

Minutes

Full Board of Directors Meeting

Time and date 18 October 2018 at 19:00pm		Place 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	Claire Wright (CW)	Staff Director
Kevin Dunnion (KDu)	Foundation Director		
Darren Riddell (DR)	Foundation Director		
<i>Vacancy</i>	Foundation Director		
<i>Vacancy</i>	Foundation Director		
Richard Pitt (RP)	Co-Opt Director		
Sinead Smith (SS)	Director/Senior Exec. Principal		
Leo Burton (LB)	Staff Director		
<i>Vacancy</i>	Parent Director		
<i>Vacancy</i>	Parent Director		
Katy Dunnion (KD)	Chief Operating Officer		
Julie Sewell (JS)	Chief Finance Officer		

Agenda Item 1 – Opening Prayer	Actions
<ul style="list-style-type: none"> JF welcomed everyone to the meeting and FS opened the meeting with a prayer. 	
Agenda Item 2 – Apologies	
<ul style="list-style-type: none"> AS and CW sent apologies. 	
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. JS declared her husband has been employed by the MAC to take photographs at STM SS declared an interest in items 5. KD and KDu declared an interest in item 16. 	
Agenda Item 4 – Matters Arising from the previous minutes	
<ul style="list-style-type: none"> Full board meeting 20 September 2018 minutes agreed. Matters arising from full board meeting 20 September 2018 minutes: <ul style="list-style-type: none"> TT recognition gift to be confirmed. Progress 8 has been confirmed for STM +0.05. Within the Diocese STM sits within the top 35% of schools. Experience document feedback – very positive feedback from outside the MAC. Future structure of the board; KD shared that since the last meeting where the 	

<p>board agreed to proceed and change to the new Articles of Association, when shared with the DES they informed us that the new articles are still in discussion with the DfE, Charities Commission and CES. They are hoping the new Articles should be approved in Spring 2019.</p>	
<p>Agenda Item 5 – Leadership Pay Recommendations</p>	
<ul style="list-style-type: none"> • Recorded in the confidential minutes. 	
<p>Agenda Item 6 – Update from Chief Operating Officer</p>	
<ul style="list-style-type: none"> • KD updated the board that we are continuing to have significant difficulties with payroll from WCC. This is now having a direct impact on our business function, and we are losing confidence with the information being provided by payroll. • KD has asked SJ Solutions to provide details of other payroll providers, and to fully scope out the type of service we have, and would require should we change providers. • Any questions: No 	
<p>Agenda Item 7 – Update from Senior Executive Principal</p>	
<ul style="list-style-type: none"> • SS updated the board with an overview since the last board meeting on 20 September. • At STM the new behaviour policy seems to be having the desired effect, with behaviour greatly improved. This has led to a temporary spike in fixed term exclusions, however this is fully expected to stabilise as pupils become more aware of the consequences of their behaviour under the new policy. • The open evening at STM for prospective Year 7 pupils and their families was extremely well attended, and good feedback has been received. • JF and SS recently met with the DES and presented on the outcomes of the MAC, with a focus on Catholic Life. • Monitoring visits have taken place at all schools. The target for KS2 2019 combined RWM is predicted to be 3% above national. • At the recent Year 7 parents evening, there was very positive feedback on transition, and how well the Year 7 pupils have settled. A Year 7 book trawl is planned for November with all primary principals involved to review the progress of their previous pupils. • Programme of school to school support is going well. • Pupil premium has been a key focus this half term, and we have reviewed how we report and monitor each child's pupil premium allocation. This is being monitored half-termly, ensuring that the money is ring-fenced for each child. • Really strong teaching profile across the MAC. • The Novena Mass held in September was very well attended. • The Holy Spirit Experience has been published and early feedback has been positive. • LAC training starts on Tuesday 23 October, with all LAC members welcome. • Attendance review has taken place and strategies in place where necessary. • SS has attended all LAC meetings; during the day SS has conducted monitoring visits and reported back to the LAC that evening, to ensure early intervention and change can be swift where needs be. • Catholic Life group has been established at STM, and has been well supported with over 20 staff members wishing to participate. • SS recently represented the MAC at the opening of the deanery visitation. • At STM SS attended all performance management for SLT. • SS and JF continue to meet regularly with Romero. • Any questions: No 	
<p>Agenda Item 8 – Update: Mission Committee</p>	
<ul style="list-style-type: none"> • FS updated the board with a review of the earlier mission committee meeting. • The committee have agreed to conduct an audit of Catholic Life at STM with a focus on Chaplaincy. The committee have asked Fr Michael to join, FS Simon, SS and KDu to conduct the audit in November, and will report back to the board at the next meeting. • The committee also agreed to invite Charlotte Culleton and Niki Furlong Smith to join the mission committee, with a view to growing and developing the committee. 	

<ul style="list-style-type: none"> • The committee also intend to finalise a MAC home school agreement before the end of this term. • Any questions: No 	
Agenda Item 9 – Update: Standards & Strategy Committee	
<ul style="list-style-type: none"> • JF informed the board that the committee had received feedback from monitoring visits SS had conducted at each school; looked at the targets for 2019 and had a detailed discussion about the improvement priorities, which included the effectiveness of the networks, the Holy Spirit Experience and closing the gap strategy. • EYFS across the MAC was discussed in light of EYFS now having its own judgement within an OFSTED inspection. • JS shared that this term the decision was taken to amalgamate the Standards and Strategy Committee, due to limited numbers and a crossover of agenda items. They have also invited Sara Chapman, Sarah Hubbard, Leearna Thomas and Neil Harding to join the committee, representing all phases across the MAC. • The committee also discussed how the newly formed committee can work in practise to hold schools to account. • The leader of the Maths network and the Faculty leader for Science and Computing at STM to attend the next meeting. • Any questions: No 	
Agenda Item 10 – Update: Holy Spirit Experience Committee	
<ul style="list-style-type: none"> • JF informed the board that this is a new committee that has been formed to ensure the commitments within the Holy Experience are met. • The committee comprises of JF, SS, Sara Chapman (Principal with responsibility for the Holy Spirit Experience priority), Neil Harding (NH), Redvers Case (RC) and Matthew Clipsham (MC). RC and MC will be the link between this committee and the STM Catholic Life group. • During this first meeting, the committee reviewed the STM commitments for Catholic Life along with Charities and Social Action, and how these were to be achieved throughout the school. The three remaining areas (Residential Experiences, Sporting Opportunities and Expressive Arts) are to be reviewed and actioned at the next meeting in December. • Questions: No 	
Agenda Item 11 – Update: Finance & Audit Committees	
<ul style="list-style-type: none"> • KD updated the board following the finance and audit committee meeting earlier in the evening. • DR has been elected Chair of the Finance Committee, following JS resignation from the board. • KD and JS updated the committee with the initial feedback from the recent audit. Overall the audit had gone well. The continuity of the same auditors and building on our experience from last year has helped the audit run smoothly. There are currently nine points that may make it onto the management letter however these will be reviewed by the senior partner and discussed at the clearance meeting on 15 November. • SS had shared with the committee an internal issue that had arose outside of the normal systems and controls. This has also been shared with the board, and has been internally investigated. Bishop Fleming have also been informed and have received copies of all paperwork. They will confirm if any further action is necessary at the clearance meeting. • Q. With the recent changes in directors, confirmation of audit committee members was requested. KD to check and confirm. 	
Agenda Item 12 – Update: Spending Proposal	
<ul style="list-style-type: none"> • Teacher recruitment nationally is very difficult however we have been very fortunate that we haven't struggled in recent years as we have retained NQTs and schools direct placement that have been trained within the MAC schools. • Across the MAC we currently have six of school direct placements/NQTs. These are all 	

