Core Committee Meeting

Board Meeting

Time and date		**Place**	
23rd November 2023		St. Thomas More Sixth form	
Present Paul Glenn (PG) Michael Green (MG) Lisa McCord (LM) Kevin Moran (KM) Julie Sewell (JS) Sinead Smith (SS) Phil Richardson (PR)	 Foundation Director Foundation Director MAC Administration Manager Foundation Director Chief Finance Officer Senior Executive Principal Foundation Director - Chair	**Apologies** Avril Staley (AS)	 Foundation Director – Vice Chair

No	Topic	Discussion/comments	Action
1.	Prayers	PR welcomed everyone to the meeting and opened with a prayer.	
2.	Apologies	Avril sent her apologies.	
3.	Declaration of Interests	• SS declared the redundancy policy being ratified later in the meeting and this was acknowledged by the Board. • MG declared his involvement with Leearna Thomas' Performance Management review. • PR declared his relationship with the Coventry and North Warwickshire New Co.	
4.	**Matters arising and confirmation of previous minutes**	PR ran through the minutes from the last meeting which were signed off as an accurate record of the meeting.	
5.	**Overview of Standards** **Confidential item discussed** **Confidential item discussed**	SS ran through the changes to the ESC chair at all schools. • Fr Michael resigned as Chair of the SF ESC with immediate effect, recruitment has started for a for a new Chair. • Phillipa Cole has taken over as Chair of the STM ESC • Arron Owen has taken over as Chair of the SB ESC PR advised he will to write to Fr Michael to thank him for his 28 years' service.	PR

6.	Feedback: pay committee **Confidential item discussed**	JS & SS left the meeting. PR ran through the pay proposal discussed at the Pay Committee meeting for all Principal's and the CFO. *All pay proposals were agreed and signed off by the Board.* PR asked JS to explore Salary Sacrifice and staff being able to donate to charity via their monthly wage and to investigate registering as a charity and claiming Gift Aid from any money raised from families.	JS
7.	MAC Merger update	PR read out the draft Board Resolution and resolved that Avril Staley is the nominated director for the merger committee and that the CSEL or in her absence the CFO or equivalent are to become members of the merger committee and attend this meeting. *The Board agreed with a formal resolution.* PR advised Mark O'Connell has had a meeting with the Regional School's Director and have agreed to an early meeting with the Regional Office to discuss the merger with a view to getting their thoughts on timeframes and their expectation. A meeting has been arranged for before Christmas to setting out key actions. PR advised by the end of the Spring term we will need to complete the due diligence document. PR to send details over. SS spoke about the process timeline and the people timeline being slightly different. PR advised the VA schools are receiving a letter from the Diocese to update them on the current situation. The date of the merger is still planned for September 2025. PR spoke about increasing communication, PR suggested giving an update in the next Spirit edition and advising the date is still September 2025. KM asked if there have been any discussions around the structure. PR advised no, that is the role of the CSEL. LM asked if we have discussed a recruitment freeze on central roles to prevent redundancies further down the line as staff could be retained and redeployed in other roles across all 3 MACs. PR advised he would raise this with the NewCo. JS raised signing up for new lengthy contacts, to ensure there are settlement agreements in place. PR to address with the Newco.	PR PR PR PR
8.	Finance update	JS updated the Board on the external Audit and advised it is going very well and still on track for the clearance meeting. **CIF bid updates:**	

		JS advised following on from the previous Board meeting where she suggested doing a CIF bid on all the school roofs, following an examination of the roofs, it is found they do not need new roofs but will however do require some roof maintenance. **STM sixth form roof:** JS explained the roof in its current state won't survive over the winter months. JS is going to source a structural H&S report on the roof. JS recommended as a short-term fix to get us through the winter months, is a waterproof membrane to cover the area which will cost around £12k. PR moved the proposal to do the emergency fix due to the urgent safety issue and due to urgent fix, the Board advised they were happy to continue without seeking any other further quotes. JS to also look at a price for the internal decoration. **Catering tender** JS advised the Board that Alliance in Partnership was awarded the new 3-year contract, which will start in January. **One bank account:** JS spoke of merging all school bank accounts together and having only 1 MAC bank account and the interest it would generate. It was suggested giving some of it for the charity pot. PR asked JS to investigate the Treasury management policy.	JS JS JS
9.	AOB Policies	**Policies to ratify** • **Complaints Policy** SS ran through the changes to the complaints policy. *The board agreed and signed of the changes to the policy.* • **Leave of absence policy** SS ran through the changes to the Leave of Absence policy, explaining the need to having a clear definition of what is paid and unpaid leave. *The board agreed and signed of the changes to the policy.* • **Redundancy policy** SS explained we didn't have a redundancy policy in place and have copied the Holy Cross policy. *The board agreed and signed of the changes to the policy.* *All policies agreed and signed off by the Board.* **Permanent exclusion** PR spoke of the recent permanent exclusion at STM. LM asked if suspensions are to continue to be delegated to the ESC committees? It was confirmed this is to continue but to be fed back to the Standard and Strategy meeting.	

Signed:

Print Name: Phil Richardson

Position: Chair of the Board

Date: 25.01.2024