Core Committee Minutes

Board Meeting

Time and date		**Place**	
13th July 2023		STM Conference room	
Present Paul Glenn (PG) Lisa McCord (LM) Julie Sewell (JS) Sinead Smith (SS) Avril Staley (AS) Phil Richardson (PR)	 Foundation Director MAC Administration Manager Chief Finance Officer Senior Executive Principal Foundation Director – Vice Chair Foundation Director - Chair	**Apologies** Richard Pitt (RP)	 Co-opt Director

No	Topic	Discussion/comments	Action
1.	Prayers	PR welcomed everyone to the meeting and opened with a prayer.	
2.	Apologies	Richard Pitt sent his apologies, which were accepted.	
3.	Declaration of Interests	Nothing to declare	
4.	Matters arising & confirmation of previous minutes	PR ran through the minutes from the last meeting which were signed off as an accurate record of the meeting. **Outstanding actions:** **School Visits** – LM to arrange dates for the Board to visit all schools during the Autumn term. *Completed - LM has booked all meeting with the schools, the next one being OLSJ 17.10.23* **Welcome message** from the chair is to be added to the website **Welcome/introduction letter** from the Chair to go out to all new staff and parents. **Finance meeting** - PR and JS meeting to be re-scheduled to run through Finance. JS to liaise with PR. **ESC & Board introduction and training** to be pulled together for all ESC and Board members. *Completed - all training dates have been added to the calendar.* **Charity Funds** SS ran through the charity and social action funds from September 2022. PR to send a letter to the children and families from the board thanking them for their support. *Completed - LM added a thank you to the back page of the Spirit magazine.*	LM PR PR PR/JS SS/LM PR SS

		SS to liaise with Martin Jones to see if he will continue to support the Performance Management process across the MAC. The next reviews are in September. **ESC attendance at Standards and Strategy meetings**. LM to invite an ESC chair to each of the Standard and Strategy Committee meetings. Completed – all invites have been sent out. JS to update the Board on Sixth Form roof bidding.	LM JS
5.	SEP Report	SS ran through her SEP report, covering the following areas: **OFSTED** SS advised all three inspections at STM, St. Benedict's and St. Francis were extremely positive with very few recommendations for improvement which was reflected in our self-evaluation. SS also spoke of going for a section 5 inspection at St. Thomas More depending on this year's results. **Admissions** SS spoke about the predicted admissions for our Sixth Form. Following on from a successful taster day, the indicators to date are very positive and our local reputation continues to be the best advertisement for the sixth form. Primary school admissions are now confirmed. OLSJ, St. Francis and St. Anne's are full with a waiting list and as a result of our proactive recruitment of families who did not secure a place at one of these schools, St. Benedict's now has 23 children due to join in September. **Appeals** There have been a high number of appeals at STM, which reflects a large shortfall of secondary school places in the area. SS advised we have been asked to admit 30 extra children to Year 7 in September 2023 but we are unable to do because the building is not equipped. SS advised that there will be a deficit of 128 places in Nuneaton for 24/25 and feels we will be approached again with the request to increase our PAN for 2024. **KS2 SATs outcome** An overview was shared with the board following the publication of each set of results. Action plans agreed to tackle those areas needing improvement. PR congratulated all staff for their hard work and for overall great results. SF is to be invited to the first Standards and Strategy meeting in September **Attendance** SS ran through the attendance figures for all schools, all currently above the national average.	

	Confidential item discussed **Confidential item discussed**	**Self-evaluation** SS ran through the self-evaluation for each school. **National pay increase** A discussion took place around the 6.5% pay deal agreed by the unions. The MAC had forecasted a 3.5% uplift and 3% will be funded by the Government. JS to advise on the full financial situation including pension funding at the next meeting. **Investor in People** SS advised the MAC has been working with Investor in People accreditation to evaluate how we are supporting and developing our Apprentices. The assessors have spent time within the organisation and we are currently waiting for the full report advising which accreditation we have been awarded (Silver, Gold or Platinum). The early indication is we have done extremely well for the first assessment. SS advised she is involved in various network meetings within her role as SEP. • CSEL Advisory Board • LA Keeping in Touch meeting • Collaboration with the CSEL network • MAC to MAC Collaboration	
6.	Feedback: Standards & Strategy Committee	AS gave an update from the Standards & Strategy Committee. Please refer to the minutes from the meeting on the 07.07.23 for further details.	
7.	Feedback: Finance & Audit Committee	PR gave an overview of the Finance Committee meeting and advised it was agreed by the committee that the MAC is going to ring-fence £100k towards the MAC merger. AS expressed concerns about figure and would like further clarification on how this is to be spent and what the others are contributing.	PR
8.	MAC merger update	PR gave an update on the meeting he attended with the Holy Cross and Romero to discuss the 'ONE MAC Structure', on the 15th June 2023. Following this, all BOD were asked to vote on which merger structure they would prefer. All Board of Directors voted for Type 2. "*That any merger of the operations and assets (together, the '**Engagements**') of, respectively,* *Holy Cross Catholic Multi Academy Company, The Holy Spirit Catholic Multi Academy* *Company and The Romero Catholic Academy and the existing six Voluntary Aided Primary* *Schools in Coventry which are not yet part of any Multi Academy should be carried out through* *the incorporation of a new Multi Academy Company by the Archdiocese of Birmingham and* *the acquisition by that company of the Engagements*." PR advised all CSEL will be included in all future meetings.	

9.	Review TOR for School Improvement	PR ran through the TOR for the School Improvement Advisor. It was agreed for JF to continue in his role as School Improvement Advisor by providing a termly written report to the Standards and Strategy committee. JF to also provide support and involvement with the Performance Management process. PR & LM to adjust the TOR to reflect the revised changes to the role. PR to discuss with JF the changes.	LM/PR PR
10.	Policies 2023-24 ratified	Policies were ratified and agreed.	
11.	**Confidential item discussed**		
12.	Review of the Skills audit	LM ran through the Skills Audit. PR to establish if anything further is going to happen with the data.	PR
13.	AOB	**Catholic Life** PG expressed his concern that we haven't had a separate Catholic life meeting this year as the last meeting was included in the Standard and Strategy meeting in October 2022. It was acknowledged that due to decreasing numbers on the Board, we were unable to run the meetings separately but that is being addressed next year and all local Priest are invited to the next Catholic Life meeting in October 2023. **Membership of the Board committee** SS/PR are to contact the following ESC members to see if they would be interesting in finding out more about the role of a Board Director. • Jessica Moore from St. Francis • Kevin Moran from St. Benedict's • Michael Green from STM LM to invite the above ESC members to the September Board meeting. Richard Pitt has given 3 months' notice to step down from the Board. PR thanked RP for all his help and support over the past 26 years. **Internal Audit** JS advised the quotes she has received for the IT section of the internal audit are working out quite expensive. BOD agreed to re-look at the specification and get further quotations.	LM LM LM JS
14.	Next meeting date	TBA	

Signed:

Print Name: Phil Richardson

Position: Chair of the Board

Date: 26.09.23