# Minutes

## Full Board of Directors Meeting

| **Time and date** | | **Location** | |
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| 07 March 2019 at 19:00pm | | Central Office | |
| **Present** | | **Apologies** | |
| Jim Foley (JF) | Chair – Foundation Director | | |
| Fr Simon Hall (FS) | Vice-Chair | | |
| Kevin Dunnion (KDu) | Foundation Director | | |
| Darren Riddell (DR) | Foundation Director | | |
| Avril Staley (AS) | 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 | | |
| Claire Wright (CW) | 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** |
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| • JF welcomed everyone to the meeting and FS opened the meeting with a prayer. | |
| **Agenda Item 2 – Apologies** | |
| • None. | |
| **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 10 January 2019 minutes agreed.<br>• Matters arising from full board meeting 10 January 2019 minutes:<br>  ○ Q. was asked about admissions at STM following year 7 places being offered. There will be appeals, however so far it has been relatively calm.<br>  ○ Nursery fees. KD confirmed that the Charging and Remissions Policy has been updated and ratified by the finance committee. The only change from what was discussed at the last meeting is that the charge was reduced from £14 to £12, as the schools did not offer an additional 30 minutes for lunch, as first thought. | |
| **Agenda Item 5 – Update Chief Operating Officer** | |
| • KD updated the board for the first half of the Spring Term which has involved the transfer of payroll services to EPM; financial software research and recommendation (which will be covered in item 11); health and safety, and the new compliance software | |

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| Every (which will also be covered in item 11); and supporting with several high profile disciplinary case.<br>• Any questions: No | |
| **Agenda Item 6 – Update from Chief Finance Officer** | |
| • JS updated the board that since the last meeting the focus has been the new finance software, looking at benchmarking for the meeting with the DES, along with raising the profile of H&S, and the new Every software.<br>• Any questions: No | |
| **Agenda Item 7 – Update from Senior Executive Principal** | |
| **Part of this item has been recorded in the confidential minutes.**<br>• SS presented an update to the board on her role since the last board meeting in January.<br>• In future any confidential items to be table, however the report will be shared in advance.<br>**Interviews for Senior Leadership Positions**<br>• Interviews for the recent leadership vacancies are to be held tomorrow.<br>**Sixth Form Funding**<br>• Pupil numbers and sixth form funding continue to be of concern.<br>• Q. for the board, when is enough enough? How much is the main school suffering because of the funding being taken by the sixth-for?<br>• A new sixth form has also been given approval in Nuneaton that will be further competition for sixth form students.<br>• An impact an assessment is needed to fully understand the consequences of the actions. Working party to look at the curriculum offer, what cuts we are willing to make?<br>• Q. Would it be worth considering to facilitate a meeting with all sixth form provision in Nuneaton, and speaking to the council. No they don't really have any say over academies.<br>• St Thomas More have lowered the entry requirements, to encourage more applications, and removed the compulsory requirement to take four modules in year 12. Initial meetings with year 11 students, indicate internal intake in the sixth form is potentially 60% compared to 35% for September 2019.<br>• Working party – to undertake a review of the sixth form. Members to liaise with KD to confirm their interest.<br>**Appointment to Head of Faculty/ Second in Faculty and Chaplain at STM**<br>• Q. The Vicar General will want to recruit a priest. FS suggested they may wish to be part of the recruitment process – Fr Michael has also asked to be part of the interview panel.<br>**Matters for Approval**<br>• Whether to advertise internally for a Head of School at St. Benedict's.<br>The board agreed to a Head of School and being a secondment either internally or from another MAC.<br>• Whether to seek external support to carry out financial/ buildings etc. due diligence on the three schools potentially joining the MAC.<br>Bishop Fleming offer this service. All agreed to obtain a quotation for this service, and advise the board by email.<br>**Performance Indicators**<br>• Updated targets for 2019 was shared with all present.<br>**Risks**<br>• Disciplinary Investigations<br>**Beyond the MAC**<br>• The MAC have been invited to a review which will be conducted by the Regional Schools Commissioner on 29 March. At the review we will be asked to present our current priorities, projected outcomes for 2019 and any plans for the future.<br>• The second 'Keeping in Touch' meeting with Warwickshire Local Authority is planned for 2nd April 2019.<br>• JS, KD, JS and SS will be presenting to the DES on our current financial position and our financial forecast for the coming years on 20 March 2019.<br>• The Holy Spirit Experience has attracted further interest both within the diocese and beyond. As a result, we are providing a free workshop evening for school leaders and | |

