Minutes

Full Board of Directors Meeting

Time and date		**Location**	
07 November 2019 at 18:00pm		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 both sent apologies.	
Agenda Item 3 – Declaration of Interests	
• JF declared an interest with this work at STM. • KD distributed new Declaration of Interest Forms for 2019/20 and advised that these will now be reviewed at each meeting.	
Agenda Item 4 – Matters Arising from the previous minutes	
• Full board meeting 11 July 2019 minutes agreed. • Matters arising from full board meeting 11 July 2019 minutes: None	
Agenda Item 5 – Summer Term Report STM	

JF read through his Summer Term Report on STM.
• SS talked through the action plan to address the progress 8 issue:
  ○ We now know the level of progress to achieve a positive attainment figure; rigorous tracking is now in place
  ○ SS has moved into STM main school
  ○ Student by student pupil progress meetings are now taking place, and all year 11 students have been allocated a mentor, across the SLT.
  ○ We intend to have have two mock exams this year
  ○ Once the mocks are marked they are going to be sent off for external marking.
  ○ Each pupil will have a personalised plan following the mocks of their next steps
  ○ Natalie Anderton has been moved from Sixth Form to main school – with	

responsibility for outcomes. • Given this intensive course of action – is it doable? SS we have an external consultant, Chris Owen visiting on 27 November to review the strategy. • SS to report back from the external consultant at the next board meeting. • Finances have improved. Admission into the sixth form has increased significantly, which has increased the future income – these numbers assist in the sixth form becoming self-sustaining.	
Agenda Item 6 – Update Chief Operating Officer	
• KD updated the board that the first half of the Autumn Term was focused on preparing for the audit in October and embedding the new finance system. • There has also been some emergency building works required at OLSTJ, which had already been shared with the board via email regarding the KS1 plant room, boiler replacement and related asbestos removal. • Working with SJ Solutions has been extremely beneficial and they have overseen the project management of the building work at OLSTJ, along with health and safety advice from Clive Billington. • The ongoing issue with HMRC is moving in the right direction and is being continually monitored and chased. • KD also informed the board of a significant issue with two ovens at OLSTJ that had been problematic since install. This issue is being disputed with the supplier.	
Agenda Item 7 – Update from Chief Finance Officer	
• JS shared with the board the focus this half-term has been the preparation for the audit. The audit went smoothly, and we were able to have draft figures just a few days after the auditors left site. • 2018/19 figures show all schools have performed close to budget. • Teachers Pay Award is slightly higher than we budgeted for which is positive. • The rest of this term will focus on procurement and the cleaning outsource at STM. • Q was raised about the McCloud judgement, and if the pensions schemes have been affected by it. JS/KD to seek advice from Bishop Fleming to see the implications for the rest of public service.	
Agenda Item 8 – Update from Senior Executive Principal	
OLSTJ Ofsted • Ofsted visited OLSTJ on 06 November and they have retained the outstanding judgement, which is a significant achievement. • The board wish to send their full and sincere thanks to the SLT and all the staff at the school for the continued hard work and dedication, and phenomenal performance. • SS read through the notes from the Ofsted feedback. • The creation of the MAC curriculum has been trialled at OLSTJ, which can now be developed further for expansion across the MAC. • Q. Will an outstanding judgement transfer to the other primaries? SS it takes years of layering and refining; it's doable but the other primaries are early on in their layering. • Q. What is the consequence of this, will we get calls and visits? SS OLSTJ is already a national support school, so we already welcome and support visits from peers and other schools, however there may be more visits. **Holy Spirit Evaluation Feedback** • The evaluation on the Holy Spirit Experience has now closed and feedback will be shared once summarised. • Monitoring and Evaluation has been carried out • In the Spring Term there will be a full peer to peer pupil premium review.	
Agenda Item 9 – Update: Catholic Life Committee	
FS shared that the Catholic Life Committee had met and discussed the following points: • How we engage with the wider community, and how this directly linked to the year of Mission. With the focus for the Church to become more outwardly looking – how as a MAC do we engage with the wider community and support out pupils and families. A meeting is to be arranged with all pastoral leads to discuss further. • A Mass to be held in Sept 2020 during the MAC Mission – possibly include other	

neighbouring MACs.	
Agenda Item 10 – Update: Standards Committee	
• The committee has not met since the last board meeting	
Agenda Item 11 – Update: Holy Spirit Experience Committee	
Evaluation / Review • There is a meeting planned to review the evaluation in December.	
Agenda Item 12 – Update: Finance & Audit Committees	
RP updated the board from the most recent finance committee meeting which included: • An update on the current issue with HMRC • The request for standard reports from PSF with appropriate commentary. • Discussion around outsourcing of support services – cleaning services at STM, and for the future looking • The board need to have a key objective as to why to outsource – ensuring the correct specification. **Management Accounts** • A summary TB for period 2 for all schools was shared with all present, with percentage spend against budget highlighted. This was discussed. • KD and JS welcomed any directors to come and see PSF and look at what reports would be the most appropriate to share on a monthly basis.	
Agenda Item 13 – Update: Principals Committee	
In addition to the points already shared in item 8 SS noted that: • Network meetings for all schools have taken place and we have improved the monitoring and the quality of the feedback. • Targets have been set for all key stages, except for STM where we are waiting for the outcome of the first round of mocks. • Principals improvement plan is in development. • Performance management for all staff is currently taking place, with three consistent objectives. • Looking at how to enhance engagement with parents. • Charitable work for this year, and which charities to support. • Admin training – a programme of training is being developed for all admin staff • Q. to JS how was your anti terrorist training? JS it was interesting. The advice contradicts current lock down practice, as it suggests that instead of remaining in one place, you run/scatter, however within a primary age children this needs further consideration.	
Agenda Item 14 – Update on the Holy Spirit Joint Negotiation Consultative Committee (JNCC)	
• The committee will not meet now until the Spring Term 2020, however once the Teachers Pay Award has been agreed a copy of the final Teachers' Pay Policy for 2019/20 will be forwarded to all members of the JNCC.	
Agenda Item 15 – Pay Committee	
• JF confirmed that the pay committee met this evening to agree the performance management of all Principals. • This continues to be a success process and is supported by Martin Jones as an independent advisor. • The board discussed the possibly of having a rule on executive pay and how it will never exceed a certain limit. KD to present the calculations at the next board meeting.	
Agenda Item 16 – MAC Growth	
• SS updated the board that the two Rugby schools have decided not to proceed with looking to join the MAC.	
Agenda Item 17 - Policies to be ratified (if required)	
The following policies were all ratified: • BDES Complaints Policy – Policy remains unchanged since 2018. • CES Capability Policy & Procedures • CES Disciplinary Policy & Procedures • CES Sickness Absence Policy & Procedures	

• CES Grievance Policy & Procedures • Staff Behaviour Policy (Code of Conduct) – WCC Model Policy • Staff Leave of Absence Policy • Teachers Pay Policy – to reflect the Teachers Pay Award 2019-20 • Teachers Appraisal Policy • Support Staff Appraisal Policy It was agreed to review the Scheme of Delegation at the next finance meeting.	
Agenda Item 18 – Decision Required (if required)	
Teachers Pay Award 2019-20 • A proposal was put forward to the board to approve the National Teachers Pay Award of 2.75% to all spinal points, and TLRs. • The board agreed. **HR Advisory Service** • KD informed the board that the current retainer with Stone King had expired and the board needed to review the HR advisory services the MAC buys into. • A proposal was shared with the board regarding different HR Advisory Services. • The board discussed the various options and were concerned to seek HR advice from a non-legal entity. • The pros and cons of the current processes were discussed, and it was requested that KD seek further information from the suppliers involved, and in the meantime sought an interim solution from Stone King to ensure we have current legal advice. • KD to rework the proposal and share with the board at the next meeting. **IT Review at STM** • A proposal was put forward to the board to replace 400+ computers next year at St Thomas More. • The current computers are all Windows 7 machines which will no longer be supported after January 2020 and the computers at STM have not been upgraded since…. • The proposal detailed the various options that have been considered, including operating leases. • The cost to purchase the computers would be approx. £160k, however this would be a huge strain on the STM cashflow in the Spring and Summer Terms. • The board supported the proposal in principle, however wish to see further details regarding the payment schedule. • JS to confirm costings, and the impact on the cash flow at the next meeting.	
Agenda Item 19 – AOB	
• None	

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 07 November 2019.