Core Committee Minutes

Board Meeting

Time and date		Place	
17.02.21 18:30		Virtual through Zoom	
Present Paul Glenn Lisa McCord (LM) Richard Pitt (RP) Julie Sewell (JS) Sinead Smith (SS) Avril Staley (AS) Phil Richardson Kate Walweska (KW)	 Foundation Director MAC Administration Manager Co-opt Director Chief Finance Officer Senior Exec. Principal Chair - Foundation Director Foundation Director Foundation Director	**Apologies** Darren Riddell	 Foundation Director

No	Topic	Discussion/comments	Action
	Prayers	SS opened the meeting with a prayer and welcomed everyone to the meeting.	
	Apologies	Darren Riddell – apologies accepted.	
	Declaration of Interests	N/A	
	Matters arising & confirmation of previous minutes	Minutes approved for the previous meeting	
	Update on the proposed merger of the MAC	SS and AS gave an update on the proposed merger. PR asked about the costs of the merger, and if the Diocese was contributing to the funding of the merger? SS explained that there would be some DFE funding but the individual MAC's will cover most of the costs. PR asked when the shadow board will be decided? SS advised that this will be further down the line.	
	SEP Report	SS ran through her SEP report covering the following: **St Benedict's** • Charlotte Culleton is now covering St Francis and St Benedict's and parents are adapting to the change. • SB had a positive open evening, with 85% attendance. • Kelly Rowe is moving from St Anne's to St Benedict's after Easter • Broader curriculum programme – Claire Wright has written a bespoke programme and will roll it out to St Benedict's.	

		• Improved communication with parents
		  o Parent Forums
		  o Introducing 'Friends of St Benedict's
		  o Various events planned
		Website
		• New MAC website up and running
		• School websites by Easter
		
		Safer Recruitment training – Board Director, Paul Glenn completed his training along with STM ESC member, Mike Green in January 2022 along with all the Principals, the Senior Executive Principal, and other key staff members.
		
		<u>MATTERS FOR APPROVAL:</u>
		
		Living wage employer – National Minimum Wage, the real living wage is slightly higher. The impact is £10,960.00 to the MAC
		Vote was taken and all agreed to the increase.
		
		School improvement officer – SS recommended Jim Foley to work supporting the MAC with his secondary education background and can offer an independent perspective. He would work 6 days a term.
		A vote was taken, all in agreement that this was something the MAC needed.
		
		Martin Jones – SS asked if everyone was happy for Martin Jones, the Independent Performance Management adviser for SS, JS, and the Principals to continue working within the MAC.
		A vote was taken and all in agreement for Martin to continue in this role.
		
		Leadership at SB - various options to consider:
		• **Head of School** – similar to what we have now with CC and support from other Principals
		• **Try to recruit** – but might struggle to get a Catholic head.
		• **3 leaders** – school improvements, parent engagement, safeguarding
		
		A vote was taken and all agreed to the Head of School.
		
		Risk
		• Section 48 at St Francis. SS advised that the person who was appointed to carry out the inspection had a conflict of interest. Complaint made and the inspection has been cancelled and is to be re-arranged.
		• How the merger is managed. Discussion took place around the risk of the merger.	

	CFOO Report	Points were covered in the Finance Section below	
	Feedback: Standards & Strategy Committee	RP gave an update from the Standards and Strategy meeting covering the following points: • Overview of Standards	

		• Leadership St Benedict's • MAC Curriculum • School Websites • Current risks to the MAC	
	Feedback: Catholic Life Committee	KW gave an update from the Catholic Life Committee meeting covering the following points: • Vote for Chair & Vice Chair • Review of standards across the MAC including quality of RE • Self-evaluation in all MAC Schools • Section 48 inspection at St Francis • Priorities Spring & Summer terms	
	Feedback: Finance Committee	JS ran through the following points: **Utility Framework** – To reduce the risk of Utilities to the MAC JS recommended moving all our Utilities to the Inter-Diocesan Fuel Management Ltd which is a not-for-profit organisation owned by the Church, they currently manage over 150 Catholic schools. *A vote was taken and everyone agreed to join the framework agreement.* **Cleaning Contract –** JS confirmed the cleaning contract has been extended until 31st August 2022 with the existing supplier and the process for outsourcing has commenced – as part of the extension we requested a price for the move to The Real Living Wage – this will increase the contract by £4,416. *A vote was taken and everyone agreed to the increase.* **Wage Freeze -** JS advised of a technical issue with Teacher's Pensions caused by the pay freeze whereby any staff member wanting to retire within the next 10 years will be adversely impacted. To resolve this if we give any staff who received no rise e.g. M6 not yet ready to cross the threshold or U3 a £1 increment the impact on the budget will be negligent and it then won't impact their retirement plans. *A vote was taken and everyone agreed to the £1.00 increase.*	
	Feedback: Committee of Principals	SS advised that all points have been covered in her SEP report above. **School visits** - Paul Glenn and Richard Pitt visited both St Benedict's and St Anne's. PG advised that he was impressed by both schools. RP was very positive and advised it was good to see how we have used the capital investment to improve both schools.	
	Feedback: Committee of Audit	*Meeting to be re-scheduled. No feedback was provided.*	
	New Article update	SS advised that we switched to the new Articles in February 2022.	
	Safeguarding Director	Paul Glenn was voted as the Safeguarding Director. *All in agreement.*	
	Applications for ESC members	AS advised that two applications had been put forward to join the ESC. • Miss Philipa Cole	

		• Miss Bibi Bieyi *All approved for the applications to be submitted to the Diocese and to join the ESC.*	
	AOB	Sean Whittle – Positive impression of the MAC, report is due out soon.	
	Next Meeting	6.04.22	

Signed:

Print Name: Avril Staley

Position: Chair of the Board

Date: 20.02.22