Minutes

Full Board of Directors Meeting

Time and date		**Place**	
10 January 2019 at 19:00pm		St Thomas More School & Sixth Form	
Present		**Apologies**	
Jim Foley (JF)	Chair – Foundation Director	Avril Staley (AS)	Foundation Director
Fr Simon Hall (FS)	Vice-Chair	Claire Wright (CW)	Staff Director
Kevin Dunnion (KDu)	Foundation Director		
Darren Riddell (DR)	Foundation Director		
Vacancy	Foundation Director		
Vacancy	Foundation Director		
Richard Pitt (RP)	Co-Opt Director		
Sinead Smith (SS)	Director/Senior Exec. Principal		
Leo Burton (LB)	Staff Director		
Vacancy	Parent Director		
Vacancy	Parent Director		
Katy Dunnion (KD)	Chief Operating Officer		
Julie Sewell (JS)	Chief Finance Officer		

Agenda Item 1 – Opening Prayer	**Actions**
• JF welcomed everyone to the meeting and FS opened the meeting with a prayer.	
Agenda Item 2 – Apologies	
• AS and CW sent apologies.	
Agenda Item 3 – Declaration of Interests	
• JF declared an interest with this work at STM.	
Agenda Item 4 – Matters Arising from the previous minutes	
• Full board meeting 18 October 2018 minutes agreed. • Matters arising from full board meeting 18 October 2018 minutes: None • Confidential minutes from 18 October 2018 agreed. • Matters arising from confidential minutes 18 October 2018 minutes: None • Full board meeting 29 November 2018 minutes agreed. • Matters arising from full board meeting 29 November 2018 minutes: None • Confidential minutes from 29 November 2018 agreed. • Matters arising from confidential minutes 29 November 2018 minutes: None	
Agenda Item 5 – Election of Chair and Vice-Chair	
• KD asked the Board if there were any nominations for the position of Chair of The Holy Spirit Multi Academy Company? • SS nominated Jim Foley. DR and KDu seconded the nomination. • KD asked if there were any other nominations? • There were no further nominations.	

• KD asked by a show of hands, who is in support of Jim Foley as Chair? • All Directors present, raised their hands in agreement. • KD confirmed that Jim Foley was elected as Chair of The Holy Spirit Catholic Multi Academy Company. JF was congratulated by the rest of the Board. • KD asked the Board if there were any nominations for the position of Vice-Chair of The Holy Spirit Multi Academy Company? • SS nominated Fr Simon. KDu seconded the nomination. • KD asked if there were any other nominations? • There were no further nominations. • KD asked by a show of hands, who is in support of Fr Simon as Vice-Chair? • All Directors present, raised their hands in agreement. • KD confirmed that Fr Simon was elected as Vice-Chair of The Holy Spirit Catholic Multi Academy Company. FS was congratulated by the rest of the Board.	
Agenda Item 5 – Update from Chief Operating Officer	
• KD shared a written update from the Autumn Term. • KD talked through the update and also the focus for the Spring Term. • Any questions: No	
Agenda Item 6 – Update from Senior Executive Principal	
• SS presented an update to the board on her role since the last board meeting in October. • Safeguarding Reviews – peer to peer safeguarding reviews have been conducted at each school (reports shared with all present) and has evidenced good practise across the MAC. • Comprehensive pupil progress meetings continue to take place. • Pupil premium – personalised spending plans are now in place for each pupil, at each school. • Attendance at St Anne's has improved to 96.2% which is evidence of the hard work undertaken to improve attendance. • Working with the committee of principals, the intention is to look at the model of pastoral care and, how this correlates with attendance as this seems to have had the biggest impact. • St Anne's have secured a 'GOOD' Section 48 judgement. • Positive feedback from the Archbishop about the improvements at St Anne's and the Parish. • There is a mock inspection planned for OLSTJ. **STM** • The new pastoral system at STM has been very successful, we are now looking to increase the capacity to offer support to more pupils. Q. Could form tutors get more involved? This has been discussed, however there is a training need, and we're not quite there yet. • There has been a significant increase in the number of admissions for year 7. We have received over 500 applications in total, for 160 places with over 300 first place preferences. • KS3 review - report shared with all present • Behaviour • Meeting with Year 11 parents to encourage sixth form applications • Any questions: No	
Agenda Item 7 – Update from CFO	
• JS shared a written report with all present on her role since the last board meeting. • JS talked the board through the report in all aspects of finance, health and safety, risk, HR, premises and IT. • JS informed the board that two CIF bids have been submitted one for STM and one for OLSTJ. Outcomes from these will be known in March. • JS also shared the focus for the Spring Term. • Q. It seems ambitious to change payroll in March and change finance software in April. Can you assure the board that we have the capacity? JS/KD shared that it is hoped that a decision will be made by April, on the new finance software and will be implemented after this date.	

