Minutes

Full Board of Directors Meeting

Time and date		**Place**	
24th September 2020 at 18.00		Zoom Meeting	
Present		**Apologies**	
Jim Foley (JF)	Chair- Foundation Director	Katy Dunnion	Chief Operating Officer
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		
Julie Sewell (JS)	Chief Finance Officer		
Richard Pitt (RP)	Co-Opt Director		

Agenda Item 1 – Opening Prayer	**Actions**
• JF opened the meeting with a prayer and welcomed everyone to the meeting.	
Agenda Item 2 – Apologies & Introductions	
• Apologies from KD	

Agenda Item 3 - Declaration of Interests	
• JF declared his interest a STM.	
Agenda Item 4 - Matters Arising from the previous minutes	
• Minutes approved for Meetings 2nd July 2020, 13th July 2020 and 20th August 2020.	
Agenda Item 5 – SS Update	

• SS confirmed risk assessment, school specific plans and training had taken place and all MAC schools had re-opened with no TU or staff concerns.
• SS confirmed there had been 9 cases:
  ○ Initially Year 11 at STM closed as 2 student cases
  ○ Year 8 STM closed due to a staff member testing positive
  ○ Year 9 case but able to only close bubble as close contacts were traced and PHE agreed the outdoor time was low risk
  ○ OLSJ Year 2 closed and all staff isolated as 2 staff tested positive
• Working with the advice of PHE and the evidence that the spread throughout year groups is not happening we are looking at how we balance the risks and keep the students in school.
• AS asked how we are tier risk to just the bubbles and providing we can effectively identify close contacts PHE are supporting just the bubble isolating.
• HSE are due to visit OLSJ for a COVID review.
• SS all the staff and pupils that have tested positive so far have not had severe symptoms so we are hopeful it is a weak strain.
• SS was happy that should we need to lockdown again, we can trust staff to WFH and the board agreed that this action could be taken in the event of another lockdown.
• The LA advised SS that parents should wear face coverings when on site dropping off or collecting their children – the board agreed to this new initiative and the school will provide some masks for those parents who forget.
• SS confirmed we are doing blended learning for those students not in school with live lessons and whilst not perfect we are assessing the quality of this provision.
• There has been an increase in safeguarding concerns over recent months and our system using RAG statuses and a calling programme remains a strength.
• Communicating information to parents remains a member of the Senior Leadership Team can be contacted via a mobile when bubbles are closed so any early concerns can be quickly addressed – we are keeping communications light and effective. AS confirmed she had received several communications and was very impressed.	

• Performance Management objective have been agreed unanimously with all SLT and the collective way of target setting has been well received. • RP asked about what happens if objectives have been partly achieved and can the objectives be moderated if they are all the same. • Principal PM Reviews and MAC staff are being held with Martin Jones. • Sixth Form Numbers are looking strong increasing from 197 to 291 and it is interesting that the increase has been achieved without marketing or an open day and the plan to encourage more STM Year 11 internal applicants has been successful. • JF asked how the numbers feel when in the building as it is such an increase and SS advised it is very calm and allowing Year 13 to sign out reduces any overcrowding. Quite a few classrooms were adapted last year to accommodate 30 students and all the classes have been marked out to allow social distancing. • OFSTED pilot at STM specifically focussing on the Lockdown and COVID19 response highlighted some real strengths such as how quickly we were able to deliver a full curriculum, the safeguarding procedures were described as 'amazing' by the lead HMI. Ted Hammond from the diocese sent a letter saying they were delighted, humbled and thrilled with the actions of the school. • Since the pilot, a request has come in for SS to do an NLE deployment to help other schools manage their COVID response. • SS Updated the board on the outstanding grievance and the delay with the diocese – board agreed to write a letter to the diocese and the board agreed that a swift resolution was best for all parties. •	
Agenda Item 6 – CFO Update	

• Internal Assurance review has commenced 24/09 to 25/09
• EOYC Teachers Pension return sent to Auditors – deadline for submission 30/09/20
• BFRO – to be submitted 30/09/20
• Land & Buildings – to be submitted 17/12/20
• Year end preparation for audit on the finance system has commenced
  ○ Audit phase 1 starts 12/10 – 1 week
  ○ 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
• Successful recruitment of new Finance team member who is being trained to replace 2 staff member who left on 31/08/20	

• Catering tender for all 5 schools on hold but we will look to do this August 2021 when hopefully things will have settled down with COVID 19 • Utilities review and migration for 5 schools started – will cover later • SH thanked the CFO for the work done this term to meet all the financial obligations.	
Agenda Item 7 - Decisions	
• The board unanimously agreed to include lack of social distancing in the disciplinary policy and to ensure all staff are made aware of serious consequences of not social distancing and the possibility of a formal warning. • A communication will be issued to all staff for this decision. • Board agreed to start the recruitment process for the STM Principal and the dates were issued. • SH raised the issue of how schools could continue the sacrament of Holy Communion and SS advised she would attend a deanery meeting to see how we could make it work. LB advised his diocese were conducting Holy Communion in groups of 10.	
Agenda Item 8 – Policies For Review	
None	
Agenda Item – Any other business	
• Next meeting to be held on 22nd October 2020 at 18.00 via zoom.	

PR thanked everyone for attending and declared the meeting closed at 19.00

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

Signed: ……

Print Name: ……

Position: ……

Date: ……