



Holy Family Catholic Multi Academy Company

Meeting of the MAC Directors

Thursday 15th February 2018, 6.30pm

St Benedict's Catholic High School, Sixth Form, First Floor

Present

Kayleigh Sterland-Smith	Foundation Director	Chair
Simon McVeigh	Foundation Director	Vice-Chair
Maretta Pearson	Foundation Director	
Steve Groves (-8.29pm)	Foundation Director	
Teresa Quick	Foundation Director	
Jacqui le Maitre (-7.08pm +8.29pm)	Executive Director	
Nick Gibson (-7.08pm +8.29pm)	Executive Director	

The meeting was quorate throughout (5 Directors)

Others

Mark O'Connell	MAC Risk and Governance Officer
Alannah Bayliss (-8.29pm)	Head of HR
Kate Hawkins (- 8.40pm)	Chief Financial Officer
Jane McNally (-7.08pm +8.29pm)	Headteacher St Gregory's
Lisa Fryer	Clerk to Directors

Apologies

Tristram van Lawick
Jackie Smith

Meeting opened at 6.36pm

HFC180215.1 Opening Prayer

The meeting opened with a short prayer led by Nick Gibson on guidance.

HFC180215.2 Welcome, apologies and thanks

Tristram van Lawick had sent apologies which were accepted.

Jackie Smith had sent her apologies and on consultation with the Accounting Officer and Clerk had been advised a replacement was not necessary for attendance.

Apologies were accepted.

HFC180215.3 Declarations of business and pecuniary interest

None were noted for this meeting.

HFC180215.4

Directors confirmed receipt of the previous meeting minutes. It was requested that results for Our Lady's Alcester performance to be added to the minutes and Trevor Davis report detail to be attached to them. The Clerk explained to the Board that all

documents and papers in relation to any meeting were public and so there was no need for them to be attached to the minutes. Amendments would be completed by the clerk on checking the written notes.

Directors accepted the previous meetings minutes.

HFC180215.5 Actions taken by Directors to be noted

The Board noted the recruitment panel recommendation of appointment for the St Benedict's and its ratification by Directors. David Hughes was duly appointed.

The Board further noted that the Chief Financial Officer had withdrawn their resignation and this had been accepted. Directors were pleased to hear this confirmation.

A Safeguarding concern had been raised and addressed. An Ofsted notification of safeguarding complaint was received, addressed to the Chair of Directors. This has been followed up by Accounting Officer and Chair of Directors and they are satisfied that this has been correctly dealt with. The Chair of The Federation is also satisfied that the complaint had been correctly dealt with.

Directors were concerned that information had come in to a school and there had been a delay in the communication of this detail to the Chair or Accounting Officer. It was noted that a Safeguarding Director was not informed, and the Clerk confirmed there was no assigned Director in place at present. Both Executive Directors are trained Designated Safeguarding Leads and once the Accounting Officer was informed this concern was covered. Marett Pearson stated she would accept the Safeguarding Director role with the support of a trained Designated Safeguarding Lead, as she had not currently attended that level of training. It was agreed that the Accounting Officer would provide this support.

Director responsible for Safeguarding - Marett Pearson with the Accounting Officer.

Marett Pearson confirmed that she would make arrangements to attend a Designated Safeguarding Lead course at the earliest opportunity.

Headteachers then went on to raise concerns regarding the Health and Safety policy and Directors awareness of incidents. It was noted that individual schools are operationally responsible and the Board will only expect to have any RIDDOR incidents reported to them. This can be done by notifying the Clerk to include on the agenda.

The Clerk was instructed to note actions on safeguarding and health and safety would be a standing item on future agenda.

HFC180215.6 Policies

The Chair of the Standards, Performance and Ethos Committee noted that policies had been a long term item, returning to the agenda previously. The Head of HR and

Chief Financial Officer have been working to draft and produce the central Finance and HR documents for MAC wide adoption. The Headteachers were asked for the list of school policies that they were instructed to complete following the Committee meeting the previous week. Headteachers had some detail that has been collated as to which policies should be developed for MAC wide use, however a completed list was not available for the meeting. The MAC Risk and Governance Officer also had some detail of other policies that may be considered.

Directors instructed the Headteachers to produce a list of which policies were need to be completed centrally, prioritised for importance. The list was to cover statutory policies and other essential policy areas. Review periods vary and detail of what was suitable will be considered once a list was available. This information was required by Friday 2nd March.

It was also confirmed that Headteachers and the MAC Risk and Governance Officer would produce costs for consideration at the Audit and Resources committee on 22nd March prior to the Board meeting in April.

HFC180215.7 Confidential Item

Foundation Directors wished to complete this discussion topic earlier than scheduled, and all Headteachers were asked to leave the meeting.

7.08pm Nick Gibson, Jacqui le Maitre and Jane McNally left the meeting.

Confidential minutes 1

8.29pm Nick Gibson, Jacqui le Maitre and Jane McNally returned to the meeting. Alannah Bayliss left the meeting

HFC180215.8 Policies

The Chief Financial Officer had completed a draft Financial Regulations Policy and the Whistleblowing Policy was prepared by the MAC Risk and Governance Officer. These had been sent in advance of the meeting and all Directors confirmed receipt.

Directors were asked if there were any concerns or detail that was needed in order to approve the policies and none were noted.

Directors agreed to approve both the policies for adoption across the MAC.

The Accounting Officer wished to note the work undertaken by the Chief Financial Officer in preparing these, which was linked to the FMGS audit return that had recently been requested. He outlined to the Directors the additional workload this had put on the Head of HR, the Chief Financial Officer and the Finance team again, and thanked them for their hard work in completing this promptly. Following the close of the meeting the Accounting Officer also wished to record thanks to the clerk for their assistance in completing the return.

8.40pm Kate Hawkins left the meeting.

HFC180215.9 Training

The MAC Risk and Governance Officer asked if all Directors had received the document on minimum level training for Governors, and Directors acknowledged receipt.

Headteachers raised concerns about follow up on completion and it was noted that any concerns should be raised with the Chair of the LGB in the first instance. Any existing Governors with previous training were to be considered as up to date if the training was current and had not passed a review period. Otherwise it was noted that a large number of Governors within the MAC were new and would need to be supported through considerable training to help them deliver their roles effectively. The document presented had an induction schedule and longer term training options to add depth to each LGB.

Directors asked how training would be monitored and it was noted that an audit of training should be completed. There would be a need to ensure that all Governors had completed the relevant training by the appropriate stages, or be scheduled to. The individual or Clerks can record this detail on GovernorHub, and it was expected that any training undertaken at a local meeting level would include a sign off sheet for clerks to ensure a record was kept.

The MAC Risk and Governance Officer presented details of the costing regarding the current year position and then also the full year potential costs using a variety of subscription and training support packages. Subscription was currently in place with Warwickshire Governor Services for St Gregory's and St Benedict's until 31st August 2018. This could be extended to cover the remaining schools within the Academy at a cost of just under £1,100. This would allow access for all Governing Bodies immediately. Then a full years subscription cost starting from 1st September 2018 would be £3,657. Recommendations of courses included Closing the Gap, Child Protection and Safeguarding and Governor induction.

Certain training was not included within the subscription, Safer Recruitment Training being the key course that was recommended. The costs to ensure a minimum of one Governor per LGB was able to attend in 2018 was £1,200.

Recommendations for other levels of training packages included Financial accounts understanding, Effective use of data, Roles and responsibilities training. These could be provided through External Auditors, Carole Gregory, Babcock Prime and the BDES. Costs for these varied because of the content and training provider. Directors asked if initial financial training could be delivered by the Chief Financial Officer and more detailed sessions could be considered at a later stage. It was agreed this option would be preferred.

The Directors asked which budget the training would come from. It was explained that any in year subscription would come from the relevant schools. Then the Directors would need to consider if training costs should be paid centrally, in which

case proportioning costs would be in line with the MAC charging set up. Some Directors noted that this would mean that St Benedict's would take a larger charge than individually subscribing.

Directors asked the MAC Risk and Governance Officer what would be his recommendation and he stated the proposal as outlined in the paper was his priority recommendation.

Directors felt that the current subscriptions at St Benedict's and St Gregory's are in place and enable the training of certain topic areas as a priority. Then the MAC should sign up for the overall subscription offer from September 2018. The Directors asked the MAC Risk and Governance Officer to investigate any potential transitional options to get the best value in the meantime from the subscriptions in place.

Directors agreed wider training on understanding performance and progress in schools would be completed with Carole Gregory and Babcock Prime. Safer recruitment training was to be completed up to a cap of £1200 which would enable 4 Governors to attend. Finance training with the external auditors would be deferred with the CFO being asked to prepare interim support training.

Directors approved the expenditure and for it to come from the Central MAC budget from September 2018.

HFC180215.10 Governance across the MAC

The Clerk asked if all Directors had noted the Governance across MAC report that was presented and discussed at the recent committee meeting and this was confirmed. All LGBs had completed the health check and Headteachers were asked if they had any comments. It was noted that the health check outcome was a reflection and a measure of the age and maturity of all governance teams in MAC.

Directors then considered the allocation of Link Director roles as a conflict had been identified at The Federation where the Chair was also the Link Director currently. Roles were discussed and considered for re allocation and the Chair would contact all Directors outside the meeting to see what would suit everyone best. There was unanimous agreement that a replacement Link Director at Federation needs to be put in place.

HFC180215.11 Governance across the MAC

Directors were asked if they had read the outline paper that had been circulated in advance, which most Directors had. A brief discussion took place with some clarification on examples for future consideration.

The Directors discussed the duplication of information at meetings and a desire to reduce this. There was also a concern that Directors need to be aware of the different elements that were impacting across the MAC. There were points raised that the different LGBs had varying levels of understanding and their current structures were not consistent across the MAC. It was agreed a more detailed discussion at future meeting would be necessary and that further information could be prepared and

circulated before them. The Clerk was asked to put this on the agenda for the April meeting.

Directors asked about the frequency of meetings and their timing through the year. The Clerk confirmed that this was something that needed to be considered and it would be good to have a structure of meetings and dates in place before LGBs started to plan their following years meetings. The Clerk also gave an example of another meeting calendar that was in operation at another Academy and how this worked with delegated authorities.

The clerk was available to complete further research and preparation if it was required. A paper would be available and a proposal for the future structure would be agreed at the next full Board meeting in April.

HFC180215.12 External communication with Directors

MAC Directors communication. The Chair read the statement to the Directors prepared by the Clerk under instruction for consideration.

Directors accepted there was a possible risk in certain instances of confidentially address items being opened, however this was limited and outweighed by the risks of important documents being delayed in handling. Directors main concern was that items addressed to Directors or the Chair of Directors were passed on swiftly to the Accounting Officer to decide on action and inform the Board.

The statement will be distributed to Headteacher's so school staff can follow the process.

HFC180215.13 AOB

A Headteacher raised a concern relating to the rental costs of space in schools and variances in charges. It was requested that the Directors consider the overall costing structure for internal charging. Support was sought for a discussion with the Chief Financial Officer to understand the detail and Simon McVeigh agreed to complete this and report back.

HFC180215.14 Close and date of next meeting

Next meeting is on Tuesday 17th April at 6.30pm.

Meeting closed at 9.38pm

Action By	Minute Number	Action	Date completed
Maretta Pearson	<u>HFC180215.5</u>	Attend Designated Safeguarding Lead training	
Clerk	<u>HFC180215.5</u>	Add standing item to relevant agendas	

All Headteachers MAC Risk and Governance Officer	<u>HFC180215.6</u>	Produce a prioritised list of policies covering statutory and essential topic areas by Friday 2nd March. Send to the Chair of Standards, Performance and Ethos Committee.	
All Headteachers MAC Risk and Governance Officer	<u>HFC180215.6</u>	Produce costing for options to undertake the policy updating work and maintenance of a policy schedule. Send to Chair of Audit and Resources by Monday 12th March.	
CFO	<u>HFC180215.8</u>	Send on Financial Regulation Policy and Whistleblowing Policy to LGBs for adoption	
MAC Risk and Governance Officer	<u>HFC180215.9</u>	Confirm transition training options and arrange for full subscription to training from September 2018. Additional training to be scheduled.	
Chair	<u>HFC180215.10</u>	To arrange Link Director contacts for all schools and notify the Clerk for updating	
All Directors	<u>HFC180215.11</u>	Inform clerk if there are any questions or further detail required on governance structure for completion of proposal paper. A Director will need to be the lead on any proposal, please contact the clerk directly if you wish to be this lead.	
All Headteachers	<u>HFC180215.12</u>	Distribute statement on external communication for Directors to all staff	
Simon McVeigh	<u>HFC180215.13</u>	Support discussion with Headteacher and CFO	