accounts.	
Agenda Item 5 – Staff Recruitment Strategy Across the MAC	
• Recorded in the confidential minutes.	

Agenda Item 6 - Policies to be ratified (if required)	
The board approved the following policies: • Teachers' Pay Policy 2018 • Model DES Complaints Policy • Finance Policy • Health & Safety Policy	
Agenda Item 7 – Decision Required (if required)	
Payroll Provider • KD presented to the board the various payroll quotes that had been received from the recent tender. • The board discussed all the available options and agreed to purchase Payroll, Pensions and HR Admin from EPM, with the intention to transfer from February 2019.	
Agenda Item 8 – AOB	
Recorded in the Confidential Minutes	

JF thanked everyone for attending and declared the meeting closed at 7:58pm

The minutes are agreed to be an accurate record of The Holy Spirit Catholic MAC – Board of Directors' meeting held on Thursday 29 November 2018.

Signed:

Print Name: Mr Jim Foley

Position: Chair of the Board

Date: