Core Committee Minutes

Board Meeting

Time and date		**Place**	
20th May 2021 18:00		Virtual through Zoom	
Present		**Apologies**	
Jim Foley (JF)	Chair- Foundation Director	Darren Riddell (DR)	Foundation Director
Sinead Smith (SS)	Senior Exec. Principal		
Lisa McCord (LM)	MAC Administration Manager		
Julie Sewell (JS)	Chief Finance Officer		
Richard Pitt (RP)	Co-opt Director		
Claire Wright (CW)	Staff Director		
Leo Burton (LB)	Staff Director		
Avil Staley (AS)	Foundation Director		
Kate Walweska (KW)	Foundation Director		

No	Topic	Discussion/comments	Due Date	Action
1	**Prayers**	SS 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. • JF read out a letter from Fr Simon to all meeting attendees advising that he is stepping down from the Board.		
5	**Election of Vice Chair**	LM asked if there were any nominations for Vice Chair. CW nominated AS, JF seconded. There were no other nominations. ***A vote was taken and AS was unanimously elected Vice Chair.***		

6	**Change to the constitution of the Board**	• SS ran through switching to the new articles and during conversations with the solicitors it was advised that it would be an ideal time to review and update all our documents. We obtained prices from both solicitors with Brown Jacobson coming in at £10k and Winckworth Sherwood coming in at £14,750. After conversations with the diocese they advised both have similar expertise. RP shared that he has experience of working with Brown Jacobson and had no problem. • ***After discussion a vote was taken and all agreed to go with Brown Jacobson.***	Sept 2021	LM & SS
7		• Confidential item discussed		
8	**Catering Tender**	• RP touched on the whole process of the catering tender advising that the presentation is only a minor part of the whole exercise. The 3 that were left have experience of the education sector. • RP also advised it was good for the year 11s & 12s to see a supplier pitch for business in a real life business setting. • All suppliers were much better than we have now but still more work to do. The incumbent was offering such an inferior service in comparison – we are looking at savings between £138k up to £180k. • SS & JS would like to keep the management company on for the first 12months to ensure that the MAC gets what we were promised and to support the contract to settle in. • SS advised that she would like to go forward with ABM as they offered something different and exciting for our students' food wise. • JS has also spoken to the current customers for references, which have all come back very positively. • ABM have proposed to increase the working hours by an extra 37 hrs a week across the MAC to achieve the standards we expect. • The sixth form is looking to open all day with a Costa type offering • This company will put in an executive chef to ensure we get the standards that were presented to us on the day. • RP advised the next part of the process. We need to get all the reassurance from the current contractor, then we go through a 'standstill' period up to 10 days for the other competitor's to challenge the decision. • Leo asked if they were investing in the facilities, SS advised we are looking at a pod on the playground and more serving points at STM. Food will be cooked from OLSJ to serve St Anne's • SS asked if we were all in agreement with awarding ABM catering the contract? • **Vote taken and all in favour to go with ABM**		

9	**Finance update**	• RP gave an update • Capital funding for the main CIF bids still on hold • Library needs a re-think due to huge costs on double glazing. JS to get a couple more quotes. • Caretaker's house has now been moved forward with thanks to Phil Richardson's support. • St Anne's – JS asked for approval to appoint supplier Mark Dell without obtaining a further 3 quotes this is due to extreme time pressure and the fact that the quote was within our budget. The costs being £37k for St Anne's summer works and £7.5k for the main admin office at STM starting in May ½ term. • **Vote taken and all in favour to go ahead with Mark Dell.**	JS	8.07.21
10	**Standards & Strategy update**	• JF ran through the minutes and terrific feedback from the ESC that is taking place from the schools across the MAC. Helpful to get a shorter overview going forward. • Admission in 2021 and a strategy for St Benedict's. • Positive feedback from ESC, from Admin staff, TA and dinner ladies. It has been a valuable experience in lots of ways. • Onus is on the Board to step up regarding our monitoring role and to get the communication flowing effectively. • Summary report to be written by the Principal but will be signed off by the Chair and then it will go to the Standards & Strategy Committee.		

11	**Principals Meeting**	• SS gave an update on what has been covered during the Principals meeting. • Main priority was getting students back in school, now we are focusing on the curriculum. • **Holy Spirit Experience** –being reintroduced, we have had ice cream vans, sport activities etc. • **Summer programme** – Full week w'c 9th August, offering a whole host of activities including an inflatable assault course. We have been allocated £48k for year 6 students only. We are going to ask staff to support and they will be paid. • **Accessibility plan** for each school is being carried out. • **New Staff Profiling** for September looking very positive. History and Food Tech teachers at STM have been recruited. • **Leadership Swap** STM to go to OLSJ and OLSJ to come to STM. Look at 5 things to improve on and 5 things they would like to take back to their school and implement. Also, looking to review and evaluate OLSJ and see why it's outstanding and then look at St Anne's and evaluate why it is not outstanding. • **Apprenticeship scheme** has been launched. 4 x year 13 students are interested in applying to train as a teacher. Looking to offer a joint apprenticeship to some of our students along with studying for a BTEC in our sixth form. We are also looking at a marketing apprenticeship to maintain the new website. • **Full moderation programme**, looking at standards in students' books and also being critical of each other in looking for ways to improve. Reviewed how we are going to deliver new parents' meetings this year and reporting to parents.	SS/LM	09.08.21

12	**Decisions Required**	• **Policies** have been updated or re-written. We need to ratify all of the policies by the next meeting. SS to send out all of them over the next few weeks. • RP to take a good look at the finance policies. • They are based on the CSE or Warwickshire policies. SS will also send out the terms of reference to review. • **Lipmus support** - Extra support for 12months from Lipmus, ***Vote taken, all in favour of keeping Lipmus on.***. • **MAC Chairs and Vice Chairs Meeting** - JF and AS met at the MAC Chairs and Vice Chairs group, CES policies to be standardised across all schools. The policies they were asked to review was the code of conduct for Directors. Has to be updated due to recent legislation, the event gave an opportunity to network across the other MACs and it is good practice to share ideas. SS looking at our own MAC code of conduct and will share with our own Board. • **Sean Whittle** – A researcher into Catholic education, he is based at St Mary's University. He plans to spend some time in the MAC and meet people. We have spoken to him about the effectiveness of our MAC - what works? what doesn't work from all stakeholders in the MAC? What does best practice look like? What would you advise others to do if setting up a MAC? What wouldn't you do when setting up a MAC? JF advised that we have approached him. SS expressed how all her peers in other MACs are doing the same job in completely different ways. Would be a good to share best practice.	All	8.07.21
	Next Meeting	8th July 2021		

The minutes are agreed to be an accurate record of The Holy Spirit Catholic MAC – Committee of Principals meeting held on the 13th May 2021 and concluded at 19:40

Signed: JJ Foley

Print Name: Mr Jim Foley

Position: Chair of the Board

Date: 30.05.21