Minutes

Full Board of Directors Meeting

Time and date		**Location**	
02 December 2019 at 18:00pm		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
Richard Pitt (RP)	Co-Opt 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 opened the meeting with a prayer.	
Agenda Item 2 – Apologies	
• FS, DR & AS have all sent their 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 07 November 2019 minutes agreed.
• Matters arising from full board meeting 07 November 2019 minutes:
  • **STM**
  • Chris Owen has now visited STM and her report was circulated with the board. The purpose of this visit was to gain a fresh prospective on the plan at STM for year 11. The report reaffirms what we are doing is on the right track. Chris will revisit after the second set of mock exams.
  • Now we need to focus on the recommendations and next steps.
  • Q. Who will this report be shared with? It will be circulated with SLT and HoFs.
  • Q. Is this level of intensive action achievable for future years? SS it is not sustainable for every year, however to mitigate the risk and ensure the best outcomes from the pupils this is this right courses action this year.
  • **OLSTJ**
  • Inspection outcome letter - following the recent OFSTED inspection at OLSTJ the report that followed did not confirm the outstanding judgement. This has been resolved, and the letter is now able to be shared with all pupils, parents,	

staff etc. • **HMRC update** • KD shared that the issues with HMRC are still continuing, however the amount outstanding has significantly reduced for the MAC. Although individual employees are continuing to receive incorrect tax notifications from HMRC. This has been reported to HMRC and we have been informed it is a mapping issue and the corrections are yet to be applied to the individuals and this is currently with their technical team. • KD advised the board that this issue has been going on since September, and the support from HMRC is poor. KD requested permission from the board to make a formal complaint to HMRC; the board agreed. • ***One item was recorded in the confidential minutes***	
Agenda Item 5 – Accounts 2018/19	
• AW talked through the Key Issues or Discussion Document (KIDD) and highlights from the accounts. • The board discussed both documents. • The board approved the accounts.	
Agenda Item 6 – Evaluation of Holy Spirit Experience	
• A summary of the Holy Spirit Experience Survey was shared with the board. They reviewed the responses from pupils, parents and staff. • As this data is in its raw format, JF offered to compile a report from the survey that can be shared with the board at the next meeting.	
Agenda Item 7 - Policies to be ratified (if required)	
The following policies were all ratified: • None	
Agenda Item 88 – Decision Required (if required)	
HR Advisory Service • The board reviewed the revised proposal for the HR Advisory Service. • The board discussed the additional services and agreed the absence triggers would be useful. Q. Are there different tiers of service, i.e. could we just purchase the absence trigger support service? KD had already asked EPM, and currently they do not offer a reduced/tired service than what is currently offered. • The board continued to discuss the current processes and the merits of any additional service offering. • It was agreed for the time being that all HR issues are to be redirected to SS for the next month or so, with a view to understand the volume and complexity of cases. SS to bring back to the next meeting for review. **IT Review at STM** • The board reviewed the updated proposal for the purchase of 422 PCs at STM. • This detailed the payment schedule for the PCs, and how affect this would have on the cash flow at STM. • One of the proposed options is to go to one central bank account, yet maintain six separate ledgers in PSF (for each school and central). The board discussed the process of changing to one bank account and the benefits this would bring. • The board agreed to move to a central bank account, with the intention to be April 2020. KD/JS to initiate the process.	
Agenda Item 9 – AOB	
• SS shared a brief insight into the benefits of being a Real Living Wage Employer. Currently the MAC are a Living Wage Employer, which starts at £9 per hour, however to be a Real Living Wage Employer this rises to £9.30 per hour. Full costings to be shared at the next board meeting for review.	

JF thanked everyone for attending and declared the meeting closed at 7:37pm

The minutes are agreed to be an accurate record of The Holy Spirit Catholic MAC – Board of Directors' meeting held on Monday 02 December 2019.