



THE HOLY SPIRIT CATHOLIC
MULTI ACADEMY COMPANY

Minutes

Full Board of Directors Meeting

Time and date 20 th October 2016 at 18:30pm		Place St Thomas More School & Sixth Form	
Present Jim Foley (JF) Fr Simon (FS) Leo Burton (LB) Katy Dunnion (KD) Kevin Dunnion (KDu) Fran Hickey (FH) Tim Lloyd (TL) John Martin (JM) Sinead Smith (SS) Tom Temple (TT) Claire Wright (CW)	Chair of Board of Directors V-C of Board of Directors Staff Director Strategic Partnership Mang. Foundation Director Principal Director Business Manager Foundation Director Principal Director Foundation Director Staff Director	Apologies Avril Staley (AS)	Foundation Director

Agenda Item 1 – Opening Prayer	Actions
<ul style="list-style-type: none"> FS opened the meeting with a prayer. 	
Agenda Item 2 – Apologies	
<ul style="list-style-type: none"> AS 	
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"> JM raised an issue about Item 12, and that it had not been recorded in the minutes that the individual schools budgets were agreed. All those who had been present, noted that the budgets had been ratified and it had been omitted from the minutes. 	
Agenda Item 5 – School Improvement Partner Reports	
<ul style="list-style-type: none"> TT gave a verbal account of Sheila Dentith's feedback on the School Improvement Partner Reports (SIP) that had been shared with the Quality, Performance, Provision and Standards committee. Full account in the QPPS minutes 17/10/2016. 	
Agenda Item 6 – Update from the Strategic Partnership Manager	
<ul style="list-style-type: none"> KD shared an account of her role, since starting earlier in September. She had visited all schools, and met with Hollie Parish from the Lumen Christi MAC. KD had also had a successful meeting with Surinder Dhillion from Irwin Mitchell, with regard to the HR Retainer that the MAC had bought into; and now had set up a process for all schools to be able to access this service. 	

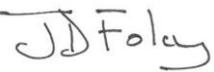
<ul style="list-style-type: none"> • KD noted that policies was an area she's intended to work on during the second half of the Autumn Term, along with Directors/Principals where necessary. • KD thanked everyone for welcoming her, and assisting her during her first few weeks. • On behalf of the Board, JF offered thanks to KD, for the work she had completed to date. 	
Agenda Item 7 – Core Committees Terms of Reference	
<ul style="list-style-type: none"> • JF It had been observed in the committee meetings earlier in the week that clarity was needed with regard to the terms of reference for each committee, and also that the committee names were too long. It was hoped to have revised the terms of reference for this meeting, however more time was needed. JF/KD to work on the terms of reference for each committee and share with all Directors before the next meeting. 	JD, KD
Agenda Item 8 – Update: Mission, Community and Communication	
<ul style="list-style-type: none"> • FS updated the Board, and gave a verbal account of the meeting. • FS has asked for a review of each school's mission statement, visions, aims, straplines. • The MAC Development Plan has been established with the four key priorities presented at the Planning Meeting on 8th September. • Two working parties had been established to look at Recruitment and Succession Planning (Staff and Directors) and Public Relations. • The Link Directors have been re-established, and are as follows: <ul style="list-style-type: none"> Kevin Dunnion – St Anne's Jim Foley – St Thomas More Fr Simon – St Benedict's Avril Stanley – St Francis Tom Temple – Our Lady's and St Joseph's • A training session is to be arranged for all Link Directors to understand the process and to get the most out of their visits to the school. The date of the meeting will be confirmed. This also provides professional development for Directors. • Any questions: No 	
Agenda Item 9 – Update: Principals Committee	
<ul style="list-style-type: none"> • SS informed the Board that Sara Chapman had been elected as Chair and Charlotte Culleton as Vice-Chair of the Principals Committee. • Priorities from the SIP reports were identified and discussed. • Training plan in place for staff, and national schools support bids being submitted. • SS had asked all Principals to send their mission statements to Fr Simon by 21st Oct. • On 25th November there is Principals Leadership training, with Margaret Buck. • The Committee is also looking into training for inspiring Catholic leaders. • Principals commented that it was lovely to see all staff attending the Novena Mass, and asked how can we build on this? • The Ed Psych gave a presentation to the Principals Committee, about the services they offer; the possibility of trying some of their services; and the potential economies of scale buying into the service together. • Any questions: No 	
Agenda Item 10 – Update: Quality, Provision, Performance & Standards	
<ul style="list-style-type: none"> • This was already shared under Item 5. 	
Agenda Item 11 – Update: Strategy, People & Organisation	
<ul style="list-style-type: none"> • JF updated the Board that the committee looked into the terms of reference for each committee (already discussed in Item 7). • LB asked if the committee were happy with the work undertaken by the SIP? JF replied, yes, with some tweaks .The verbal feedback had proved very useful. The committee had established that they wished to see all future reports follow the Ofsted 	

Framework and not have the individual year group commentary.	
Agenda Item 12 – Update: Finance, Resource & Premises	
<ul style="list-style-type: none"> • JM updated the Board, and gave a verbal commentary of the meeting. • Firstly, the committee went through the latest edition of the EFA handbook, to ascertain the changes. JM asked for all Directors who hadn't received a copy in the committee meetings, to be given a copy. (KD issued handbooks to FS & CW, SS already had a copy) • Policies is an area the committee plan to work on. • There are no major changes to the MAC budget, however JM noted we are only two months into the new financial year. • Financial processes were to be looked at, as well as the Scheme of Delegation. FH, TL, KD to compile an order form pro forma needed to validate all spend. • Looking ahead, the introduction of the new National Funding Formula is to be delayed by at least a year, from April 2017 to April 2018. This will have a negative impact on Warwickshire schools/academies. It is unsure if there could be an interim payment, but this is not known at present. • St Thomas More's income is anticipated to be £160k less in 2017/18 due to a reduced number of pupils entering the sixth form. JM is happy with advertising/publicity that takes place, it is believed to be the impact of additional sixth form places in the local area that have had led to the reduction in numbers. The volatility in pupil numbers needs to be looked at and prepared for in the future. • The Board are to have a full update of the MAC budget, along with all school budgets, 3 times per year. TL commented that this would be better at the second series of meetings held each term, as there would be more to report on. • Any questions: No 	FH,TL, KD
Agenda Item 13 – Update: Audit	
<ul style="list-style-type: none"> • KDu was elected as Chair. • First action is for all members to be familiar with the Academies Financial Handbook, and to meet again, before the next meeting. • Clarity is needed on the criteria to be an eligible member of the Audit Committee, as detailed in the handbook. KD to investigate with the Diocese and confirm. • Clarity was also needed to confirm if the committee was to continue to operate as a separate body, or as part of another committee, as suggested in the handbook. SS confirmed that when the governance structure was established, Margaret Buck clearly said that the Audit Committee should remain a separate body. • This raised a question; does the Diocese documentation supersede the government guidance, such as the EFA handbook? KD to investigate and confirm. 	KD KD
Agenda Item 14 – Update: Pay	
<ul style="list-style-type: none"> • FS was elected as Chair • FS confirmed that Performance Management for all Principals is now complete. 	
Agenda Item 15 – Collection of Pecuniary Interest Forms	
<ul style="list-style-type: none"> • KD collected Pecuniary Interest Forms from all Directors. • Information to be collated and published on the website. 	KD
Agenda Item 16 – DES Recommendations on the Future of MACs	
<ul style="list-style-type: none"> • JF shared Document One. This document was published by the Diocese, with the intention that every single school in the Diocese will become an academy (60% currently not academies). The Diocese have taken the 3000 pupil threshold very seriously. JF did stress that this document is consultative. • There is a one year timeframe for schools not currently an academy, to covert and join/create a MAC. This has already begun, with expected conversion dates by the end of the academic year. 	

<ul style="list-style-type: none"> • It was openly discussed that the recommendations from the DES for the Holy Spirit MAC to join with Leamington Schools, were unrealistic. Logistically, how can a north (The Holy Spirit MAC) and south (Leamington Schools) Warwickshire merger work in practice? The distance alone, would eradicate any potential benefits of sharing best practice/collaborative working, as parties would spend so much time travelling across the county. • FS asked where we are with conversations with any of the schools on the proposed list? SS had received a visit from two schools in Leamington, asking about the conversion process; however this was before the publication of this document. At the time the visiting party shared that their intention was to look towards being a MAC with schools in the South of Warwickshire. FH informed the Board that he had received a telephone call from the Headteacher of Trinity School, in Leamington this morning and they had arranged for him to visit St Thomas More. • JF would like to formally establish the position/opinion of the Leamington Schools, if they do not wish to join with North Warwickshire then we can go back to the DES. • FS asked if the Coventry schools we had met with in September were not interested in joining with The Holy Spirit MAC? JF informed that positive meetings have already taken place with Cardinal Newman School, although it was noted that not all their feeder Primary Schools were 'MAC ready'. • KDu asked, what will drive the process from this point? JF replied that there is a timetable drawn out, schools not a MAC have 6 months to confirm partners. • KDu asked do we need to agree a strategy of what we want as a MAC? • JF asked the Board if they were happy with the recommendations put forward from the Diocese? The Board felt the Leamington schools are too far away and the proposal is unrealistic and not feasible in practice. • JF asked SS to reciprocate the visit to the Leamington Schools that had visited St Joseph's and establish their thoughts on the proposal and for FH to go ahead with meeting Trinity School, and again seek their thoughts. • Talks to continue with Cardinal Newman to seek their intentions following the recommendations. 	SS, FH
Agenda Item 17 - Policies to be ratified (if required)	
<ul style="list-style-type: none"> • None 	
Agenda Item 18 – Decision Required (if required)	
<ul style="list-style-type: none"> • None 	
Agenda Item 19 – Any other business	
<ul style="list-style-type: none"> • TL informed the meeting that he had met with a company called Surveyors to Education, with regard to the Condition Improvement Fund (CIF). Surveyors in Education created the CIF forms that schools/academies need to complete. They have advised that TL has been too conservative with the estimate for the roofing project. They advised to increase the bid from £500k to £800k and they were confident it would be successful. • TL also updated the Board that Moore Stephens and Entrust had been out to all schools this week, to complete the financial yearend audit. Moore Stephens are to audit the MAC accounts, week beginning 31st October. TL and FH noted that they are meeting fortnightly with regard to the MAC budget and this is a minuted meeting. It was agreed that the minutes from their meeting need to feed into the Finance Committee. • TL advised the Committee that a review of the insurance arrangements was underway with the Diocese and he will report back at the next meeting. 	

JF thanked everyone for attending and declared the meeting closed at 20:30

The minutes are agreed to be an accurate depiction of The Holy Spirit Catholic MAC – Board of Director’s meeting held on Thursday 20th October 2016.

Signed: 

Print Name: Mr Jim Foley

Position: Chair of the Board

Date: 4th November 2016