

Minutes

Full Board of Directors Meeting

Time and date 7 th June 2018 at 19:30pm		Place St Thomas More School & Sixth Form	
Present		Apologies	
Jim Foley (JF)	Chair – Foundation Director	Kevin Dunnion (KDu)	Foundation Director
Fr Simon Hall (FS)	Vice-Chair	Avril Staley (AS)	Foundation Director
Darren Riddell (DR)	Foundation Director	Tom Temple (TT)	Foundation Director
<i>Vacancy</i>	Foundation Director		
<i>Vacancy</i>	Foundation Director		
Richard Pitt (RP)	Co-Opt Director		
Julie Sewell (JS)	Co-Opt Director		
Sinead Smith (SS)	Director/Senior Exec. Principal		
Leo Burton (LB)	Staff Director		
Claire Wright (CW)	Staff Director		
<i>Vacancy</i>	Parent Director		
<i>Vacancy</i>	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"> KDu, AS and TT sent their apologies. 	
Agenda Item 3 – Declaration of Interests	
<ul style="list-style-type: none"> JF declared as an interest his work with St Thomas More School. 	
Agenda Item 4 – Matters Arising from the previous minutes	
<ul style="list-style-type: none"> Full board meeting minutes 19th April 2018 minutes agreed. Matters arising from full board meeting 19th April 2018 minutes: None Extraordinary full board meeting minutes 15th May 2018 minutes agreed. Matters arising from extraordinary full board meeting 15th May 2018 minutes: None 	
Agenda Item 5 – Update from Chief Operating Officer	
<ul style="list-style-type: none"> KD updated the board that the BFRO had been completed and submitted to the EFSA. Any questions: No 	
Agenda Item 6 – Update from the Senior Executive Principal	
<ul style="list-style-type: none"> SS shared a SEP Update document dated 7th June 2018. There are two training days planned at the start of the September across the MAC. At 	

<p>STM for the first three days of term, all pupils will remain in their form groups with their form tutors to thoroughly go through whole school expectations, with an emphasis on behaviour and school rules.</p> <ul style="list-style-type: none"> • Any other questions: No 	
Agenda Item 7 – Update: Mission Committee	
<ul style="list-style-type: none"> • FS updated the board from the recent committee meeting. • The committee supported the work being carried out on a new behaviour policy at STM, with the intention to create a MAC Behaviour Policy. • The committee discussed the relationships between the priests and the schools, and the school and the wider parishes, and how we can support and grow these parish links. • The committee intend to introduce a MAC wide home school agreement from September 2018. • The intention is to develop a MAC Prayer book, and to issue one to every pupil in the Autumn Term and to adopt ‘Come Holy Spirit’ as a MAC prayer. • In the Autumn Term the committee intend to visit each of the MAC schools that have yet to have their RE inspection, to look at the Catholic Life of the school. • The committee intend to develop a more detailed and thorough induction programme to support new staff into Catholic schools, as well as continuing to support non-Catholic staff already within the MAC. • Any questions: No 	
Agenda Item 8 – Update: Standards Committee	
<ul style="list-style-type: none"> • The committee did not meet this term. 	
Agenda Item 9 – Update: Strategy Committee	
<ul style="list-style-type: none"> • JF updated the board with the outcomes of the teaching staff restructure at STM, and shared the appointments with the board. A copy of the staffing structure with appointments was shared with all present. • Following the restructure it was shared that the salary protection value for 2018/19 will be £28k. • Q. There are two unallocated TLRs, is there an intention to fill them? These are being left for now for further discussion in the Autumn Term. • It was confirmed that the new heads of year, will stay with their year group as they progress through the school, and this pastoral support is crucial. • Q. How many of the heads of year are Catholic? Only one is Catholic. Q. What support can we give them? All of the new appointments are very willing, however we will need to develop a programme of training and support to ensure the pastoral support is consistent across the school. • No further questions. <p>Support Staff Restructure</p> <ul style="list-style-type: none"> • Following the proposed support staff restructure business case, the period of consultation has now ended. • All staff involved have had the opportunity to meet with Sinead one to one. • From the consultation nothing has been raised to prevent the proposal from being implemented. Unison were happy with the business case • JF asked if the board were happy to proceed to implement the proposed business case for the restructure of the support staff at St Thomas More: agreed. 	
Agenda Item 10 – Update: Finance Committee & Audit Committee	
<ul style="list-style-type: none"> • JS updated the board following the Finance Committee meeting on 17th May. • JS shared she had supported KD with the BFRO and this was submitted on 18th May. <p>STM budget</p> <ul style="list-style-type: none"> • It was raised at the committee meeting that the STM budget is of concern and needs to be closely monitored. It is currently expected the STM will be have an in-year deficit of -£40k by 31 August 2018. <p>H&S issues</p> <ul style="list-style-type: none"> • Following a Health and Safety review at STM, some areas have been identified to be in 	

