Minutes

Full Board of Directors Meeting

Time and date		**Location**	
18 May 2020 4pm		Virtual through Zoom	
Present		**Apologies**	
Jim Foley (JF)	Chair – Foundation Director		
Fr Simon Hall (FS)	Vice-Chair		
Kevin Dunnion (KDu)	Foundation Director		
Richard Pitt (RP)	Co-Opt Director		
Darren Riddell (DR)	Foundation 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		

Agenda Item 1 – Opening Prayer	**Actions**
• JF welcomed everyone to the meeting and FS opened the meeting with a prayer.	
Agenda Item 2 – Apologies	
• None	
Agenda Item 3 – Update from the Senior Executive Principal	
• SS shared that following the most recent government announcement schools will be reopening from 01 June to pupils in Nursery, Reception, Year 1 and Year 6. • We had expected that it would be Year 6, 10 and 12 to return not the youngest pupils. **Trade Unions** • On Friday 15 May, all the teaching trade unions met with the government and the scientific advisors to rise their concerns and seek the scientific evidence behind the governments decision to confirm it is safe to reopen schools. • Following the meeting with the government ASCL have said they are cautiously supportive of the plans to reopen schools. • If the 'R' hasn't risen by the next government announcement planned for 28 May – they the schools will reopen from 01 June, however not all the trade unions are supportive of this, yet this is what we intend to plan for. • Q. Have we had any communication from local trade union representatives, or has it only been their national position that has been shared? SS we have a JNCC meeting planned for Friday 22 May, however up until now it has only been the national message from the trade unions.	

Plan for Reopening • SS shared an document on screen that went through the broad principles of what reopening would look like, highlights includes; daily principals meetings; phasing pupil into school over a week; transition – Year 6 will only spend two days at their primary schools and then move up to STM to give the primaries more space, and to enhance their transition. • Staggered starts; any staff member is only to be exposed to one group of children; those that are shielding or vulnerable will be responsible for the online provision. • Therefore from week beginning 01 June, the timetable will look as follows: o Monday 01 June – staff training on how it will work; social distancing; PPE o Tuesday 02 June – Year 1 only arriving in 15 minute intervals o Wednesday 03 June – Reception only arriving in 15 minute intervals o Thursday 04 June and Friday 05 June – Year 6 only, preparing them to go to STM from Monday 08 June. o From Monday 08 June – Nursery, Reception and Year 1 in, Year 6 to STM • The board discussed the plans for reopening and acknowledged that there had clearly been a lot of thought put into the plan, even at this early stage. • JF asked the board if they supported the plan to prepare for reopening? The board agreed to continue planning for reopening but noted it needed to have the capacity to handle the risk assessment and it has to be realistic. JF noted that at this point, we are following the guidance this is set out and we are putting measures in place but what we don't know yet is if it is safe enough, and we won't know that until 28 May 2020. • It was noted that the risk assessment and updated plan are expected to be ready by Wednesday 20 May. It was agreed to share them with the board and for the board to meeting again on Friday 22 May following the JNCC meeting in the morning.	
Agenda Item 6 - Policies to be ratified (if required)	
• None	
Agenda Item 7 – Decision Required (if required)	
• None	
Agenda Item 13 – AOB	
• Next meeting Friday 22 May at 4pm.	

JF thanked everyone for attending and declared the meeting closed at 5pm

The minutes are agreed to be an accurate record of The Holy Spirit Catholic MAC – Board of Directors' meeting held on Monday 18 May 2020.