



Minutes

Full Board of Directors Meeting

Time and date 25 th May 2017 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	Julie Sewell (JS)	Observer
Kevin Dunnion (KDu)	Foundation Director		
John Martin (JM)	Foundation Director		
Tom Temple (TT)	Foundation Director		
Vacancy	Foundation Director		
Vacancy	Foundation Director		
Fran Hickey (FH)	Principal Director		
Sinead Smith (SS)	Principal Director		
Leo Burton (LB)	Staff Director		
Claire Wright (CW)	Staff Director		
Vacancy	Parent Director		
Vacancy	Parent Director		
Katy Dunnion (KD)	MAC Partnership Manager		
Tim Lloyd (TL)	MAC Business Manager		

Agenda Item 1 – Opening Prayer	Actions
<ul style="list-style-type: none"> JF welcomed everyone to the meeting. FS opened the meeting with a prayer. 	
Agenda Item 2 – Apologies	
<ul style="list-style-type: none"> AS & JS 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. 	
Agenda Item 4 – Matters Arising from the previous minutes	
<ul style="list-style-type: none"> Full board meeting minutes – 25th April 2017 minutes confirmed. Matters arising from full board meeting 25th April 2017 minutes: <ul style="list-style-type: none"> JF asked if we had purchased the 'bank of hours' from Irwin Mitchell. KD confirmed that once our retainer expired on 14th May, the MAC has initially purchased a bank of 5 hours and this is to be monitored. JF confirmed that the questions raised by the St Francis LAC have been answered. Extraordinary full board meeting confidential minutes – 16th May 2017 minutes confirmed. Matters arising from full board meeting 16th May 2017 minutes: None 	

Agenda Item 5 – Update from the MAC Partnership Manager	
<ul style="list-style-type: none"> • KD informed that board that since the last meeting she and FH met with the Relationship Manager from Lloyds Bank, which proved a really useful meeting and coincided with Corporate Online being back up and running for the three schools that previously used it. • KD continues to be involved in high level HR issues and has started to examine the finances and the financial processes across the MAC. KD has some observations and has discussed these with the FH and the finance committee. A meeting is planned with WES Schools Finance after half-term to discuss these further. • Looking ahead, with her new role of Chief Operating Officer starting on 1st June the key focus will be on finance, HR and business strategy. Until a permanent base is established for the MAC central team, KD plans to work half a day a week at STM as the FMS database for the MAC is held on their server, and all MAC financial records are currently filed at STM. The main focus after half-term will be the budget plans for next year, and looking to review the chart of accounts to aid consistent financial reporting, as well as looking at the MAC Improvement Plan for 2017/18 and to back fill the admin role, as quickly as possible. • Any questions: No 	
Agenda Item 6 – Update from the MAC Business Manager	
<ul style="list-style-type: none"> • TL shared that since the last meeting, his time has been spent on three specific areas: <ul style="list-style-type: none"> ○ The EFA Budget Forecast Return Outturn for the consolidated accounts. TL has worked on this in conjunction with the two SFO from Schools Finance. This has been submitted to the EFA on time. ○ Capital bids. This work is ongoing, the tenders for the primary roofs will go out over half-term. STM roof has been out to tender, four tenders have been received, TL awaiting tender report. STM heating project currently out to tender ○ TL has had three specific visits to St Anne’s to look at the finances with FH. • TL asked to continue his work with the capital bids. JF thanked TL for these offered and agreed for TL to continue with this over the summer. • JF thanked TL for the work his has done for the MAC. 	
Agenda Item 7 – Update: Principals Committee	
<ul style="list-style-type: none"> • SS updated the board with an account of the most recent principals committee meeting: • For the first time St Benedict’s is full in Reception 2017, with appeals. SS shared that this is a credit to Sara Chapman, the work she has done and that the reputation of the school has greatly improved in the local area. • A Marian Prayer Chain has taken place today across all the MAC schools. • STM books will be used by Year 6 pupils in English and Maths • A visitor management system called InVentry system will be installed over the summer holidays in all the primary schools – and possibly STM, budget dependant. • Recent internal recruitment has been positive and staff have liked seeing the internal vacancies across the MAC. • With regard to admission appeals, next year we will look to have an internal appeals process. This year OLSTJ have X and STM have 27 appeals. • A MAC new parents information pack has been designed and will be going out to new starters in Reception 2017, with the intention to create a similar pack for Year 7 and Year 12. • There is leadership training planned for 14th June, this is an open invitation to the board if they would also like to attend. By the end of the day, the intention is to have created the principals committee improvement plan for 2017/18. • SC has been planning an INSET day for 5th September for all MAC staff, again all directors are welcome to attend. • The committee have looked into online safeguarding training, to ensure all members of staff have received the relevant training throughout the year. This was taken to the strategy committee, and the committee have agreed for schools to utilise online 	

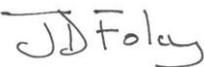
<p>safeguarding as part of a safeguarding package, which does include an element of face to face training. Schools are to fund this themselves.</p> <ul style="list-style-type: none"> Any questions: No 	
<p>Agenda Item 8 – Update: Mission Committee</p>	
<ul style="list-style-type: none"> FS shared that the mission committee have not met this half-term however a meeting is planned for Tuesday a 6th June. The committee will report back to the next board meeting. 	
<p>Agenda Item 9 – Update: Standards Committee</p>	
<ul style="list-style-type: none"> TT shared that there were two key areas he wished to share with the board from the standards committee: <ul style="list-style-type: none"> Item 7 KS3 Review: This begun as a transition project a year ago between OLSTJ and STM. Shelia Dentith’s visit highlighted some concerns in KS3. STM has actioned some staffing changes to confirm responsibility and accountability. JF shared that there is an internal KS3 review planned for 19th June, with the intention of looking ahead to SD’s return visit but also being Ofsted ready. Item 8 Accountability Documents: TT shared that SS had bought to the committee a document confirming the roles and responsibility of principal directors. As we do not have a CEO in our model SS discussed the distinctions between FH and SS roles as principal directors to ensure all aspects of the CEO role is captured and ensures full transparency and accountability. This work is to be extended to cover the role of the Chief Operating Officer. Any questions: No 	
<p>Agenda Item 10 – Update: Strategy Committee</p>	
<ul style="list-style-type: none"> JF shared an account of the strategy committee meeting. From the meeting notification forms, it has become apparent that STM buy into an enhanced SLA with the ACE Team and this is leading to differences between how the primaries and STM refer/or not refer unauthorised absences to the LA which potentially lead to Fixed Penalty Notices being issued to parents. The committee have agreed to run a mixed economy for the next 12 months; with STM continuing to buy into the enhanced service as the needs of STM are not completely aligned with the primaries with consideration to public examinations, and primaries continue with there current practise. As SS has already reported, the committee have agreed for schools to purchase online safeguarding training, as part of a safeguarding programme including some face to face contact. With regard to recruitment, today we interviewed for the MAC Finance Officer. Overall is was disappointing. We currently have one potential candidate and KD is to have a follow up conversation with the individual. We will report back at the next meeting. From AOB with regard to the MAC central team. The nursery space we had hoped to use for the MAC central team, has been leased to Barnardo’s as an extension of their current agreement until March 2018. This brings in a considerable income to OLSTJ and also the building does have some restrictions over the use for nursery provision, therefore we need to look for an alternative space. SS and KD have been looking into the possibility of an eco-lodge, with split costs between OLSTJ and the MAC. A meeting is planned for after half-term to discuss the reality of this, and the potential costs. 	
<p>Agenda Item 11a – Update from the Accounting Officer</p>	
<ul style="list-style-type: none"> FH shared that since the last meeting he has met with the Relationship Manager from Lloyds Bank, which was a useful meeting. Internal Assurance checks (previously known as Responsible Officer checks) have now taken place and have gone through the audit committee. FH and KD have a meeting planned with WES Schools Finance for after half term to understand how useful this is and how accurate the information we receive is The Budget Forecast Return Outturn (BFRO) has been submitted, and FH thanked TL for submitted this last week. 	