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| governors to attend on 4 April 2019.<br>• The Ofsted pilot at St. Anne's is expected within the next few weeks and a plan is in place for all principals to get involved in the process as a source of professional development.<br>• Any questions: No | |
| **Agenda Item 8 – Update: Catholic Life Committee** | |
| • This committee has been renamed as the Catholic Life Committee, no longer the Mission, Community and Communication.<br>• The committee have recently looked to create a MAC Home School Agreement, which is to be finalised before the next meeting.<br>• The committee discussed the Holy Spirit Experience, and ensuring that all experiences were being offered, and if not, how can we ensure they are being met.<br>• The committee also discussed communication, online presence and marketing. All marketing materials are to be approved through the central office to ensure consistency and branding.<br>• Any questions: No further questions. | |
| **Agenda Item 9 – Update: Standards Committee** | |
| • It was noted that the committee have not met since the last board meeting.<br>• Any questions: No | |
| **Agenda Item 10 – Update: Holy Spirit Experience Committee** | |
| • JF informed the board that the committee have reviewed all the commitments to make sure that we are on track, and they are offered to each pupil.<br>• A monitoring spreadsheet has been developed, to track each and every pupils' progress within the Holy Spirit Experience. This will also generate a report to parents at the end of the year.<br>• There is an extensive consultation exercise planned to gather feedback from pupils, parents and staff about the Holy Spirit Experience in the latter part of the Summer Term.<br>• The intention is to update and reprint the booklet in the Autumn Term ready for the Year 7 open evening in October.<br>• Q. It was noted that the committee is very dominant with representatives from STM. SS when the Holy Spirit Experience was launched there was a lot of work to do at STM, whereas SS and SC were able represents the primaries, however now all commitments have been examined, the committee could be expanded. It was agreed to recruit two representatives from the primary schools (KS2) to join the Holy Spirit Experience Committee.<br>• Questions: No | |
| **Agenda Item 11 – Update: Finance & Audit Committees** | |
| • DR updated the board that the committee agreed to purchase Ps Financials as the new finance software, with implementation from June 2019.<br>• Billington Safety have recently completed Health & Safety audits, and Fire Risk Assessments for all schools. Reports were shared, and the summary documents are to be amended to include dates and the persons responsible.<br>• The committee also agreed to purchase compliance software called Every. This is to enable the schools and the MAC to have a greater oversight of all aspects of H&S including statutory compliance; weekly/monthly/annual monitoring; defect logs; caretakers 'to-do list'; policy tracker; and asset management.<br>• The procedure for handling ad hoc cash handling was discussed, and the committee agreed to purchasing cash counting machines for each school, with updated procedures to be shared with the committee for approval.<br>• A summary of the GAG Statements for 2019/20 was shared.<br>• AS noted she was present at this meeting but omitted from the attendee list: KD to amend the minutes.<br>• Any questions: No | |
| **Agenda Item 12 – Update: Principals Committee** | |
| • SS shared an update from the most recent committee of principals meeting.<br>• Each meeting the Committee of Principals Improvement plan is discussed, which works well and keeps track of progress. | |

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| • This year we are looking at another cohort of schools direct placements for 2019/20, however as part of the program those taking part are required to spend time in another school and this year, the time of these exchanges has been more disruptive than we would have liked, so next year we'd want to negotiate internal exchanges that work better with the schools calendars.<br>• It has been agreed to recruit a Junior Content Creator (Social Media) apprentice for the MAC. Looking to start to September, this role will work across all five schools and support all aspects of communication, social media and website updates.<br>• All schools are looking to self-evaluate against the new Ofsted framework, ready for September.<br>• CW fed back to the committee following attending pupil premium evaluation training. Cultural capital is very popular at the moment, and we need to capitalise on The Holy Spirit Experience.<br>• SS plans to develop training for all levels of leadership, including NQTs/NQTs+1 and look at how we grow and develop future leaders.<br>• The focus of Spirit this term is going to be the new Education Standards Committee.<br>• Any questions: No | |
| **Agenda Item 13 – Update on the Holy Spirit Joint Negotiation Consultative Committee (JNCC)** | |
| • JF shared that The Holy Spirit JNCC met in February.<br>• The JNCC have developed a new Teachers' Appraisal Policy that aligns with the recently approved Teachers' Pay Policy. The policy is radically different from any previous appraisal policies, and very much focus' on the development of professionals.<br>• A key feature of the new appraisal policy is all teachers from the SEP to NQTs, have the implementation of the Holy Spirit Experience as part of their performance management objectives.<br>• The policy has been shared with all staff, and feedback has been positive.<br>• Policy to be ratified under item 16.<br>• Any questions: No | |
| **Agenda Item 14 – MAC Growth** | |
| • Already discussed in item 7. | |
| **Agenda Item 15 – Improving the effectiveness of the Board** | |
| • FS shared some recent feedback he had heard regarding the MAC, and ask the board to consider how we are perceived externally.<br>• The discussion continued with how the board communicates internally; could this be improved to ensure all members are consulted, all decisions are inclusive and should there be more opportunity for other discussions, outside of board meetings?<br>• JF asked that the board share any ideas or further thoughts with KD and we'll revisit this at the next meeting. | |
| **Agenda Item 16 - Policies to be ratified (if required)** | |
| The board approved the following policy:<br>• Teachers' Appraisal Policy | |
| **Agenda Item 17 – Decision Required (if required)** | |
| • None. | |
| **Agenda Item 18 – AOB** | |
| • None. | |

**JF thanked everyone for attending and declared the meeting closed at 8:31pm**

The minutes are agreed to be an accurate record of The Holy Spirit Catholic MAC – Board of Directors' meeting held on Thursday 07 March 2019.