Minutes

Full Board of Directors Meeting

Time and date		**Location**	
05 March 2020 6pm		Central Office	
Present		**Apologies**	
Jim Foley (JF)	Chair – Foundation Director	Darren Riddell (DR)	Foundation Director
Fr Simon Hall (FS)	Vice-Chair	Claire Wright (CW)	Staff Director
Kevin Dunnion (KDu)	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		
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 & CW both sent apologies. • LB arrived at 19:15pm • FS left at 19:30pm	
Agenda Item 3 – Declaration of Interests	
• JF declared an interest with this work at STM. • KDu shared that he four years as a director was up, and he is waiting to be reappointed by the DES.	
Agenda Item 4 – Matters Arising from the previous minutes	

• Full board meeting 10 January 2020 minutes agreed.
• Matters arising from full board meeting 10 January 2020 minutes:
  • Real living wage
  • Directors skills audit – awaiting one for and then Avril will	

Agenda Item 5 – Election of Chair and Vice-Chair	
• JF was nominated	
Agenda Item 6 – Update Chief Operating Officer	
• KD	
Agenda Item 7 – Update from Chief Finance Officer	
• JS updated the board that site services • Reforecast the budgets	

• Catering across the MAC has now gone to notice. • The IT update at STM has been delayed as supply from China has reduced through the coronavirus. • The cleaning outsource at STM has been completed, and the c •	
Agenda Item 8 – Update from Senior Executive Principal	
• The SEP report had already been shared with directors. • SS discussed highlights from the report and welcomed and questions: **Sixth Form** • Sixth Form Admission have increased by 24% on last year. • Reviewed the curriculum offer to make sure it is available to everyone. • Making sure the building is used by all. All parents evenings are held in the sixth form. • Internal applications – mentoring for year 11 has made a big impact **Apprenticeships** • A whole programme • From September 2020 the MAC are looking to develop a programme of apprenticeships for year 11 leavers. The apprentices would spend four days in a school, and one day a week has be for training, although this can be on site. **Ofsted** • We expect Ofsted at St Anne's within the next 12 months. Justin Lomas has recently visited, and • Teaching and learning **GAG Statements for 2020/21** • SS shared headline figures from the 2020-21 GAG Statements. **ESC Training** • Very well attended and feedback was positive. Internally this is a real strength and externally this is proving **MAC Staff Charter** • First draft should be available in the next two weeks. **Board Committees** • SS shared a proposed restructure to the board committees. The proposal was discussed. Format of the committee • Separate reference to the Audit Committee and the Pay Committee. • Always invite the parish priest to the Catholic Life Committee. • The improvement in the ESC, has led to the change in the board committees. • Need to check that three • All agreed. • Following the review of the skills audit – this will decide who is best placed to be part of each committee. **Performance Management** • Mid-year reviews are taking place, and the same style is being replicated across the MAC. **Numbers for St Benedict's** • Are low for St Benedict's – intake for September is low. **Timings to the day at STM** • What is the motivation to do this? • Prep wasn't working at the end of the day, and wanted to bring this back to the start of the day. • Agreed to go out to consultation. **Nursery numbers at OLSTJ** • **Caretakers house at STM** • Renovate the house and use as a base for alternative provision. • In principal would the board be open to this as a consideration? • Yes • Further information to be sort	
Agenda Item 9 – Update: Principals Committee	
The minutes from the previous Principals Committee meeting on Tuesday 03 March 2020	

were shared with all present. This was also covered in the SEP report.	
Agenda Item 10 – Holy Spirit Experience Evaluation	
• JF evaluation on the Holy Spirit Experience was shared with the board last week. The list of recommendations presented to the board and discussed. • Of the nine recommendations – the first recommendation was to appoint a HSE Experience champion in every MAC school. Individuals would apply for this post, and would be allocated a TLR. This proposal was put forward to the board. • Internal advert to be created and shared across the MAC. • All agreed.	
Agenda Item 11 - Policies to be ratified (if required)	
Scheme of Delegation • The recently updated Scheme of Delegation (Version 4) was put forward to the board for approval. • The board approved the scheme of delegation.	
Agenda Item 12 – Decision Required (if required)	
• Already discussed through various agenda items. • Agreed to the absence triggers with EPM	
Agenda Item 13 – AOB	
To be recorded in the Confidential Minutes **Confidential Restructure of STM – discussed at 6:15pm – 6:30pm** • Significant amount of overstaffing in PE at STM. Reduce by one headcount. • A proposal is to restructure the PE, to prevent the need to PE teaching a second subject. We currently have 5 PE teachers, and only require just over 4. • Can they be redeployed? They may end up teaching a second session, which isn't ideal. Would the revised structure end specific male or female? • No, all five employees would be open to redundancy. • JS shared that instead of interviews with each individual – the advice is that we can put the individuals into a matrix; and the decisions are made through a desktop exercise. • We prevent any discrimination by including both male and females in the restructure. If an employee teaches 20 periods or more periods of PE a week, then they will be included in the restructure. • Concern was • Employees get a chance to comment on proposed restructure? • The board agree to the need for a restructure through a redundancy situation. • Demonstrate a fair process. • VA – do we have to offer this? Would rather make the decision on the criteria. • / independent? • Factor in other duties. • Just about their job as a teacher. • Timescale – the process takes six weeks. To be in place for September 2020. • The individual who is made redundant – if they don't know until after May half-term will they be able to apply for another job, when they deadline has passed. • Enhanced redundancy package to see the indii	

JF thanked everyone for attending and declared the meeting closed at 7:45pm

The minutes are agreed to be an accurate record of The Holy Spirit Catholic MAC – Board of Directors' meeting held on Thursday 05 March 2020.