



Holy Family Catholic Multi Academy Company

**Meeting of the MAC Directors
Tuesday 16th May 2017, 6.30pm
Venue: St Benedict's Catholic High School
6th Form, First Floor**

Final Minutes

Members Present

Yves Marien	Kayleigh Sterland-Smith
Maretta Pearson	Steve Groves
Teresa Quick	Tristram Van Lawick (18:42)
Jacqui le Maitre (Exec Director)	Nick Gibson (Exec Director)

The meeting was quorate throughout (8 directors)

Others in attendance

Jackie Smith	Headteacher St Mary's, Evesham
Jane McNally	Headteacher St Gregory's, Stratford Upon Avon
Mark O'Connell	MAC Development and Partnership Manager
Alannah Bayliss	Interim Head of Human Resources
Kate Hawkins	Chief Financial Officer
Lisa Fryer	Clerk to the Board
Louise Armfield	Finance Manager
Vicky Robinson	Staff Representative
Simon Smallman	Assistant Headteacher, St. Benedict's
Michelle Parton	Assistant Headteacher, St. Benedict's

Apologies Received

Simon McVeigh

The meeting began at 6.35pm

Procedural

HFC171605.16 Opening Prayer

Yves commenced the meeting with a short prayer on learning.

HFC171605.17 Welcome and Apologies

The directors accepted apologies from those received.

HFC171605.18 Declarations of business and pecuniary interest

Directors were informed of several changes in regard to appointments of Governors at St Benedict's High School. These Directors will update their declarations accordingly.

HFC171605.19 Approval of minutes from the previous meeting

The Chair asked for confirmation that all Directors had received the minutes of the previous meeting and were prepared to accept them. The Clerk was asked if there had been any questions or come back and it was confirmed that none had been received.

The minutes were approved.

HFC171605.20 Matters Arising

Yves started by asking for feedback from around the room regarding the recent and ongoing examinations, SATS, GCSE's and IB. The view was that they had been well administered and that students had managed the experience well so far. There was acknowledgement that some tests had been challenging and they awaited the results with interest.

HFC171605.21 St Gregory's and Little Gregory's Pre-School

Directors then heard a short update on discussions taking place in relation to license and on site procedures and process.

Tristram Van Lawick joined the meeting at 6.42pm

Jacqui le Maitre also gave the Directors an appraisal of the safeguarding discussions that had been initiated and made further recommendations for the housekeeping to ensure standards were being met. This included an independent review of procedures and agreement was made that the Directors would provide support to achieve any recommendations.

The Chair also asked how the relationship between the School and Pre-School was following the involvement of the MAC directors in this matter. There was a positive response and appreciation that the inclusion had led to further discussions. Yves stressed the need to maintain and improve the current positive relationship.

See confidential item 1

HFC171605.22 Head of School Our Lady's Alcester

The Directors were made aware that this position was being recruited for and an advert was currently open for applications with some interest being shown ahead of closure on Friday 19th May 2017. Interview date has been set for Friday 26th May 2017 and a Directors representative was requested. Teresa

Quick confirmed she would attend and support the process. The Directors wished the Executive Head the best of luck in completing the recruitment process.

HFC171605.23 Financial Matters

Kate Hawkins (Chief Financial Officer - CFO) delivered a presentation to the Directors which covered all schools now included within the Holy Family Catholic Multi Academy Company. The information related to the period 1st April 2017 to 31st August 2017 as this required approval. However to support the Directors and provide them with some wider context some projections had been prepared for the following 3 academic years.

The presentation started with details on the allocation of the Academies Growth Grant that had been secured for a total of £50,000. This specifically covered the infrastructure to establish the MAC and includes a Finance Manager, Human Resources support for 2 days per week and software to enable the budgeting process. It was also confirmed that in order to maintain this grant there has to be proof of development of the MAC during the period it covers.

Directors were then given an overview of the shared central services charge and how this was allocated now to the individual schools within the MAC. The calculations shown were for a phased introduction showing a reduced charge out for the periods 1.4.17 – 31.8.17 and the academic year ending 31.8.18. Directors challenged the thought behind this and asked what the cost to the MAC would be in enabling this. It was confirmed the cost would be £20,833 and £29,167 respectively. Following challenge and discussion about these funds the Directors requested that the central services charge was returned to the proposed rate of 4% and that the surplus funds were reserved as a contingency. It was agreed that this should be made available for the schools to apply for funding in future.

The Directors were then asked for their approval in appointing a Governance and Risk Officer for 2 days a week for a fixed period of six months from 1st June 2017. Mark O'Connell is currently in this role and was asked to leave the room briefly.

Mark O'Connell leaves the room at 7.21pm

The Directors discussion took place including the job description and content of the role, the hours allocated and the duration of the fixed term.

See confidential item 2

Mark O'Connell returns to the room at 7.29pm

Continuing with the central services charge the Directors sought clarification on the auditing and accountancy charges in addition to internal auditing. It was explained that due to the timing of the conversion and alignment with the accounting cycle there would be a 17 month period as the first reported accounts. The CFO referred the Directors back to the previous meeting where the charges had been approved with the appointment of auditors. There was then a summary of the conversion costs which resulted in a further surplus of £15,891 after allowing some charges to be absorbed by the MAC rather than allocated on to specific schools.

Kate then went on to present the position for each school within the MAC demonstrating their in year position for the period 1.4.17 – 31.8.17 and the projected situation for the following 3 academic years.

The Directors were asked to consider a proposal relating to one of the units which was voted upon to approve.

See confidential item 3

Following details in relation to all school units with the exception of St Benedict's the meeting was adjourned for a short period to enable refreshment.

Meeting adjourned at 8.37pm

Meeting re starts at 8.43pm

Simon Smallman and Michelle Parton join the meeting

Kate Hawkins continues with the presentation, providing the outline of the St Benedict's financial efficiency rating, the pupil funding lag and previous decisions that have enabled the school to operate effectively and retain a surplus reserve of £94,000. The financial efficiency rating is set at 2 on a scale of 1-10 with 1 being the best possible achievement. Clarification is sought by the Directors with regard to certain cost headings and in house operations. Teaching numbers and TA provision is clearly accounted for and explained to the Directors.

The CFO hands over to Nick Gibson, headteacher St Benedict's who introduces the members of his senior leadership team who deliver a presentation for the Directors with details relating to the Sixth Form provision. A wide ranging discussion took place and the Directors agree to calling an Extraordinary meeting in the first week of June 2017 to review further information and make a decision. The Clerk and Chair would liaise and inform Directors of a date following the meeting.

See confidential item 4

Simon Smallman and Michelle Parton leave the meeting at 9.36pm

Kate Hawkins then resumes the presentation and summarises the overall position for the period 1.4.17 – 31.8.17. St Gregory's Stratford Upon Avon and St Mary's Henley in Arden are operating with an in year surplus for the period under review. The remaining schools within the Academy group record a deficit for the same period.

In summary, with the exception of 1 school within the Academy group (St Mary's Broadway) all demonstrated an in year surplus following the application of brought forward funds available prior to conversion and the overall surplus being carried forward to the next academic year was £85,000.

The Directors approve the MAC budget for the period 1.4.17 to 31.8.17 with a noted requirement for an action plan that will address areas covered in the future projections.

HFC171605.24 Policies Discussion Topic

The Chair identified that the clerk and Jacqui le Maitre had provided some work already relating to the policies in place and required now the conversion had taken place. He asked that this topic remain on the agenda for a future meeting and for the Directors give further thought in the meantime to this area.

HFC171605.25 Diocesan Scheme of Delegation

The Chair asked all members to confirm they had received the proposal to amend the wording in advance of this meeting. He then asked for this topic to be deferred to a future meeting when it could be given appropriate time.

HFC171605.26 A.O.B.

The Directors raised the importance of training for Governors and in particular new Governors induction training. It was asked that all LGB groups reviewed this in light of the conversion.

A point was raised regarding representation of staff at the Directors level as there seemed to be some misunderstanding between staff. The Directors were asked to communicate that there was no Staff Directors post, however there was a wish to ensure staff were involved and able to attend the directors board meetings by invitation. All Headteachers and LGBs would be asked to consider putting forward suggestions so that Directors may invite others in future. Please inform either Yves or Lisa the details of any to be considered for invitation.

Yves then reminded the Directors there were outstanding Pen Portraits for the MAC website from some and that these needed to be sent on by return.

Alannah Bayliss requested support from the Directors in the form of a working party to prepare for recruiting a new Headteacher at St Benedict's High School as Nick Gibson's contract will come to an end in August 2018. Teresa, Kayleigh and Yves all agreed to support this.

A concern was raised about the recent cyber attacks and computer safety on sites.

Kate confirmed that the IT team were looking at this, and other Directors shared their understanding regarding updated computers and that Warwickshire LA were currently supporting with updates.

A Director raised the communication of what is discussed at the Directors meetings out to other parties. It was clarified that the minutes will be made available on the MAC website and that the headteachers attending would also ensure relevant information was passed on appropriately.

The Clerk informed the Directors that prior to their first committee meetings they would be notified of the process for nomination and election for Chair to these committees and this would be on the agenda for their meeting.

There was also a request for discussion on the role of the Accounting Officer, specifically the DfE / RSC view on responsibility for Performance and Standards across the MAC.

HFC171605.27 Meeting Close

The Chair thanked all those in attendance for their time that evening and confirmed the next meeting would be the Extraordinary one in week commencing 5th June 2017 which the Clerk would notify them of shortly.

Meeting closed at 9.53pm.

Action Summary

Action By	Minute Number	Action	Date completed
Teresa Quick Maretta Pearson Vicky Robinson Yves Marien	HFC171605.18	Complete new Declaration of Business Interests Form and return to Clerk.	
Teresa Quick	HFC171605.22	Support recruitment process for Headteacher role.	
Clerk	HFC171605.23	Inform St Benedict's LGB of Directors Extraordinary meeting and request supporting documents for circulation.	
Clerk	HFC171605.24	Reschedule on agenda for next Full Directors Board Meeting	
Clerk	HFC171605.25	Reschedule on agenda for next Full Directors Board Meeting	
Clerk	HFC171605.26	Request all newly formed LGBs review the New Governors induction materials	
All Directors	HFC171605.26	Submit Pen Portraits for MAC website by return	

All Headteachers	HFC171605.26	Notify Clerk or Chair of any staff members to be considered for invitation to future Directors Meetings	
All Headteachers	HFC171605.26	Inform staff how and where to find information from Directors meetings	