<p>currently one year contracts, and it is usual practise that these candidates start to seek substantive posts in the Spring Term for the following September. Due to natural movement/wastage across the MAC it is highly likely that we will be able to offer the best candidates a substantive post in the Summer Term, however until movements of current staff are known, SS would like to secure the best three candidates before Christmas to prevent them looking for permanent posts outside the MAC, and requests that as a fall-back position if there is not sufficient natural wastage/movement in the Summer Term the board will honour these posts and pay them from central costs.</p> <ul style="list-style-type: none"> • The board discussed the proposal. • Agreed. 	
<p>Agenda Item 13 – Update: Principals Committee</p>	
<ul style="list-style-type: none"> • SS shared an update from the most recent committee of principals meeting. • This meeting focused on targets, data and networks. • CW demonstrated the assessment processes and data collection methods used at OLSTJ which is to be introduced at all primaries. CW is going to lead on this across the primaries. The key principles from this assessment process are also going to be applied at STM, with a secondary focus. • Any questions: No 	
<p>Agenda Item 14 – Update on the Holy Spirit Joint Negotiation Consultative Committee (JNCC)</p>	
<ul style="list-style-type: none"> • JF shared that The Holy Spirit JNCC met at the start of October. • JF shared the context of the group; the requirement of a pay policy in a Catholic context; and how this fits in with other policies such as the appraisal policy. • Currently all the teacher unions are represented and an invitation is to be sent to GMB and Unison to also join the committee. • The first issue was to draft a pay policy. The committee agreed to use the updated WCC model pay policy, as a starting point and update for The Holy Spirit MAC. • The next meeting is in 05 November and it is hoped that the committee will approve the pay policy which we can then present to the board. 	
<p>Agenda Item 15 - Policies to be ratified (if required)</p>	
<p>The board approved the following two policies:</p> <ul style="list-style-type: none"> • Child Protection Policy – Model WCC Policy • Staff Code of Conduct – Model WCC Policy 	
<p>Agenda Item 16 – Decision Required (if required)</p>	
<p>HR Matters</p> <ul style="list-style-type: none"> • Recorded in the confidential minutes. <p>HR SLA</p> <ul style="list-style-type: none"> • KD informed the board that our retainer with Irwin Mitchell has recently expired, and we need to confirm if we wish to continue with them or seek an alternative HR provider. • We currently have quotes from Irwin Mitchell and Stone King. • The board discussed both quotes, and the services offered by both companies. • The board agreed to proceed with the full legal retainer with Stone King, on the written agreement that Surinder Dhillion is our primary contact. <p>H&S SLA</p> <ul style="list-style-type: none"> • Billington Safety Services (H&S advisor for STM) has recently conducted H&S audits at three of the primary schools, with the fourth planned for after half term. Clive has produced a written report for each school, which lists any actions required. • A proposal was put forward to the board for all primary schools to buy into the H&S SLA from Billington Safety Services, and for Clive Billington to be H&S advisor for the MAC. The board discussed the details of the proposal and agreed to proceed. <p>Salary Review</p> <ul style="list-style-type: none"> • Recorded in the confidential minutes. KD, JS and KDu left the meeting after declaring an interest in this item. 	
<p>Agenda Item 17 – AOB</p>	

Term dates

- It has been discussed previously to reduce the summer holiday and in turn increase half-terms holidays, and having set six/seven week half terms. This allows families more flexibility for holidays, and staff and pupils better recuperation midterm.
- One key requirement would be to ensure that we are in school for Holy Week, every year.
- Undoubtedly this would be controversial, and would need to go out to a full consultation.
- The board discussed this proposal and agreed to go out to consultation.
- DR shared that he had been asked to become a LAC member at St Francis, and sought confirmation that this was ok.

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 18 October 2018.

Signed:

Print Name: Mr Jim Foley

Position: Chair of the Board

Date: