Minutes

Full Board of Directors Meeting

Time and date		**Location**	
09 May 2019 at 19:00pm		Central Office	
Present		**Apologies**	
Jim Foley (JF)	Chair – Foundation Director	Darren Riddell (DR)	Foundation Director
Fr Simon Hall (FS)	Vice-Chair	Avril Staley (AS)	Foundation Director
Kevin Dunnion (KDu)	Foundation Director	Richard Pitt (RP)	Co-Opt 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		

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, AS and RP have sent their apologies.	
Agenda Item 3 – Declaration of Interests	
• JF declared an interest with this work at STM.	
Agenda Item 4 – St Thomas More Spring Term Report	
• JF discussed his Spring Term report on STM that had been previously shared with the board. • SLT is a very different team from 18 months ago. Much more openness and transparency. Significantly improved, and seeking peer to peer support to achieve the best possible outcome. • Permeant leadership appointments need to be confirmed in the Autumn Term. • The board need to review the 'seconded' positions by the end of the Summer Term. • JF discussed in more detail the funding for the school, and how the sixth form is being heavily subsidised by the main school budget. This is to be closely monitored and reviewed further in the Autumn Term. • *Part of this discussion was recorded in the confidential minutes* • The Holy Spirit Experience will be expanding to include 'Vocations, Journeys and Destinations'. There will also be a detailed evaluation for pupils, staff and parents before the end of the Summer Term. • There are currently two significant vacancies – RE Head of Faculty and RE Second in Faculty which are being advertised. Along with a Lay Chaplain. • FS suggested contacting the Vicar General with regard to the appointment of a Lay	

Chaplain, as eventually there will be a Priest appointed as Chaplain – which is usually appointed from a Priest within the local parishes. • KDu commented that the 'Born for this' stations of the cross held at Our Lady of the Angels Church, was exceptional. And congratulations should be passed on to those who were involved.	
Agenda Item 5 – Matters Arising from the previous minutes	

• Full board meeting 07 March 2019 minutes agreed.
• Matters arising from full board meeting 07 March 2019 minutes:
  • Ofsted pilot at St Anne's has not happened yet.
  • It was raised to remove 'no further questions' at the end of each section.
• Matters arising from full board meeting 07 March 2019 confidential minutes recorded in the confidential minutes.	

Agenda Item 6 – Update Chief Operating Officer	
• KD shared a written update of the Spring Term, which included the transfer of payroll to EPM, an overview of the recent disciplinary investigations and the plan for changing from FMS to PSF. • Q. the transfer from FMS to PSF will be a significant piece of work, are there any risks we should be aware of? There will be some downtime as we finalise all transactions in FMS from 31 May, and get up and running with PSF from 01 June, however it's hoped this will be limited to approx two weeks. All business managers and finance staff are involved in four days of training week commencing 20 May. The most crucial element following the training is ensuring that opening balances are transferred correctly. We have sought Bishop Flemings support to ensure this is carried out correctly and they will be visiting us towards the end June to check this is all complete.	
Agenda Item 7 – Update from Chief Finance Officer	
• JS shared a written update of the Spring Term which included the close and tight monitoring of the STM budget and cash flow forecast; pupil premium and SEND/off site provision at STM; liaising with the site premises teams across the MAC to coordinate the MAC Health and Safety Committee; ensuring the consistent application of policies at STM; a full building audit of STM in preparation for the completion of a 3 years strategic facilities plan.	
Agenda Item 8 – Update from Senior Executive Principal	
• SS shared a verbal update: **Outcomes** • Regular pupil progress meetings have been held at all schools. All principals and year 6 teachers have been involved. • Outcomes this year are on track and should be positive across the MAC. **Staffing 2019/20** • Staffing for next year – quite a few changes. We are fortunate that the primaries staffing is secure for September. The appointment of the new Principal at St Benedict's is positive for the MAC. • We do have some NQTs/Schools Direct placements • We do have vacancies at STM, however we hope to fill these in the next few weeks. • Appointed an internal appointment for the 'Assistant Principal' maternity leave cover required at St Anne's. **Networking** • SS is now part of the Diocesan CSEL network. **Education Standards Committee** • The rebranding of the ESC 's has been well received by the schools and the ESC members. KDu confirmed that the ESC has been positively recieved and has increased the 'value' of the ESM members participation. **Pupil Numbers for 2019/20 Reception** • Pupil numbers at St Benedict's are low for this September's intake, currently at 16. • OLSTJ have increased from 58 to 69. • St Anne's is now at 24. **DfE Trust Review**	

• There is a trust review with the DfE in Coventry on Monday 13 June, JF and SS to attend.	
Agenda Item 9 – Update: Catholic Life Committee	
• The committee has not met since the last board meeting.	
Agenda Item 10 – Update: Standards Committee	
• JF shared that all principals attended the most recent Standards Committee meeting and presented their most up to date data, the strategies and the interventions used and their revised targets for 2019.	
Agenda Item 11 – 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. • A new section 'Vocations, Journeys and Destinations' will be added to the Holy Spirit Experience from September 2019. • A full evaluation of The Holy Spirit Experience will take place in July and will include the views of all pupils, parents and staff.	
Agenda Item 12 – Update: Finance & Audit Committees	
• Internal Assurance visits have recently taken place for OLSTJ and St Anne's, and we are awaiting the written reports. Initial feedback on the day was positive, however we know there will be some minor points to discuss.	
Agenda Item 13 – Update: Principals Committee	
• SS shared an update from the most recent committee of principals meeting. • There is a MAC Mass on 05 July 2019 at Our Lady of the Angels Church to celebrate Blessed John Henry Newman's beatification, all schools to attend. • All schools have been asked to update their Risk Assessments and their training matrix, to ensure all staff training is up to date. • In September we plan to launch the MAC Mission year. The Mission will take place from 27-31 January 2020, and all schools will be involved. The Mission will conclude with a Mass celebrated by His Grace Archbishop Bernard Longley on Friday 31 January 2020. Venue to be confirmed.	
Agenda Item 14 – Update on the Holy Spirit Joint Negotiation Consultative Committee (JNCC)	
• JF shared that The Holy Spirit JNCC met in February. • The teachers' appraisal policy has now been through the CES, and returned with comments to the DES – however these were minor observations that didn't change the content of the policy. • Next meeting is planned for Monday 03 June, with a focus on the support staff appraisal policy.	
Agenda Item 15 - Policies to be ratified (if required)	
• None	
Agenda Item 16 – Decision Required (if required)	
• None.	
Agenda Item 17 – AOB	

• **Board membership**
  ○ KD informed the board that as the MAC has now had its fourth anniversary, original board members terms of office have now ended, and these directors needed to reapply to the BDES as soon as possible.
  ○ CW is one of these directors, however as a staff director is elected by fellow colleagues. KD has spoken to the BDES, and knowing that the board wish to change to the new Articles of Associations once they are approved (which is believed to be imminent), staff directors would not be eligible to be board members, therefore with only a matter of weeks left of this academic year it seems unnecessary to hold a staff election. The board agreed to extend CW's term of office until the new Articles are in place.
• '**Tom Fest' – Friday 05 July**
  ○ SS requested permission for parents to be able to pick up their children up from	

the primary schools to allow families to go to 'Tom Fest' in the afternoon for 05 July 2019. o The board agreed. • **Long Service** o A member of staff is leaving St Anne's after 27 years' service. SH has asked if the MAC offered employee's a recognition gifts for 25+ years service? o The board were keen to recognise long service and agreed to discuss further. • **Caretaker Training** o KD to confirm the dates for Caretaker training in June. • **Time of future board meetings** o Looking ahead to meeting dates for 2010/20 KD asked if the board would like to change the time of future board meetings to 6pm, as the current time of 7pm was previously set to accommodate committee meetings beforehand that now take place on alternative days. The board agreed and future meetings will now start at 6pm. • **ESC involvement in financial decisions** o A question was raised over the newly formed ESCs involvement in financial decision making, as the new paperwork has focused on schools standards and education. The board agreed to review the scheme of delegation for the Autumn Term. • **STM Server** o JS presented to the board a report detailing the requirement to replace the IT server at STM, and how this has become an urgent issue to ensure the safety, security and stability of the schools IT network. Initial quotes are between £10,000 and £12,000, however three full and detailed quotes would be needed. The board agreed to proceed with obtaining three quotes, and approve the successful tender via email.	

JF thanked everyone for attending and declared the meeting closed at 8:38pm

The minutes are agreed to be an accurate record of The Holy Spirit Catholic MAC – Board of Directors' meeting held on Thursday 09 May 2019.