• DR offered to support JS and KD, in any area of finance. Meeting date to be arranged. • Any questions: No further questions.	
Agenda Item 8 – Update: Catholic Life Committee	
• FS updated the board that since the last board meeting members of the committee have conducted an audit of Catholic Life at STM. During the audit FS, JF and SS accompanied members of the RE faculty and toured the school looking for outward symbols of faith; met with staff and pupils; met with the Chaplain and the Catholic Life committee. • It's evident that the SEP role is very significant in the Catholic Life of the school. • The new pastoral structure has been a huge success, including the new Head of Year team. • An outcome from the audit was the need for CPD/training and development of staff. Looking to develop an in house programme of training for staff, new to, and working in a Catholic school. • Any questions: No	
Agenda Item 9 – Update: Standards Committee	
• JF informed the board that the committee had met not since the last meeting, however has received feedback from monitoring visits • JF attended a principals committee meeting as a monitoring visit to feedback to the Standards Committee/Board. • Very good meeting. Good sense of camaraderie and team work. Hugely encouraging. Genuine sense of the MAC as a one entity, and working together. The board can be assured of the good work. • Any questions: No	
Agenda Item 10 – Update: Holy Spirit Experience Committee	
• JF informed the board that this is a new committee that has been formed to ensure the commitments within the Holy Experience are met. • SC is the link principal with an overview across the MAC, along with several staff members from STM. • During the most recent meeting the committee discussed each of the commitments for the Residential Experiences, Sporting Opportunities and The Arts, Performance and Technology at STM. • A spreadsheet has been developed that will allow us to monitor the progress of every pupil across the MAC and how they work through the Holy Spirit Experience. • A further meeting will take place in February, looking towards how we gather the views and opinions of parents to look at the impact of the Experience, with the intention to reprint the Holy Spirit Experience for the start of the academic year. • Questions: No	
Agenda Item 11 – Update: Finance & Audit Committees	
• KD shared that the accounts have been finalised and submitted. • The AAR is currently being worked on and will be submitted before the deadline. • The move to EPM for payroll, has been purposefully moved from February to March 2019. • Any questions: No	
Agenda Item 13 – Update: Principals Committee	
• SS shared an update from the most recent committee of principals meeting. • Principals Committee Improvement Plan, is making good progress in all areas. Each principal is responsible for one aspect of the improvement plan, and updates are given at each meeting. • Looking to self-evaluate against the new OFSTED framework – using this a tool, a leadership day is planned for 25 January 2019, for all members of SLT. Looking at how broad and balanced is the curriculum, alongside the Holy Spirit Experience. • As already shared, it has been agreed to reestablish the LAC as the Education Standards Committee. There will be a set agenda, set proformas for reporting, set plans for the year. There is a training session for all LAC. • Strategic overview of pupil premium. • All primaries have issued questionnaires to parents, including asking two specific questions about how the see/feel about the MAC. Responses have been positive in	