<p>need of further inspection and repair. The school have employed the services of SJ Solutions to help project manage these inspections/repairs. It is hoped to have the urgent actions complete before the end of the summer holidays, if not before.</p> <ul style="list-style-type: none"> • The committee have requested H&S audits to take place at each of the primary schools as soon as possible. <p>Internal assurance checks</p> <ul style="list-style-type: none"> • Bishop Fleming have conducted the internal assurance checks for Autumn 2017 and Spring 2018. • The committee reviewed the reports, and it was agreed for an audit trail as a mitigated action to extract all the reds and ambers out of the reports to create a RAG rated list, to ensure all actions are complete. This list is also to include the management actions from the management letter. <p>Parentmail</p> <ul style="list-style-type: none"> • The MAC has recently met with different communication service providers, with a view to having a central provider for all school communication systems such as text messages, emails and school apps, and in future all payments from parents. Following review of the quotations received the committee agreed to proceed with a three year agreement with Parentmail. To be introduced from September 2018. <p>Summer Works</p> <ul style="list-style-type: none"> • For information only: OLSJ LAC have agreed a programme of works for the summer holiday across their site that are within their limits from the scheme of delegation. • The committee intend to review the Finance Policy to look at how much schools are allowed to spend from reserves without referring to the board. • Any questions: No 	
Agenda Item 11 – Update: Principals Committee	
<ul style="list-style-type: none"> • Following the Committee of Principals meeting on 5th June SS updated the board. • The committee were joined by Katie Fry, the new Head of Year 7 at STM from September 2018, and discussed in length the plans for this year’s transition days. • The curriculum networks continue to develop and feedback from the networks were discussed. • The committee discussed recruitments and apart from a couple of part-time discussions that are continuing we are fully staffed across the MAC from September 2018. • The final leadership training day is planned for 8th June, with the expectation to have concluded the MAC Experience content by the end of the day. • Any questions: No 	
Agenda Item 12 – Update on The Holy Spirit Joint Negotiation Committee	
<ul style="list-style-type: none"> • JF shared with the board that the first meeting of The Holy Spirit MAC Joint Negotiation Committee took place earlier this week, where JF, SS and KD met with the four recognised teacher unions. The purpose is to look at various policies that impact our schools. The first policy to be looked at is the Pay Policy, however in a Catholic context. There is another meeting planned for July and the intention is to be able to share a draft pay policy with the unions by then, ready for approval in the Autumn Term. • Questions: No 	
Agenda Item 13 - Policies to be ratified (if required)	
<p>GDPR</p> <ul style="list-style-type: none"> • JS updated the board on the implementation of GDPR. • The board agreed the following GDPR documentation: Privacy Notice, Information Security Policy and the Data Protection Policy. <p>Staff Leave of Absence Policy</p> <ul style="list-style-type: none"> • Staff Leave of Absence Policy was agreed with the following amendments: <ul style="list-style-type: none"> ○ remove fertility treatment. ○ Point 18 from page 10. ○ Paid for graduation 	

<ul style="list-style-type: none"> ○ School nativity at the discretion of the principal. 	
Agenda Item 14 – Decision Required (if required)	
<ul style="list-style-type: none"> • Support Staff Restructure Business Case Proposal – already discussed under Item 9. 	
Agenda Item 15 – AOB	
<ul style="list-style-type: none"> • JF updated the board that we have been advised by the DES that two Catholic schools in Rugby are interested in joining The Holy Spirit MAC, and there is a meeting to be held on 26th June with the governing bodies of the two schools and The MAC, which will be supported by John Dwyer, from the BDES. • KD shared that the MAC have entered into exit negotiations with a member of staff that is now being formalised in a settlement agreement. KD shared specific details of the case, and asked for the board’s approval to continue and finalise the agreement: agreed. • DR has recently spent a day visiting all the MAC schools, and shared his feedback with the board. 	

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 7th June 2018.

Signed:

Print Name: Mr Jim Foley

Position: Chair of the Board

Date: