Core Committee Minutes

Board Meeting

Time and date		Place	
30th March 2023		STM	
Present Paul Glenn (PG) Lisa McCord (LM) Richard Pitt (RP) Julie Sewell (JS) Sinead Smith (SS) Avril Staley (AS) Phil Richardson (PR)	 Foundation Director MAC Administration Manager Co-opt Director Chief Finance Officer Senior Executive Principal Vice Chair - Foundation Director Chair - Foundation Director	**Apologies**	

No	Topic	Discussion/comments	Action
1.	**Prayers**	PR welcomed everyone to the meeting and SS opened with a prayer.	
2.	**Apologies**	All in attendance	
3.	**Declaration of Interests**	No declaration of interest was declared	
4.	**Matters arising & confirmation of previous minutes** **Confidential item discussed** **Confidential item discussed**	The previous minutes were reviewed and all agreed they were a true representation of the meeting. The following items are still outstanding: **School visits:** LM to arrange dates for all Board members to visit all schools across the MAC. **A welcome message** from the Chair is to be added to the website. **A welcome/introduction letter** from the Chair to go out to all schools, staff and parents.	JS JS LM PR PR
5.	**SEP Report**	SS ran through her SEP report covering the following: **Admission** SS gave an update on the admission numbers expected across the MAC and the targeted marketing carried out at STM to try and increase student numbers to the sixth form. Sixth form - 221 applications for the Sixth form and 174 are 1st choice applications, SS advised we normally get a 70%	

		uptake, which would equate to 120 students and with the size of the year 13, that would leave the college at full capacity and generate an income of 1.8m. We currently have 76 STM students who have chosen the sixth form as their first choice place. **Evaluation days** SS advised a new evaluation report has been rolled out to all schools, which is to be updated and distributed to all ESC members after each evaluation day. The report has been well received by St. Francis' ESC who were the first to try this format. PR asked if this is something that we might want to add to the school's websites. SS advised a summary document could be added. **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. **Three independent reviews** Three independent reviews have been commissioned at St. Benedict's, one specifically to look at safeguarding, one with an emphasis on behaviour and one which evaluated the effectiveness of both behaviour and safeguarding*. No issues have been identified and the Board is confident with the assurance from the external independent consultants.* **Projected outcomes** SS ran through the projected outcomes advising that the primary schools this year are looking positive, with all projections indicating outcomes will be at least in line or above national outcomes. SS advised that securing expected progress at KS4 is going to be extremely challenging this year due to the impact of lost KS3 learning time, and a much higher than normal proportion of complex social issues. Support includes greatly reduced class sizes in underperforming subjects, 1-1 and small group tuition and regular in-school, after-school and holiday revision sessions. RP asked how many people are assigned to a mentor? SS advised around 10 students per staff member. **Attendance** SS ran through the information provided in advance, showing that STM attendance is above the national figure of 82% and STM is 92.6%. The primary school national attendance is 93.8% and both St. Anne's and St. Benedict's are below this at 92.7% and 92.57%/93.14 (with the travellers removed), both OLSJ and SF are above. **Industrial action:** Two schools – OLSJ and STM – were affected by industrial action over the four planned strike days. Both schools closed to the majority of year groups with exam cohorts being prioritised for attendance, as per government guidelines. **Staff absence** Staff absence is continuing to be problematic. The vast majority of absence is entirely genuine and firm application of the policy is being applied.	LM PR

	Confidential item discussed	**DES monitoring** Following the submission of the extensive information requested by the DES, we have been informed that we will not be receiving a monitoring visit this year. It suggests they are satisfied with the MAC's current performance. **Staff Turnover** SS ran through the staff turnover report, showing the breakdown per school. RP asked to see the raw data per school to support the report. PR asked if we carry out exit interviews, SS advised all schools do complete an exit interview as standard practice. AS asked for a breakdown of Apprentices and trainee teachers, SS advised we have 10 trainee teachers and 17 Apprentices, who will soon become teachers. **Self -Evaluation** SS ran through the self-evaluation report as per below: **Ofsted** / **Section 48** **STM** Good/Outstanding — Outstanding **OLSJ** Outstanding — Outstanding **SA** Good — Good **SB** Good — Outstanding **SF** Good — Good/Outstanding **Networking:** SS has been appointed to the diocesan advisory board which is a group of five CSELs who advise the diocesan Trustees on educational matters.	
6.	**Confidential item discussed**		
7.	**Charities and Social Action**	Covered above within the SEP report above	
8.	**Confidential item discussed**		
9.	**EPM Service Level Agreement**	EPM service has much improved, no actions.	
10.	**Leadership PM Feedback & Future Provision**	RP gave an update on the Performance Management with all Principals and JS. RP advises everyone is on track. PR asked if the PM reviews have highlighted any training needs, SS advises no, training needs are constantly addressed during the year. 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 July & September. PP to be added to the next round of performance management reviews.	SS/PR

11.	**Confidential item discussed**		
12.	**Decisions Required:**	**ESC Code of Conduct** PR advised LM to add section 55.2 from the scheme of delegation. *ESC code of conduct was ratified*. LM to issue to all ESC members. ESC member involvement in future Board meetings, it was decided to invite the ESC to the Standard and Strategy meetings. SS to pull a programme together for all ESC to follow. PR to join the Standard and Strategy Committee	LM LM/SS LM
13.	**AOB:**	JS to complete a dashboard for each Finance meeting, with the intention to only review the red and amber triggers going forward. PR to meet with Julie Sewell to run through the Finance process and procedures. PR to provide some dates. LM ran through the list of CPD being offered to the ESC and Board members. All agreed to review and advise LM of training they can attend. RP and PG to complete Prevent training and send over their certificate. LM issued the draft Director/ESC introduction, along with a training schedule for everyone to review and provide feedback. LM to re-arrange the Finance meeting.	JS/PR JS/PR ALL RP& PG ALL LM
14.	Next meeting date	25th May 2023 18:00pm	

Signed:

Print Name: Phil Richardson

Position: Chair of the Board

Date: 28th April 2023