Core Committee Minutes

Board Meeting

Time and date		Place	
15th December 2022 at 18:00pm		Zoom	
Present Paul Glenn (PG) Lisa McCord (LM) Richard Pitt (RP) Julie Sewell (JS) Sinead Smith (SS) Avril Staley (AS) Kate Walweska (KW)	 Foundation Director MAC Administration Manager Co-opt Director Chief Finance Officer Senior Executive Principal Chair - Foundation Director Foundation Director	**Apologies** Phil Richardson (PR) Jim Foley (JF)	 Foundation Director School Improvement Advisor

No	Topic	Discussion/comments	Action
1.	Prayers	AS welcomed everyone to the meeting and opened with a prayer.	
2.	Apologies	Phil Richardson (PR) Jim Foley (JF)	
3.	Declaration of Interests	Nothing to declare	
4.	Matters arising & confirmation of previous minutes	All happy with the previous minutes	

5.	CFOO Report	Julie gave an update on the following items:
		• **Post Capacity 16** Application for capital funds to extend the Sixth Form has been completed.
		• **Audit update** - JS advised it is a clean audit, few ambers, no reds, and a few greens. JS highlighted the need to review the reserve policy. AS advised, in the current climate the reserves will help us over the next 12months. JS spoke about our total MAC reserves being £1.7m and our policy states £1m and a need to review the policy to reflect the recent economic situation.
		• **CIF Bids** – 5 bids in total have been submitted
		  ○ Sixth-form roof
		  ○ Fire system in all schools.
		• **Brazel case** to be backdated for all staff affected to 21st April 2021 – 5.6 weeks paid holiday. Reimburse some members of staff to 21st April 2021.
		JS asked if everyone was happy with this proposal.AS agreed and RP seconded.
		• **UK Real Living Wage** with an uplift to £10.90 per hour implemented.
		• **Tender Auditors** – JS asked for the agreement to start the framework process to re-tender the MAC Auditors, working to a deadline of April 2023?
		  ○ Bishop Fleming
			JS
			
			JS

		○ Plus 3 others from the framework in case one decline *JS asked if everyone is happy for her to follow the framework agreement to use the framework. All in agreement.* • **Stone King Legal Bank of hours agreement** ○ JS advised the need to purchase more bank of hours from Stone King and ran through the costings. ○ JS asked if the Board were happy with is to buy more hours and commit to a new service. *AS agreed and PG seconded.* • **KPIs** JS asked for agreement to use the following KPI's to track performance this year? ○ Staff Cost % Income ○ Adult (FTE) / Pupil Ratio ○ SLT Costs % Staff Costs ○ Plus any others that have a quality teaching focus? ○ PG asked for Central charge cost % ○ RP asked if we could have % of the main scale compared to UPS is a good indicator, ○ JS agreed to do by school specific. *AS agreed and PG seconded.* • **National Schools Re-building programme** – They visited STM to carry out a site survey – JS advised she isn't confident as they did say the school was a lot better than others he had visited. • **ISDN Switch off in December 2025** – JS advised this will need to be addressed for all schools as ISDN lines are being switched off and we need to understand the cost implications for the MAC and planning will commence in Spring 2023. JS to report back with an assessment and financial impact.	JS JS JS JS
6.	Feedback: Finance Committee	Covered above in the CFOO report.	
7.	Feedback: Audit Committee	The meeting was deferred, to be updated next meeting	
8.	Feedback: Committee of Principals	SS gave an update on the Principal's meeting advising that standards on school are really high with the main focus this term being: • **Curriculum** • **Ofsted ready** • **Safeguarding review -** Adrian Over is doing a full-on safeguarding review on 6th January, starting at St Benedict's**.**	
9.	Feedback: Catholic Life	The meeting was deferred, to be updated next meeting	
10.	Feedback: ESC committee	ESC committee to be invited in the new year to the next Board meeting to give an update.	
11.	Document to be ratified:	• **Financial scheme of delegation** – to be reviewed at next meeting.	ALL

		• **Code of Conduct for ESC Members** – to be reviewed at next meeting. • Pay policy – Vote taken and all agreed with the changes made. LM to upload onto the website	ALL LM
12.	Current risk faced by the MAC	• LM to send over the Risk register and to ratify at the next meeting.	LM
13.	AOB	**Finance Committee Membership** LM advised we need another Board member to join the Finance Committee as we are not quorum. PG offered to join the committee. *Vote taken and all in agreement.*	
14.	Next meeting date	16th February 2023	

Signed:

Print Name: Avril Staley

Position: Chair of the Board

Date: 20th January 2023