Minutes

Full Board of Directors Meeting

Time and date 6th November 2020 at 16.45		**Place** Zoom Meeting	
Present		**Apologies**	
Jim Foley (JF)	Chair- Foundation Director	Darren Riddell (DR)	Foundation Director
Fr Simon Hall (SH)	Vice - Chair		
Sinead Smith (SS)	Director/Senior Exec. Principal		
Avril Staley (AS)	Foundation Director		
Leo Burton (LB)	Staff Director		
Claire Wright (CW)	Staff Director		
Richard Pitt (RP)	Co-Opt Director		
Julie Sewell (JS)	Chief Finance Officer		

Agenda Item 1 – Opening Prayer	**Actions**
• JF opened the meeting with a prayer led by Fr Simon and welcomed everyone to the meeting.	
Agenda Item 2 – Apologies & Introductions	
• None	
Agenda Item 3 - Declaration of Interests	
• JF declared his interest a STM.	
Agenda Item 4 - Matters Arising from the previous minutes	

• Minutes approved for Meeting 22nd October 2020.	
Agenda Item 5 – SS Update – Single Item	

• SS confirmed the guidance for schools changes on Monday 9th November and the meeting is to inform and agree the actions.
• Main change is that in the Secondary School face coverings are now compulsory when moving, lining up, in corridors and where it is not possible to socially distance for staff and pupils.
• Clinically Extremely Vulnerable (CEV) have been advised to work from home which is 14 teaching staff, however only 3 of the staff want to work from home.
• We are revising all the individual Risk Assessments and for CEV especially those wanting to return and the recommendation is that providing it is their choice and we have the RA updated we should be allow people to continue to work.
• For some CEV an imposed lockdown is more detrimental to their health.
• As we will need to make sure these staff are aware they can change their minds if for any reason they become uncomfortable at work.
• We also need any documentation to make it clear that it is their choice.
• RP are we putting a timeline on this? SS yes it will be for the 4 week lockdown.
• SS explained other changes where we will be putting in more cough and sneeze screens in offices and checking social distancing so staff in offices do not have to wear masks all day.
• SS explained PE guidance has changed now all local areas are high risk but as a MAC we have been following this guidance already.
• SS confirmed that the following high risk activities would not take place at any MAC schools and will be reviewed at February Half term:
  ○ Singing
  ○ Assemblies
  ○ Music events
  ○ Discourage shouting during PE sessions
  ○ No After school activities other than childcare
  ○ No trips
• 2 teachers at STM who are working from home will deliver their lessons live on line and supervision will be placed in the classrooms to support.
• SS mentioned we have a case that may potentially breach the disciplinary policy but further information has been requested.
 	
Decisions Required
• Board agreed the approach for CEV to allow them if they chose to continue to work under an individual RA – board voted unanimously	

Agenda Item – Any other business	

• RP gave an update on the grievance which is now resolved and the MAC did adopt the correct sickness procedures. • Next meeting to be held on 2nd December 2020 at 17.30 via zoom.	

JF thanked everyone for attending and declared the meeting closed at 17.20

The minutes are agreed to be an accurate record of The Holy Spirit Catholic MAC – Board of Directors.

Signed: ……

Print Name: ……

Position: ……

Date: ……