



## Minutes

### Full Board of Directors Meeting

Time and date		Place	
13 <sup>th</sup> July 2017 at 19:00pm		St Thomas More School & Sixth Form	
Present		Apologies	
Jim Foley (JF)	Chair – Foundation Director	Avril Staley (AS)	Foundation Director
Fr Simon Hall (FS)	Vice-Chair	Tom Temple (TT)	Foundation Director
Kevin Dunnion (KDu)	Foundation Director		
John Martin (JM)	Foundation Director		
Vacancy	Foundation Director		
Vacancy	Foundation Director		
Fran Hickey (FH)	Principal Director		
Sinead Smith (SS)	Principal Director		
Leo Burton (LB)	Staff Director		
Claire Wright (CW)	Staff Director		
Vacancy	Parent Director		
Vacancy	Parent Director		
Katy Dunnion (KD)	Chief Operating Officer		
Sarah Hubbard (SH)	Head of School St Anne's		
Julie Sewell (JS)	Observer		
Jyoti Koepf (JK)	MAC Finance Officer		

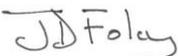
Agenda Item 1 – Opening Prayer	Actions
<ul style="list-style-type: none"> <li>JF welcomed everyone to the meeting and introduced Sarah Hubbard, Head of School for St Anne's and Jyoti Koepf, MAC Finance Officer. JK left the meeting after introductions.</li> <li>FS opened the meeting with a prayer.</li> </ul>	
Agenda Item 2 – Apologies	
<ul style="list-style-type: none"> <li>AS &amp; TT both sent their apologies.</li> </ul>	
Agenda Item 3 – Declaration of Interests	
<ul style="list-style-type: none"> <li>JF declared as an interest his work with St Thomas More School.</li> <li>SS declared an interest in item 13.</li> </ul>	
Agenda Item 4 – Matters Arising from the previous minutes	
<ul style="list-style-type: none"> <li>Full board meeting minutes – 25<sup>th</sup> May 2017 minutes confirmed.</li> <li>Matters arising from full board meeting 25<sup>th</sup> May 2017 minutes: None</li> </ul>	
Agenda Item 5 – Update from Chief Operating Officer	
<ul style="list-style-type: none"> <li>KD informed the board that since the last meeting she has officially taken up the role of</li> </ul>	

<p>Chief Operating Officer with effect from 1<sup>st</sup> June.</p> <ul style="list-style-type: none"> <li>• KD continues to be involved in high level HR issues and has started to examine the finances and the financial processes across the MAC. KD and FH have met with WES Schools Finance to discuss some aspects of the financial processes and a further meeting is needed to discuss the future relationship between the MAC and schools finance now we have appointed a MAC Finance Officer in house.</li> <li>• BACS payments have been introduced for the MAC and is working well. No further payments are to be made by cheque.</li> <li>• On 7<sup>th</sup> July the first ever MAC Games was held with pupils from each of the primary schools coming together to compete in various sports, and supported by STM pupils. The day was a great success and feedback from the schools and parents has been positive.</li> <li>• The Summer Term edition of Spirit is due to be distributed to schools in the final week of term; printing was delayed to include the KS2 results and the MAC Games.</li> <li>• KD shared that it has been necessary to purchase additional hours from Irwin Mitchell, and that a bank of 25 hours had been purchased. The usage of these hours is being monitored and recharged to the school, where needed.</li> <li>• Any questions: No</li> </ul>	
<b>Agenda Item 6 – Update: Principals Committee</b>	
<ul style="list-style-type: none"> <li>• SS updated the board with an account of the most recent principals committee meeting:</li> <li>• At the last meeting the principals met to examine the KS2 data, which has all gone to the standards committee. OLSTJ, St Benedict’s and St Francis were all either broadly in line or above national. St Anne’s results were better than expected, which shows potential to the DfE.</li> <li>• A MAC training day is planned for 5<sup>th</sup> September. Key speakers are FS, LB and JF. The day begins with Mass at 9:30am at Our Lady of the Angels Church, followed by the key speakers sharing the vision, mission and aims at STM with lunch at 12pm. All directors are invited.</li> <li>• Attendance data has been requested for each school to ensure figures stay above national.</li> <li>• Principals are creating a summary of the school to school support both offered and received across the MAC to evaluate the work that has taken place this year with a view to creating a co-ordinated/targeted approach for 2017/18.</li> <li>• Induction paperwork for new staff has been created and will be implemented from September.</li> <li>• The committee put forward a proposal to request that an addition is made in the admission policy that all baptismal certificates must be received by the school by the first deadline for admissions to prevent people being able to ‘hold onto’ a space at one of the schools for a child that hasn’t been baptised but is then baptised in between the first and second deadline dates for admissions. The proposal was accepted.</li> <li>• It has been agreed that all schools will use CPOMS from September for all child protection concerns.</li> <li>• Ofsted information is being prepared for each school; a full copy will be made available to all directors.</li> <li>• Improvement plan from the committee of principals will be worked on over the summer</li> <li>• FS asked that all teachers are thanked are behalf of the board. JF to write a thank you letter to all staff. KD to distribute.</li> <li>• Any questions: No</li> </ul>	
<b>Agenda Item 7 – Update: Mission Committee</b>	
<ul style="list-style-type: none"> <li>• FS shared that the mission committee have met twice this term.</li> <li>• Conversations have been had with regard to the branding of the MAC and stationery.</li> <li>• The committee agreed to bring all the primary websites under the MAC website.</li> <li>• LAC training day has been planned for 28<sup>th</sup> September at the Sixth Form</li> <li>• Looked at the new RE inspection guidelines and planned training for the committee in</li> </ul>	

<p>the Autumn Term to provide mock inspections.</p> <ul style="list-style-type: none"> <li>Looking at Catholic Life within schools, and all committee members were asked to read the 'Christ at the Centre' document.</li> <li>JF asked how the Christ at the Centre document was utilised?</li> <li>FS to ensure the committee were fully aware of the document before going out to schools in the Autumn Term.</li> <li>Any questions: No</li> </ul>	
<b>Agenda Item 8 – Update: Standards Committee</b>	
<ul style="list-style-type: none"> <li>JF updated the board that since the standards committee meeting there had been progress on the LAC at STM. JM, JF and FH have met to discuss the strategy for the LAC. Another meeting is planned for September and KD to attend to draw up an action plan to ensure the LAC is operating at full strength before JM and FH leave at Christmas. SS suggested putting an advert for LAC members in the parish newsletter.</li> <li>JF shared that a review of KS3 has been carried out. Progress can be seen, but some work still to do, especially in Maths.</li> <li>FH wanted to note that Christ Rowlett has made a definite impact in his role and this was evident from the KS3 review.</li> <li>KS2 results; JF wants to congratulate all the staff on their hard work.</li> <li>Delighted in the progress of the pupils at St Anne's; a good message for Sarah and her team in September.</li> <li>Any questions: No</li> </ul>	
<b>Agenda Item 9 – Update: Strategy Committee</b>	
<ul style="list-style-type: none"> <li>JF shared an account of the strategy committee meeting.</li> <li>JF went through the outstanding items.</li> <li>Other items will be discussed as part of item 13.</li> <li>JF and SS attend the MAC chairs meeting. They have also met with Romero again, and this meeting went well. It has been agreed to make this a standing meeting for next year. DES Strategy is progressing slowly, with a limited number of returns from schools sharing their positions/intentions on the DES MAC Strategy that should have been returned by 31<sup>st</sup> May.</li> <li>JF shared that we have a full set of teacher for St Anne's September.</li> <li>The DfE return visit will be 14<sup>th</sup> November, schedule for the day is not known yet.</li> <li>KD updated the committee on the MAC central office space and that we are still considering a build, however this will now be looked at in the Autumn Term.</li> <li>Any questions: No</li> </ul>	
<b>Agenda Item 10 – Update from the Accounting Officer</b>	
<ul style="list-style-type: none"> <li>FH updated the committee that the internal assurance checks have taken place at STM and OLSTJ.</li> <li>CIF improvement monitoring is to be returned tomorrow, 14<sup>th</sup> July.</li> <li>ESFA Budget Forecast Return (BFR) is on track to be submitted before 28<sup>th</sup> July.</li> <li>Any questions: No</li> </ul>	
<b>Agenda Item 11 – Update: Finance Committee</b>	
<ul style="list-style-type: none"> <li>JM gave a brief account of the recent finance committee meeting where it was discussed and agreed to process the VAT submittal and reimbursement quarterly instead of monthly.</li> <li>The committee discussed the budgets for 2017/18 as the board needs to agree the budget before it is submitted to the ESFA by 28<sup>th</sup> July 2017.</li> <li>KD distributed the budget plan to be approved with those directors who did not attend the finance committee meeting.</li> <li>JM talked through the budget plans and that the finance committee puts them forward for approval by the board.</li> <li>JF asked if those present agree to the budgets set for 2017/18? All present agreed.</li> <li>Any questions: No</li> </ul>	
<b>Agenda Item 12 – Update: Audit Committee</b>	

<ul style="list-style-type: none"> <li>• KDu shared that the committee discussed the recent internal assurance checks.</li> <li>• Any items that were red flagged in the spring assurance checks have been addressed.</li> <li>• It was discussed and agreed to put the internal assurance checks on the principal's committee agenda as a standing item to ensure any actions are being monitored.</li> <li>• The audit committee plan to perform monitoring visits during 2017/18.</li> <li>• OLSTJ and STM Summer Term assurance checks have taken place.</li> <li>• The committee agreed the internal assurance checks have been useful and to continue with these checks going forward.</li> <li>• Any questions: No</li> </ul>	
<b>Agenda Item 13 – Confidential Item</b>	
SH left the meeting before this item was discussed. <b>This was discussed as a confidential item. Recorded within the confidential minutes.</b>	
<b>Agenda Item 14 – Membership of the Board</b>	
<ul style="list-style-type: none"> <li>• JF highlighted that we are running four directors short at the present – two foundation directors, two parent representatives. This will increase to five after today when JM leaves the board at the end of the Summer Term.</li> <li>• We need to get the board up to full strength, and it would be beneficial to include directors who are connected with St Benedict's and St Francis.</li> <li>• JS left the meeting.</li> <li>• JF suggested that the board co-op Julie Sewell and Richard Pitt, from the STM LAC.</li> <li>• JF asked those present if they were in agreement to co-op Julie Sewell and Richard Pitt to the Board for the next twelve months. All in agreement.</li> </ul> <p><b>Parent Representatives</b></p> <ul style="list-style-type: none"> <li>• To go on all schools newsletters on 14<sup>th</sup> July. KD to action and follow up any interest.</li> </ul>	<b>KD</b>
<b>Agenda Item 15 – DES Academy Strategy Update</b>	
This has already been discussed within item 13	
<b>Agenda Item 16 - Policies to be ratified (if required)</b>	
<ul style="list-style-type: none"> <li>• None</li> </ul>	
<b>Agenda Item 17 – Decision Required (if required)</b>	
<ul style="list-style-type: none"> <li>• None</li> </ul>	
<b>Agenda Item 18 – Any other business</b>	
<p><b>One item was discussed as a confidential item. Recorded within the confidential minutes.</b></p> <p><b>Associate Vice-Principal</b></p> <ul style="list-style-type: none"> <li>• JM shared that STM have appointed Neil Harding as Associate Vice-Principal.</li> </ul> <p><b>Thanks</b></p> <ul style="list-style-type: none"> <li>• JF expressed his thanks to John Martin, on behalf of the board for his hard work and dedication to the board, especially for being Chair of the finance committee.</li> </ul>	

**JF thanked everyone for attending and declared the meeting closed at 9:35pm**  
The minutes are agreed to be an accurate record of The Holy Spirit Catholic MAC – Board of Directors' meeting held on Thursday 13<sup>th</sup> July 2017.

Signed: 

Name: Mr Jim Foley

Position: Chair of the Board

Date: 2<sup>nd</sup> November 2017