

## Minutes

### Full Board of Directors Meeting

<b>Time and date</b> 19 <sup>th</sup> April 2018 at 19:00pm		<b>Place</b> St Thomas More School & Sixth Form	
<b>Present</b>		<b>Apologies</b>	
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		
Julie Sewell (JS)	Co-Opt Director		
Tom Temple (TT)	Foundation 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		

Agenda Item 1 – Opening Prayer	Actions
<ul style="list-style-type: none"> <li>JF welcomed everyone to the meeting and opened the meeting with a prayer.</li> </ul>	
Agenda Item 2 – Apologies	
<ul style="list-style-type: none"> <li>AS &amp; CW 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> </ul>	
Agenda Item 4 – Matters Arising from the previous minutes	
<ul style="list-style-type: none"> <li>Full board meeting minutes 6<sup>th</sup> March 2018 minutes agreed.</li> <li>Matters arising from full board meeting 6<sup>th</sup> March 2018 minutes: Q was asked about the gender pay gap and if we had one. KD shared headline figures from the gender pay gap report.</li> <li>Extraordinary full board meeting minutes 22<sup>nd</sup> March 2018 minutes agreed.</li> <li>Matters arising from extraordinary full board meeting 22<sup>nd</sup> March 2018 minutes: DR was present however was missing from those present on the minutes. KD to amend.</li> </ul>	
Agenda Item 5 – Update from Chief Operating Officer	
<ul style="list-style-type: none"> <li>KD shared that since the last meeting herself and SS have completed the schools finance visits. The meetings have gone well, however we will continue to monitor to</li> </ul>	

<p>ensure budgets remain stable towards the end of the year.</p> <ul style="list-style-type: none"> <li>• We have submitted our gender pay gap report – already discussed in matters arising. KD to send a copy to all Directors.</li> <li>• The Spring Term edition of Spirit was compiled and published before Easter.</li> <li>• KD has continued to look at various finance packages and this will be discussed under item 12.</li> <li>• Any questions: No</li> </ul>	
<b>Agenda Item 6 – Update from the Senior Executive Principal</b>	
<ul style="list-style-type: none"> <li>• SS updated the board that the proposed restructure at STM had been shared with all staff on 16<sup>th</sup> April and a copy of the presentation was distributed to the board.</li> <li>• An evaluation of the support staff structure is underway and following this review, any proposed changes will be presented to the board for approval.</li> <li>• SS shared a document detailing the SEP update from last term to 19<sup>th</sup> April.</li> <li>• Q. was asked regarding the costs of new online platforms at STM, compared to the existing systems that are going to be replaced. SS any cost difference between the new system and the old system is minimal.</li> <li>• FS thanked SS for her hard work and dedication.</li> <li>• Any other questions: No</li> </ul>	
<b>Agenda Item 7 – Update: Mission Committee</b>	
<ul style="list-style-type: none"> <li>• The committee did not meet last term and the next meeting is planned for 10<sup>th</sup> May.</li> </ul>	
<b>Agenda Item 8 – Update: Standards Committee</b>	
<ul style="list-style-type: none"> <li>• The committee did not meet last term and the next meeting is planned for 14<sup>th</sup> May.</li> </ul>	
<b>Agenda Item 9 – Update: Strategy Committee</b>	
<ul style="list-style-type: none"> <li>• The committee did not meet last term and the next meeting is planned for 14<sup>th</sup> May.</li> </ul>	
<b>Agenda Item 10 – Update: Finance Committee &amp; Audit Committee</b>	
<ul style="list-style-type: none"> <li>• JS updated the board following the Finance Committee meeting on 22<sup>nd</sup> March.</li> <li>• The committee discussed a proposal put forward for an IT support package at St Thomas More. The committee were unable to make a decision on the information provided, and the committee wished to undertake an independent review of the IT structure across all MAC schools. The committee will follow this up over the next few months.</li> <li>• The committee agreed for St Anne's to utilise the same uniform supplier as OLSTJ for their new uniforms, which are to be introduced from September 2018.</li> <li>• The committee discussed the proposed 2% support staff pay increase from April 2018 and April 2019 and the impact across the MAC for the remainder of 2017/18 and 2018/19.</li> <li>• The committee also discussed the environment at STM, and agreed a sum of money to invest.</li> <li>• JS updated the board that since the meeting on 22<sup>nd</sup> March, it has been discussed that a significantly greater sum is needed to transform the environment at STM.</li> <li>• Once agreed SS will present to the board a proposal for the planned improvements.</li> <li>• JF asked if those present were in agreement that the MAC board agreed to £110k being spent on the environment at STM. All present agreed.</li> <li>• Any questions: No</li> </ul>	
<b>Agenda Item 11 – Update: Principals Committee</b>	
<ul style="list-style-type: none"> <li>• Following the Committee of Principals meeting on 17<sup>th</sup> April, SS updated the board.</li> <li>• The Committee of Principals Action Plan was being updated by the individual principals responsible for their particular action.</li> <li>• The third leadership day is planned for 27<sup>th</sup> April – all SLT from the MAC to attend. By the end of the day, it is expected to have the MAC Offer agreed in draft.</li> <li>• Network meetings, following the network leaders meeting with the Standards Committee, it has been recommended that future meetings should be under pinned on data.</li> </ul>	

<ul style="list-style-type: none"> <li>• Each principal is a facilitator of one of the network, and has been delegated authority by the principals committee to make executive decisions where necessary during the network meetings.</li> <li>• To support transition standardised exercise books are being ordered.</li> <li>• Deployment of Schools Direct placements in place for Sept 2018 across the MAC.</li> <li>• New starter paperwork discussed and new starter parents evening dates shared.</li> <li>• As part of the peer to peer support, all principals agreed to share their performance management targets with each other.</li> <li>• New suite of documents shared and discussed.</li> <li>• Any questions: No</li> </ul>	
<b>Agenda Item 12 - STM Business Case</b>	
<ul style="list-style-type: none"> <li>• The updated business case on the restructure was shared with all present.</li> <li>• STM have received further requests for part-time working. It was put forward to the board that the school can no longer sustain the amount of part time teaching staff (currently 48%) and that no further requests should be accepted.</li> <li>• The board agreed that no further requests for part-time working will be accepted at STM until further notice.</li> <li>• Q. Can you agree this, if you currently offer part-time working? SS yes if can demonstrate that it is doesn't meet the business needs of the school.</li> <li>• Q. Regarding the interviews for the new TLR posts, will we follow a standardised scoring system? JF there will be a set of standard questions for each candidate and we will ensure equal opportunities for all involved.</li> <li>• JF shared his Spring Term report on STM.</li> </ul> <p><b>Proceeding on the Business Case</b></p> <ul style="list-style-type: none"> <li>• JF asked SS for any feedback from the consultation meetings that had taken place over the last four days, and if there was any further feedback from the unions?</li> <li>• SS had given all staff the opportunity to meet with her over the last few days, by signing up to an appointment. These conversations have largely been positive.</li> <li>• SS had been in touch with unions and they haven't raised any concerns.</li> <li>• There has been nothing raised by staff or the unions that would prevent the proposal being implemented.</li> <li>• One question was asked by a member of staff at the presentation on 16<sup>th</sup> April if there would be any voluntary redundancies. It is hoped that the MAC should be able to achieve the implementation of the proposal without any teacher redundancies.</li> <li>• Q. Are the Recruitment and Retention allowances protected the same as TLRs? SS confirmed that Recruitment and Retention allowances were being treated as TLRs with protection rules, as they had historically been awarded for additional responsibility not recruitment and retention payments.</li> <li>• JF asked the board if those present were happy to proceed with the implementation of the business case presented on the restructure at St Thomas More Catholic School &amp; Sixth Form College. All present agreed.</li> </ul>	
<b>Agenda Item 13 – MAC Central Finance / Central Space</b>	
<ul style="list-style-type: none"> <li>• Following on from the finance committee update KD/JS shared a supplier evaluation document detailing the different financial software packages available to the MAC.</li> <li>• The board discussed the key requirements of the MAC, and the limited number of suppliers who can provide all five areas required.</li> <li>• It was requested that the board meet with at least one MAC that is currently using the proposed software, to hear first-hand their experience and to establish what impact does the use of the software have on business managers on the ground.</li> <li>• The board also wished to seek the practical implications of changing software as well as seeking full terms and conditions contracting on / framework contracts.</li> <li>• KD to arrange a meeting with another MAC, all board members welcome to attend.</li> </ul>	
<b>Agenda Item 14 - Policies to be ratified (if required)</b>	

<ul style="list-style-type: none"> <li>• None</li> </ul>	
<b>Agenda Item 15 – Decision Required (if required)</b>	
<b>Staff Absence – STM</b>	
<ul style="list-style-type: none"> <li>• The MAC has received an appeal against a decision made by the STM LAC. The LAC had received a request from a teacher for two weeks absence from school to attend a relatives wedding overseas. The LAC granted four days absence, which when added onto a weekend was allowing 6 days to attend wedding. The member of staff wishes to appeal against this decision and requests 10 days absence.</li> <li>• The board discussed the case and issues stated from the staff member.</li> <li>• The board have upheld the decision made by the LAC – to allow 4 days off – KD to share this with the employee.</li> </ul>	
<b>Support Staff Pay Increase</b>	
<ul style="list-style-type: none"> <li>• Following on from the Finance Committee update, KD shared that GMB had already accepted the proposed 2% pay increase for support staff however Unison and Unite who had both previously rejected this offer have now accepted and the pay recommendation is due to be approved any day this week.</li> <li>• JF asked if those present agree to a 2% pay increase for all support staff from April 2018 and 2% increase from April 2019 in line with national agreements. All present agreed, however the increase is not to be actioned until the proposal is formally agreed by Unison and Unite. KD to advise if there is any variation to this.</li> </ul>	
<b>Agenda Item 16 – AOB</b>	
<ul style="list-style-type: none"> <li>• From the previous minutes it was noted that the Strategy Committee was considering using the Bradford scoring system for employee absence, a question was asked if a decision had been made on this. JF it is something the committee was looking into, no decision has been made to vary from the current CES policy.</li> </ul>	

**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 19<sup>th</sup> April 2018.

Signed:

Print Name: Mr Jim Foley

Position: Chair of the Board

Date: