



Minutes

Full Board of Directors Meeting

Time and date 25 th April 2017 at 19:00pm		Place St Thomas More School & Sixth Form	
Present		Apologies	
Jim Foley (JF)	Chair – Foundation Director	Fr Simon Hall (FS)	Vice-Chair
Kevin Dunnion (KDu)	Foundation Director	Tim Lloyd (TL)	MAC Business Manager
John Martin (JM)	Foundation Director		
Avril Staley (AS)	Foundation Director		
Tom Temple (TT)	Foundation Director		
<i>Vacancy</i>	Foundation Director		
<i>Vacancy</i>	Foundation Director		
Fran Hickey (FH)	Principal Director		
Sinead Smith (SS)	Principal Director		
Leo Burton (LB)	Staff Director		
Claire Wright (CW)	Staff Director		
<i>Vacancy</i>	Parent Director		
<i>Vacancy</i>	Parent Director		
Katy Dunnion (KD)	MAC Partnership Manager		
Julie Sewell (JS)	Observer		

Agenda Item 1 – Opening Prayer	Actions
<ul style="list-style-type: none"> JF welcomed everyone to the meeting and introduced Justine Lomas from the BDES. TT opened the meeting with a prayer. 	
Agenda Item 2 – Apologies	
<ul style="list-style-type: none"> FS & TL both 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. KD and KDu both declared in an interest in Item 13 	
Agenda Item 4 – Matters Arising from the previous minutes	
<ul style="list-style-type: none"> Full board meeting minutes – 16th February 2017 minutes confirmed. Matters arising from full board meeting 16th February 2017 minutes – none Extraordinary full board meeting minutes – 9th March 2017 minutes confirmed. Matters arising from full board meeting 9th March 2017 minutes – none 	
Agenda Item 5 – Update from the MAC Partnership Manager	
<ul style="list-style-type: none"> KD shared a brief account of her role since the last meeting. Since the last full board meeting KD continued with the appointment of the new 	

<p>auditors. So far we are happy with how things are progressing with Bishop Fleming.</p> <ul style="list-style-type: none"> • The second edition of 'Spirit' was sent out just before Easter, and feedback has been positive. • KD has been working on the new MAC website, which is very nearly complete and should be live before the end of the week. • The issue with Corporate Online has finally been resolved today. Although pleased it has finally gone through, KD shared concerns that the service received from Lloyds over the past few weeks/months has been poor. She has shared these concerns with the relationship manager at Lloyds and a meeting is planned in May to discuss • KD met with Surinder from Irwin Mitchell to review the HR SLA • Any questions: No 	
Agenda Item 6 – Update from the MAC Business Manager	
<ul style="list-style-type: none"> • FH confirmed that the CIF bids submitted at the end of last year have been approved for all projects across the MAC. All projects are currently out to tender and once received the schools will be able to choose the contractor of their choice. 	
Agenda Item 7 – Update: Principals Committee	
<ul style="list-style-type: none"> • SS talked through a brief account of the previous two Principals Committee meetings. • SS shared that FH has offered Secondary Specialisms in MFL, Technology and PE • From the MAC network notification forms issues were raised from the: <ul style="list-style-type: none"> ○ Standards Committee regarding the presentations in December ○ Induction Training for non-Catholic staff ○ Consistency of practise for absences • Angela Parsons was introduced • Looked at the offer of support for St Anne's • Bid writing to be looked across the MAC • SS to be submitting a School Improvement Fund bid later this month • Principals discussed the contributions to the MAC • Staffing has been high on the agenda • MAC Dress Code agreed and approved by the Strategy Committee • Standardised MAC paperwork for new starters • SRE education • Mission committee to inspect RE and Catholic Life in the Summer Term. • Marian Prayer Chain, MAC Mass and Good Shepherd Mass at St Chads • Contribution to the transition programme – Year 6 to start their STM books after half-term in English and Maths • The MAC Games – a sports day for all the primaries schools within the MAC is being planned • Evidence trail for the full work of transition activities going on across the MAC • Leadership training planned for the summer term with Ian Gage on the sustainability of the self-improving school system. • Starting the process of evaluating the school to school support programme. • Any questions: No 	
Agenda Item 8 – Update: Mission Committee	
<ul style="list-style-type: none"> • The Mission Committee did not meet on this occasion, however they are preparing for a full review of RE and Catholic Life in each school in the Summer Term and to ensure all schools have moved over to the new RE Inspection 48 SEF. 	
Agenda Item 9 – Update: Standards Committee	
<ul style="list-style-type: none"> • TT shared a brief account of the meeting. • A Pupil premium review has been delegated to middle-leadership • Following a review of the data, Year 6 data needed additional scrutiny, and the committee requested the raw scores from the most recent assessment. • STM, along with all other Secondary Schools in the country and working towards unknown grade thresholds, under the new assessment criteria. Therefore there is a degree of uncertainty with converting the predicted raw scores to the new levels. 	

<ul style="list-style-type: none"> Any questions: No 	
Agenda Item 10 – Update: Strategy Committee	
<ul style="list-style-type: none"> JF updated the board following the recent strategy committee meeting. A staff survey has recently been conducted and the committee have been looking at the results. Although mainly positive, JF is planning follow up conversations with individuals who shared any concerns (of which, there were only two from those returned). SS is to explore OLSTJ becoming a Schools Direct National Provider The committee intend to look into any extra benefits that could be offered to all staff, such as a telephone advice service for staff. The committee have been considering the Head of school model for aspiring leaders The committee also plan to conduct Exit Interviews when staff leave – process to be confirmed with HR Teacher Recruitment was discussed as this is a major concern With regard to the DES MAC Strategy: <ul style="list-style-type: none"> we know Unity and Francis have now met. However no further details are known. following a meeting on 24th April, a working party has been established across Coventry and Warwickshire to look at Sixth Form provision. JS asked is there a political reason why the funding for Sixth Form has been reduced? LB shared that the government have guaranteed funding from ages 4 to 16 years. However post-16 funding has been reduced. The committee approved a dress code for all MAC staff that had been proposed by the Committee of Principals. Any questions: No 	
Agenda Item 11a – Update from the Accounting Officer	
<ul style="list-style-type: none"> FH shared that Bishop Fleming has begun the Responsible Officer checks – so far feedback has been positive The MAC top slice has been considered, taking into account all known expenditure and ‘stress tested’ on the schools budgets. After much research and prudent budget planning it has been agreed that 2% from all schools would cover the central cost of the MAC. JF put forward to the board the proposed 2% contribution from each school to the MAC central account. All directors unanimously approved the 2% contribution. 	
Agenda Item 11b – Update: Finance & Audit Committee	
<ul style="list-style-type: none"> JM fed back to the board a brief account of the last finance and audit committee meeting. JM reported that a lot of the meeting was looking at the MAC Budget Planning The committee welcomed Andy Wood from Bishop Fleming, who came to introduce himself to the committee. JM shared that the committee are conscious to try to improve the financial procedures and policies and along with the financial scheme of delegation. Any questions: No 	
Agenda Item 12 – Confidential Item	
<ul style="list-style-type: none"> A confidential item was discussed. Recorded within the confidential minutes. 	
Agenda Item 13 – Business Management Update	
<ul style="list-style-type: none"> KD and KDu having declared an interest in this item left the meeting. This was discussed as a confidential item. Recorded within the confidential minutes. KD and KDu returned to the meeting. 	
Agenda Item 14 – DES Academy Strategy Update	

<ul style="list-style-type: none"> • This was discussed as a confidential item. Recorded within the confidential minutes. 	
Agenda Item 15 - Policies to be ratified (if required)	
<ul style="list-style-type: none"> • None 	
Agenda Item 16 – Decision Required (if required)	
<ul style="list-style-type: none"> • KD shared that the current retainer with Irwin Mitchell is due to expire in May. Through a contract review meeting it was realised that we hadn't used the full allowance of the hours within the retainer. Therefore KD suggested purchasing a 'bank of hours' from Irwin Mitchell, which would equate to a better hourly rate for the MAC yet still retaining the same service from Irwin Mitchell. JF supported this proposal and asked the board for agreement. All directors present agreed to purchase the bank of hours, however it was asked to ensure there is a written process to ensure 'fair usage' of these hours across the MAC. 	
Agenda Item 17 – Any other business	
<ul style="list-style-type: none"> • KD shared that from the LAC meeting notification forms St Francis has sent through some questions that were raised following receipt of the 'Alternative Proposal' document. JF to feedback directly to the LAC. 	

JF thanked everyone for attending and declared the meeting closed at 8:21 pm

The minutes are agreed to be an accurate record of The Holy Spirit Catholic MAC – Board of Directors' meeting held on Tuesday 25th April 2017.

Signed:



Print Name: Mr Jim Foley

Position: Chair of the Board

Date: 10/05/2017