Minutes

Full Board of Directors Meeting

Time and date		**Place**	
17th December 2020 at 18.00		Zoom Meeting	
Present		**Apologies**	
Jim Foley (JF)	Chair- Foundation Director	Claire Wright (CW)	Staff Director
Fr Simon Hall (SH)	Vice - Chair		
Sinead Smith (SS)	Director/Senior Exec. Principal		
Avril Staley (AS)	Foundation Director		
Leo Burton (LB)	Staff Director		
Richard Pitt (RP)	Co-Opt Director		
Darren Riddell (DR)	Foundation Director		
Julie Sewell (JS)	Chief Finance Officer		
Andy Wood (AW)	Bishop Fleming		
Jane Grimshaw (JG)	Bishop Fleming		

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	

• CW sent apologies	
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 6th November 2020 and confidential minutes 7th December 2020.	
Agenda Item 5 – Account Sign Off	
• Draft Accounts were shared with Directors on 15th December 2020. • It was an exceptional year as the audit was undertaken remotely which was a challenging that was managed well by both parties. • AW & JG talked the board through the Key Issue Discussion Document and Key Facts including all the management points and the proposed MAC response. • This year has seen significant personnel changes and the SEP and CFO recommended some additional training for the finance team, which the board agreed. • CFO will work with the auditors to agree the training needs and training to take place early in the New Year. • AW discussed the level of MAC reserves, which are healthy at £1.3M but not excessive and we need to continue to monitor the MAC reserve. • A discussion was held on the benefits of having one bank account and GAG pooling and it was agreed a review will be undertaken next year. • The board approved the accounts.	
Agenda Item 6 – Confidential Item by SS	
• Recorded in confidential minutes	
Agenda Item 7 – SEP Report	
• SS provided an update on the outstanding personnel issue • SS advised the board that we will continue with the staggered starts and will keep everyone fully informed of any changes or government advice • SS confirmed the fantastic news that the Christmas Charity fundraiser on 21st December 2020 – had raised £17,476 and the MAC were providing over 1,000 meals and presents, supported by over 200 MAC volunteers.	
Agenda Item 8 – CFO Report	
• CFO provided the report to the board for December covering the remainder of the Autumn term and plans for the Spring Term.	
Agenda Item 9 – Policies for update	
• None	

Agenda Item – Any other business	
• Next meeting to be held on 7th December 2020 at 18.00 via zoom.	

JF thanked everyone for attending and declared the meeting closed at 19.17

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

Signed: ……

Print Name: ……

Position: ……

Date: ……