<ul style="list-style-type: none"> • After half-term the focus will turn to working with KD on the budget planning and submitted these to the EFA in July. <p>Acting Principal 0.2FTE</p> <ul style="list-style-type: none"> • FH also shared that an internal appointment has been made to Leearna Thomas, who will take up the Acting Principal 0.2 FTE from September 2017. FH will be working with the MAC central team on a Tuesday from September where Leearna will be Acting Principal for STM. • JM shared that John Dywer from the DES was present and is happy with the appointment. 	
<p>Agenda Item 11b – Update: Finance Committee</p>	
<ul style="list-style-type: none"> • JM gave a brief account of the recent finance committee meeting as KD and FH have covered a lot of the content from the finance committee meeting. • Some areas of the policy work is not progressing as quickly as we would like. • The committee had looked through some items from the core contents which included: <ul style="list-style-type: none"> ○ The MAC central account: TL reassured the committee the MAC outturn this year will be approx. £140k. ○ School budgets are looking ok, although some may need to use some reserves ○ St Anne’s budget is still under review ○ Site security: STM have invested heavily in site security recently and there is still additional improvement required to the site which is planned for the summer. There was an issued raised at St Benedict’s following the DES visit, however this is now in hand. • JF informed the board that at the next meeting, the academy budgets for 2017-18 need to be ratified. • FH and KD are looking into a review of the Chart of Accounts, to align more close with each of the schools and the requirements of the EFA returns. • JF noted that the Risk Register should be held by the MAC and kept by the Accounting Officer. • Any questions: No 	
<p>Agenda Item 12 – Update: Audit Committee</p>	
<ul style="list-style-type: none"> • KDu acknowledged that the audit committee hadn’t met independently since the autumn as it had worked closely with the finance committee on issues that were significant to both committees. • However taking advice from the recent report in Business Management for the MAC KDu is keen for the audit committee to be adding value to MAC and now seems the appropriate time to re-establish the committee in its own right. • At the recent meeting KDu was formally elected as Chair of the Audit Committee. • KDu shared that Bishop Fleming have conducted three internal assurance checks (previously RO checks) on behalf of the MAC and the committee discussed how this information should be shared and how best to ensure any items actions are recified. • It was concluded that all of the reports will be shared with all principals and BM and discussed at the next BM meeting on 7th June. • KDu shared that KD as Chief Operating Officer and FH as Accounting Officer were accountable for ensuring the items raised on the Internal Assurance checks were actioned. • Any questions: No 	
<p>Agenda Item 13 – Confidential Item</p>	
<p>This was discussed as a confidential item. Recorded within the confidential minutes.</p>	
<p>Agenda Item 14 – DES Academy Strategy Update</p>	
<p>This was discussed as a confidential item. Recorded within the confidential minutes.</p>	
<p>Agenda Item 15 - Policies to be ratified (if required)</p>	

<ul style="list-style-type: none"> • None 	
Agenda Item 16 – Decision Required (if required)	
<ul style="list-style-type: none"> • None 	
Agenda Item 17 – Any other business	
<ul style="list-style-type: none"> • JM noted the registered address on footer of MAC documents needs changing. KD confirmed that the registered address has been changed with Companies House and the footer just needs to reflect this change. • LB shared that he has recently spoken with Bishop Patrick from Nottingham about the academy agenda and Bishop Patrick is open to the suggestion of MACs crossing the diocese boundaries. With St Martins in Stoke Golding only a few miles away, should this be a consideration for the MAC? • JF raised the issue of membership of the board. Currently there are potentially two foundation director vacancies and two parent director vacancies for September 2017. It was acknowledged that OLS TJ and STM are well represented on the board, therefore should we look to appoint from the St Benedict's and St Francis parishes? This to be shared with the St Benedict's and St Francis LAC, through the principals committee. KD to action the process of recruiting/appointing for parent representatives KD to work with FH and SS, with the anticipation of having all posts filled by September. • It was raised that should we have stricter rules about attendance at board meetings. KD to investigate the attendance expectations, and the protocol for the number of acceptable absences. 	<p>KD FH SS</p> <p>KD</p>

JF thanked everyone for attending and declared the meeting closed at 8:19pm

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

Signed: 

Print Name: Mr Jim Foley

Position: Chair of the Board

Date: 13th July 2017