Minutes

Full Board of Directors Meeting

Time and date		**Place**	
22nd October 2020 at 18.00		Zoom Meeting	
Present		**Apologies**	
Jim Foley (JF)	Chair- Foundation Director		
Fr Simon Hall (SH)	Vice - Chair		
Sinead Smith (SS)	Director/Senior Exec. Principal		
Avril Staley (AS)	Foundation Director		
Darren Riddell (DR)	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 24th September 2020. • Matters arising SH previously raised Holy Communions and SS confirmed each school has its own plan for Holy Communions.	
Agenda Item 5 – SS Update	

• SS confirmed there had been a flurry of cases:
  ○ Initially Year 11 at STM closed as 2 student cases
  ○ Year 8 STM closed due to a staff member testing positive
  ○ Year 9 STM case but able to only close bubble as close contacts were traced and PHE agreed the outdoor time was low risk
  ○ Year 12 STM part closure of bubble and close contacts
  ○ OLSJ Year 2 closed and all staff isolated as 2 staff tested positive
• SS confirmed we are better able to identify close contacts to reduce the need to close entire year groups.
• PHE had confirmed the outdoor activities were lower risk so we are able to focus on indoor activity
• SS confirmed we will continue with the low risk curriculum activity until the end of the term:
  ○ No large groups
  ○ No singing
• HSE visit OLSJ for a COVID review, reviewed the RA, and checked some key areas: social distancing, hygiene & cleanliness, ventilation, case management and communication.
• Attendance at all schools is good STM 97% and the primary schools are averaging 96.2% with OLSJ at 99.8%.
• Assessments have taken place to identify learning gaps and at the moment these do not appear to be significant.
• SS advised that the on online provision for those needing to isolate would be retained beyond the pandemic to support any ill pupils due to its success.
• Each school has had two Improvement visits which have been very effective and each school has an action plan.
• SS advised that the format of exams is being reviewed, such as providing questions on 15 topics with students selecting 3 to answer, to give them a wider range of options.
• It is unclear whether any levelling out for students who have had to isolate, will happen and Teaching Unions have suggested the possibility of staged exams will give the best chance of fairness.
• Staff attendance is good across all schools.
• Performance Management reviews went well and Principals were well prepared and full discussions took place at all schools.
• AS are there any areas of concern?
• SS advised that St Benedict's needs some additional support to improve relationships with staff and parents and a plan has been put in place to	

address the issues and an extended visit will take place supported by Sara Chapman from OLSJ.

- Year 12 numbers at STM are excellent with 159 students, 89 are internal from STM.
- Current Year 11 are a different mix and early indications are they may look for more vocational pathways, all for legitimate reasons.
- STM virtual open evening did a video using High School Musical Theme feedback was positive all parents' evenings will be by zoom or phone.
- Charites & Social Action: SS to relaunch the Just Giving Page and plans are being made to support vulnerable families in schools with Christmas food and age appropriate presents: we still have £1300 SVP and £1,000 donations plus £340 to get it started.
- Peer to peer safeguarding reviews have taken place at STM by SLT with actions given to SS.
- ESC training is to focus on how to hold the school to account without being able to attend the school in person.
- Finances: SS shared the 3 year Carry Forward with the board at all schools showing a reasonable reserve position 2020 £1.1M, rising to £1.3M in 2021 and £1.2M in 2022. These figures include the latest budgets, which have some luxury staffing and we are seeing the benefit of a younger workforce.
- St Benedict's are forecasting a significant fall in reserves from £196K to £57K due to the lower pupil numbers, the area has a lot of provision and we will need to look at marketing, but action will be taken to address this to reduce the financial impact.
- The MAC Risk Assessment is under continual review and is working well: with no significant issues, cases are well managed and parents are happy with the communications.

Decisions Required

- A robust process with a panel interview took place for STM Principal and the recommendation is that we appoint Leearna Thomas currently Acting Principal to the position of Principal – the board voted unanimously to agree this appointment.
- SS advised that at St Anne's there are gaps in ESC members and the diocese have suggested we merge the OLSJ ESC with St Anne's. The board discussed the need to ensure 1 parent and 1 staff member from each school are included to ensure each school is represented and voted unanimously to approve the merge of the two ESCs.
- St Benedict's ESC also have vacancies that cannot be filled and SS has asked the board to consider allowing 2/3 MAC staff to be on the board as a development opportunity – the board agreed unanimously to this providing there is no conflict of interests.
- Teachers Pay Increase:
  A matrix of between 5.5% and 2.75% depending upon the position on the scale has been agreed by TU – these awards have been built into the

financial information presented earlier including the %staff costs/income indicating the rise is affordable. Board unanimously agreed to implement the pay award and back date to 1st September in line with the national recommendations. • SS confirmed with the board the need to continue with low risk activities until the end of term and the board agreed unanimously. • Confidential matter discussed – content available in the confidential minutes.	
Agenda Item 6 – CFO Update	

• Internal Assurance review has completed and a copy provided in advance to the board - there are no major issues for the board to consider.
• BF3Y submitted
• EOYC Teachers Pension return approved by auditors and completed - 30/09/20
• Pensions auto re- enrolment completed for all MAC staff 1st October 2020
• Year end audit commenced – CFO gave an update with no concerns
  ○ Audit phase 1 starts 12/10 – 1 week - completed
  ○ Audit Phase 2 – 09/11 – 1 week
  ○ Clearance Meeting 01/12 10.00 am
  ○ Board Sign off 17/12
  ○ Audited account to be submitted 31/01/21 (1 month extension)
  ○ AAR – to be submitted 23/02/21
• 3 Year Forecasts completed for all schools and central based upon the new pay scales and current plans and reserves have been reviewed by the board under the SS update
• Risk Register Updated – and sent to board in advance for decision
• Monthly Management Accounts now available and will be issued monthly to ensure the board meet all the financial obligations.
 	
CFO Next Steps:
• Land & Building Return due 17th December 2020
• New IRIS budgeting software to replace PS Financials system – all finance staff will be trained early indications are this system is much better hence PSF are gradually phasing the other budget planning system out
• Continue to look for alternative sources of funding that the MAC can access – about to do a Wolfson Foundation Bid for Food Technology at STM
• Another round of CIF bids deadline 13th December 2020 having used SJ Solutions for the last 2 years and been unsuccessful CFO will look for other partners who have success in this field: Buildings report for STM survey £5K, Phase 2 STM Roofs and Boiler in upper school at OLSJ	

• Catering tender for all 5 schools on hold due to COVID19. CFO reported the market is now moving and new entrants are trying to get into the school market as commercial catering contracts have been impacted from the working from home trend. Across 5 schools this is a major contract and subject to OJEU regulations. RP confirmed he will support with the specification. The focus will be on quality, fresh food using local suppliers, which the consultant has confirmed is achievable at no extra cost for the schools – decision required.	
Agenda Item 7 - Decisions	
• Board reviewed and agreed the latest risk register • Board agreed to the CIF Bid proposal • Board agreed to re-start the catering market testing working to September 2021 start date for all schools.	
Agenda Item 8 – Policies For Review	
• Staff Leave of Absence Policy - Approved • CES Capability Policy - Approved • CES Disciplinary Policy - Approved • CES Grievance Policy - Approved • Sex & Relationship Policy – Reviewed CW – Approved LB found a few references to Local Academies, which the CFO will amend before the final versions are uploaded to the MAC Website.	
Agenda Item – Any other business	
• Apprentices SS we are looking at the pathways for students following the successful TA option at OLSJ • Christmas social action SH requested we include parishes so we provide for all the community • Next meeting to be held on 2nd December 2020 at 18.00 via zoom.	

JF thanked everyone for attending and declared the meeting closed at 19.05

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

Signed: ……

Print Name: ……

Position: ……

Date: ……