relation to the MAC. 98/99% positive feedback for the MAC from pupils and parents. • We have received a lot of interest for schools direct placements for the next academic year, and this will be looked at by the committee to have a coordinated approach across the MAC. • Any questions: No	
Agenda Item 14 – Update on the Holy Spirit Joint Negotiation Consultative Committee (JNCC)	
• JF shared that The Holy Spirit JNCC met at the start of November. • Produced the pay policy, that was ratified in December. • Currently working on the appraisal policy, to align with the pay policy which is intended to be shared with the JNCC in February. • Any questions: No	
Agenda Item 14 - Recruitment	
• As previously shared all the seconded posts from the September 2017 strategy need to be made substantive for September 2019. Interview's will take place on Friday 8 March, supported by Ted Hammond from the DES for the following posts: o SEP o Principal OLSTJ o Principal St Benedict's • All board members are welcome to support the interviews, please let KD know if you are able to attend. • DR and FS offered to support with the interviews. • Principal of STM – not change since before Christmas, Ted Hammond's advice was, if we are happy with the situation as it is, leave it as it is. Not intending to advertise externally.	
Agenda Item 15 – MAC Growth	
• JF, SS and representatives from the DES met with the head teachers and chair of the governor's from two primary schools in Rugby that have expressed an interest in joining the MAC. • The DES are keen from them to join 'a' MAC however geographically they sit between multiple counties. • It was a very open and honest meeting. It would be a very different situation, as through the locality of the schools these primary pupils wouldn't attend STM, therefore when considering the Holy Spirit Experience of 3 to 18 years; these pupils would leave the MAC at age 11. • Huge due diligence for finance and buildings would need to take place before any decisions would be made. • SS is visiting the schools on 31 January 2019. • Also St Edward's in Coleshill is also interested in joining the MAC. SS and JF met with them before Christmas. St Edward's has historically been a feeder primary to STM, and was originally included in the formation of the MAC. A new head teacher is now in post, and to build her network of support will be joining the Principal's committee. • SS and JF have also met with John Dwyer about the agenda for MACs across the Diocese.	
Agenda Item 15 - Policies to be ratified (if required)	
The board approved the following policy: • Equality Objectives	
Agenda Item 16 – Decision Required (if required)	
• None	
Agenda Item 17 – AOB	
Nursery Fee's • KD informed the board that OLSTJ and St Anne's both offer nursery provision, and the opportunity has arisen to increase the hours offered from 15 to 30. Some parents are eligible for 30 hour funded places however we have parents who are not eligible for the funding yet wish to pay for the addition 15 hours. We have checked with the Early Years team at the LA, and we are ok to charge for these hours, so long as it's a board decision, and its reflected in our policies. Currently the school receives £3.96 per hour	

per nursery pupil, therefore a decision needs to be made as to what to charge parents for the addition three hours, plus thirty minutes lunch time. A local private day nursery charges £22.50 per afternoon from 12:30pm to 5:30pm. It is proposed to charge £14 per afternoon as this would cover the thirty minute lunch time, and three full hours. If agreed, this will need to be reflected in our charging and remissions policy and ensure the processes are in place for the schools to invoice the parents. • The board agreed to the above proposal. • The board also discussed the invoicing process, and requested all payments were received by direct debit/standing order and that no refunds were given for any absences. **Disciplinary Investigation** • SS shared with the board that there is currently a significant disciplinary investigation at St Francis. HR/legal advice is being sought. **Fair Access Applications** • SS informed the board that OLSTJ have received a fair access application. SS has declined the application under fair access, and discussed the reasons with the board. The board fully supported the decision.	

JF thanked everyone for attending and declared the meeting closed at 9:00pm

The minutes are agreed to be an accurate record of The Holy Spirit Catholic MAC – Board of Directors' meeting held on Thursday 10 January 2019.

Signed:

Print Name: Mr Jim Foley

Position: Chair of the Board

Date: