



Minutes

Full Board of Directors Meeting

Time and date 20 September 2018 at 19:00pm		Place St Thomas More School & Sixth Form	
Present		Apologies	
Jim Foley (JF)	Chair – Foundation Director	Darren Riddell (DR)	Foundation Director
Fr Simon Hall (FS)	Vice-Chair	Tom Temple (TT)	Foundation Director
Kevin Dunnion (KDu)	Foundation Director		
Avril Staley (AS)	Foundation Director		
Vacancy	Foundation Director		
Vacancy	Foundation Director		
Richard Pitt (RP)	Co-Opt Director		
Sinead Smith (SS)	Director/Senior Exec. Principal		
Leo Burton (LB)	Staff Director		
Claire Wright (CW)	Staff Director		
Vacancy	Parent Director		
Vacancy	Parent Director		
Katy Dunnion (KD)	Chief Operating Officer		

Agenda Item 1 – Opening Prayer	Actions
<ul style="list-style-type: none"> JF welcomed everyone to the meeting and opened the meeting with a prayer. 	
Agenda Item 2 – Apologies	
<ul style="list-style-type: none"> DR sent apologies. TT has notified the DES that he wishes to step down from the board. 	
Agenda Item 3 – Declaration of Interests	
<ul style="list-style-type: none"> JF declared an interest with this work at STM. LB declared as a parent of a sixth-form student he has received a travel bursary from STM. 	
Agenda Item 4 – Matters Arising from the previous minutes	
<ul style="list-style-type: none"> Full board meeting minutes 12 July 2018 minutes agreed. Matters arising from full board meeting 12 July 2018 minutes: none 	
Agenda Item 5 – Outcomes 2018	
<ul style="list-style-type: none"> The board shared and discussed the 2018 outcomes from each school. OSLTJ positive outcomes in all key stages, and progress for disadvantage pupils is significantly above average. St Anne's is broadly in line with average. Progress was strong compared to 2017 outcomes. The school purposely focused on ensuring pupils were secure, and did not look towards greater depth however this will be a focus for 2019. 	

<ul style="list-style-type: none"> • St Benedict's outcomes were positive. An area of improvement for St Benedict's and the MAC is greater depth in writing. • St Francis reading was slightly lower than expected however outcomes were positive. • Aggregated KS2 results for the MAC are very good compared to national. Including outcomes for disadvantaged pupils (across the MAC) where we have bridged the gap. • Greater depth at KS2 is a priority across the MAC for 2019. • Any questions: No <p>Summary of GCSEs and A-Levels</p> <ul style="list-style-type: none"> • GCSE's results were good. • Disadvantaged pupils have a slightly greater gap at KS4 compared to KS2. • A-Level results are very good, and the best in the local area • Q. How were the results published to the local area? SS confirmed the results have been shared in a press release, on the school website, and on the school Facebook page. • Areas of focus for 2019 are Art and Food Technology. These subjects need particular attention to improve rapidly for next year. • Q. A question was asked, if there is any data analysis of the KS5 results and if the students had attended STM or were from external schools? SS confirmed this does take place and will share with the board once complete. Following further discussion the board agreed it would be useful if the list of students and their KS4 and KS5 results was shared with their feeder primary schools. This could also be extended to look at the results of students from the MAC feeder primaries and how they compare. SS/KD to confer with STM to provide this analysis. 	
Agenda Item 6 – Priorities 2018-19	
<ul style="list-style-type: none"> • SS shared the draft priorities for the board and sub-committees for 2018/19 • The board agreed to all priorities, with one addition that the mission committee priorities is to include The MAC Mission, as detailed in the MAC Experience. • Any other questions: No 	
Agenda Item 7 – The MAC Experience	
<ul style="list-style-type: none"> • A draft version of The Holy Spirit Experience was shared with the board. • The document was viewed and discussed. • It is expected to go to print in the next few days and be first shared at the STM open evening on 11 October 2018. • Any questions: No 	
Agenda Item 8 – SEP Update	
<ul style="list-style-type: none"> • SS shared an updated on her role from the Summer Term to the present. • Q. how has the reduced lunchtime been received by the staff and pupils? It has, on the whole been well received. We've had to tweak a couple of things, however the positive impact from shortening lunchtime has already been noticed. • The end of the day session at STM was discussed, and seems to be working well but will continue to be well monitored. • SS shared that annually the LA risk assess each school and we have been informed of the following: <ul style="list-style-type: none"> ○ OLSTJ – Category A ○ St Anne's – Category C however with progress data will be a category B ○ St Benedict's - Category A ○ St Francis – Category A ○ St Thomas More – Category A 	
Agenda Item 9 – School Improvement Strategy	
<ul style="list-style-type: none"> • The School Improvement Strategy for 2018/19 was shared which details the school improvement activity, the frequency of the activity, feedback and follow up monitoring and additional support. • Questions: No 	

Agenda Item 10 - Policies to be ratified (if required)	
<ul style="list-style-type: none"> • None 	
Agenda Item 11 – Decision Required (if required)	
<p>Pay Committee Recommendations</p> <ul style="list-style-type: none"> • The pay committee meet on 20 September 2018 and agreed if the principals were to receive a pay award following performance management concluding 2017-18. <p>HR Matters</p> <ul style="list-style-type: none"> • An issue has arisen that a member of staff at one of the schools refuses to attend Mass or participate in the Catholic life of the school. We have sought advice from HR and we have been advised to put forward a business case detailing that this is a request for all staff and is not isolated to any individual, and is an intrinsic part of the Catholic Ethos of the all schools within the MAC. • The board agreed to compile a business case. <p>Leadership Titles</p> <ul style="list-style-type: none"> • JF discussed the content of a document that had been shared with the board with regard to the titles of the CEO role within the MAC that JF wishes to share with the DES. The intention is to keep the title of Senior Executive Leader, in place of Catholic Senior Executive Leader. The board agreed to forward the letter to the DES. <p>Future Structure of the Board</p> <ul style="list-style-type: none"> • Further to the DES recommendation to adopt the new Articles of Association, KD shared that she had contacted two Diocesan approved solicitors, and the fee to change articles is between £500- £750, and should only take a matter of weeks to complete. The board discussed the impact on the MAC and the composition of the board under the new articles. • The board agreed to proceed with changing to the new Articles of Association. <p>Nursery provision</p> <ul style="list-style-type: none"> • KD asked for the board's approval for the Nursery's at OLSTJ and St Anne's to offer chargeable provision in addition to the standard 15/30 hours government funded hours, to ensure all available places are filled. • The board agreed to proceed. <p>Finance Software / Payroll provider – operational issues, HMRC concerns.</p> <ul style="list-style-type: none"> • KD shared that there has been a change to the payroll services offered by WCC under our current SLA. In June, they introduced a new system called Your HR and it has caused significant difficulties across all schools with payroll administration. This is being monitored, however these are serious concerns and there is the possibility that we may need to consider a different provider, as schools do not have the capacity to dedicate the amount of time required to payroll each month under the new system. • KD also informed the board that we have received a visit from HMRC regarding an underpayment of national insurance contributions. WCC pay all of our NI contributions through payroll, so we have directed HMRC to our WCC. We are waiting to hear the outcome. 	
Agenda Item 12 – AOB	
<ul style="list-style-type: none"> • There is a MAC Mass during the Novena at Our Lady of the Angels Church on Tuesday 02 October at 7pm. All directors are welcome to attend. • FS shared that there is Deanery visitation at Our Lady of the Sacred Heart in Bulkington, and the opening ceremony is on 10 October at 7pm, all are welcome. • FS wanted to explore the possibility of offering all staff free tea and coffee in all staffrooms across the MAC. KD to explore. 	

JF thanked everyone for attending and declared the meeting closed at 8:28pm

The minutes are agreed to be an accurate record of The Holy Spirit Catholic MAC – Board of Directors' meeting held on Thursday 20 September 2018.

Signed:

Print Name: Mr Jim Foley

Position: Chair of the Board / Vice Chair of the Board

Date: