Core Committee Minutes

Board Meeting

Time and date		Place	
8th July 2021 18:00		Virtual through Zoom	
Present Jim Foley (JF) Sinead Smith (SS) Lisa McCord (LM) Julie Sewell (JS) Richard Pitt (RP) Claire Wright (CW) Leo Burton (LB) Avil Staley (AS) Kate Walweska (KW) Phil Richardson (PR)	Chair- Foundation Director Senior Exec. Principal MAC Administration Manager Chief Finance Officer Co-opt Director Staff Director Staff Director Foundation Director Foundation Director Observer	**Apologies** Darren Riddell (DR)	Foundation Director

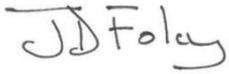
No	Topic	Discussion/comments	Due Date	Action
1	**Prayers**	JF opened with a prayer		
2	**Apologies**	Darren Riddell		
3	**Declaration of Interests**	Jim Foley declared his work at St Thomas More		
4	**Matters arising & confirmation of previous minutes**	All happy with the minutes from the previous meeting.		
5	**Articles of Association**	• SS gave an update on the progress of switching to the new Articles. The paperwork is currently with the ESFA waiting approval. Once returned, they need to be signed off by the Arch Bishop Bernard, who is away for the whole of August. SS advised they might not be finalised by the 1st September due to these delays. • SS advised that we will continue to transition to the new structure and we will officially adopt in early September.		
6	**Confidential matter**	Confidential matter discussed		
7	**Senior Executive Principals report**	• SS gave her update • **Area of focus** - current Year 9 and 10 pose most at risk, and we need to ensure they are as well prepared for exams as possible. Whilst the standard of learning and work produced in class is good, there has been a significant amount of missed content therefore we are focusing on increasing exposure to exam application next year.		

		• **Summer school** will take place from Monday 9th - Friday 13th August. We have 68 students confirmed to attend. The programme provides a good balance of enrichment activities and academic learning. • **Apprenticeship** We have fifteen apprentices starting in September. Five apprentices will train to be teachers for the next four years in the MAC and all are Catholic. This is a good way to develop the next generation of Catholic teachers and leaders. We will be offering an enhancement package for Year 11 apprentices, including a voucher to buy clothes for work, a hamper of toiletries and a voucher for a haircut. During the interviews, we recognising a common need amongst the younger applicants who would clearly benefit from additional practical support to help boost their confidence in starting their new roles. • **Teacher assessed grades** and supporting evidence has been submitted, in line with the exam board requirements. SS is confident that the grades submitted are a fair reflection of each student's attainment level. • **Results days** are to run as normal with A-level results on 10th August 2021 and GCSE results on 12th August 2021. • **Senior leadership day** took places on the 2nd July. All senior leaders participated. The focus of the day was reflecting on our learning since March 2020. How has this affected our practice and looking at the priorities for the future. Relaunch of the Holy Spirit Experience was also covered. • **Admissions** to the MAC are looking positive for September. Our Lady & St. Joseph, St. Francis and St. Anne's are all full in Reception. The strategy to improve admission numbers at St. Benedict's has proven very successful. St. Benedict's has gone from an initial intake of 15 children to a current intake of 28. At STM Year 7 is heavily oversubscribed and a high number of appeals have taken place. In sixth form, we have 150 first choice applications. 103 are from a Catholic school. • **MAC social action work** our next major project is taking place on Wednesday 14th July when we will be delivering picnic hampers to families in the MAC who have been in receipt of ongoing support since March 2020. • **Spirit** is due for publication before the end of the term. The theme of this term's Spirit is "Covid Keeps", reflecting on some of the positives that have come from the last 12-18 months. • **New MAC website** is almost complete and will be launched ready for the new school year. The new website will be easier to maintain and the longer term plan is to bring all school websites under the umbrella of the MAC website. • **Year 6 Transition** - Due to continued national Covid restrictions, this year programme was a vitual transition across the MAC. This included videos sent		

		from class teachers, Zoom meetings with tutors, virtual tours of the school/ classrooms, visits by the Head of Year to all primary schools etc. • **Year 11 prom** - Will be held in the gym at STM. Students are required to test 72 hours before the prom and again on the day of the prom • **Angela Sarjeant,** Principal at St. Benedict's Catholic Academy has resigned her position with effect from 3rd January 2022. • **Staffing**- between 71-73% of income is being spent on staffing in each school. Staffing is looking very good come September. We have chosen to overstaff across the MAC for September to ensure ongoing recovery from the periods of lost learning. In the primary schools, we have increased leadership. At STM, we have overstaffed in core subjects to allow for more groups with fewer students, particularly in lower sets. **Matters for Approval** - Request to approve exploration of a more creative solution to the Principal vacancy at St. Benedict's from January 2022, including consideration of an Executive headship model.		
8	**Finance update**	• JS gave her update. **Finance / Procurement** • **Payroll** - Last 2 months service has improved following personnel changes at EPM • **Bank Mandate** – JS has changed the mandate to a universal mandate. It now requires any two signatories, removing all single points of failure covering for any absences. • **BACS Limits** have been reviewed in line with all transaction activity to ensure they meet the needs of the MAC. JS asked for approval of the changes. **Vote was taken and all agreed to increase the BACS limits** **Catering contract ABM** – • Early indications are, they are going to deliver a huge step change in the catering service – monthly service meetings are set up and site visits are taking place to review equipment and cleaning and mobilisation– TUPE process has commenced. • CFO is carrying out all handover 'kitchen' meetings with Educaterers to ensure an orderly finish. **CIF bids** - 3 Successful bids c. £793K • **STM phase 2 roofs** – Total Cost £450K • **STM front structure** – Total Cost £183K • **OLSJ upper school boiler** - £160K **Summer works planning commenced:** • **STM office refurbishment** completed • **STM refurbishment of classrooms:** furniture has been ordered, decorators secured for classroom painting over the summer, blinds & flooring out for quotation. • St Anne's work scheduled for Summer **Finance / Procurement** • SMRA review to commence 13th July for all schools • BFRO /BFR Return – to be completed by the 27th July 2021		

		Health & Safety / Risk • BDES reports have been completed for all schools **ParentMail renewal** • JS advised that the Principals want to stay with ParentMail as changing has an impact on the parents and school. There are also benefits in the MAC to all schools using the same provider. • Current cost £8.7K – to renew for 3 years £12.6K or £11.2K for 5 years. • The Board discussed being tied into an agreement for 5 years vrs 3 years and changing technology in that length of time. **Vote taken and all in favour to go ahead with a 3 year agreement with ParentMail.**		
9	**Standards & Strategy update**	JF advised that the Standard & Strategy meeting has been cancelled for the month of July. SS advised that she had covered all the points in her monthly report.		
10	**Principals Meeting**	SS advised that all points have been covered in her SEP updated. We have ended the year in a good position and ready to go in September.		
11	**Decisions Required**	• **Policies** – SS advised that all policies have been issued for all to review and that they are based on either the CSE, Warwickshire County Council or a few from the NUT polices. SS asked if we can ratify all of the policies today • RP advised he has read all the Finance policies and was happy with them apart from three, which would need further work in the future but are ok to publish as they stand now. • RP advised that the **Freedom of Information policy** needs some work as it talks about the MAC publication scheme, which is a database of information about the MAC. Having this often negates people putting in a Freedom of Information requests. RP advised both him and JS are already looking into this. • RP also advised that we would need to re-look at the **Tendering policy.** This is due to a new purchasing legislation currently going through parliament due to us leaving the EU. • **H&S framework**, RP advised that this one policies outlines the roles and responsibilities of the ESC and the Principals and we need to ensure everyone is fully aware of their roles. **Vote taken and all 45 policies were approved**		
12	**AOB**	**Parent Complaint** • SS spoke about a complaint she had received from a parent at St Anne's for attention of the Board. The complaint was in regards to a child not being offered a place at STM. • The child was only baptised catholic after the admissions were agreed and communicated to parents; therefore, they were not ranked high enough on the admissions criteria. Which is why they were not offered a place. • The parent is disappointed as a MAC we often talk about the 15-year journey and the seamless transition, and she feels her son is being penalised.		

		SS spoke about not being in control of admission. The criteria is set by the diocese, and is managed by the local authority and an independent panel carries out all appeals. Therefore, we do not have a say in the admission process at all. SS spoke of her disappointment and expressed she would love for all children who attended our primary schools to join STM.		
	Next Meeting	26th August 7pm on Zoom		

Signed: 

Print Name: Mr Jim Foley

Position: Chair of the Board

Date: 20.07.21