

**Minutes of the St Teresa of Calcutta MAC Board Meeting held on
Thursday 21st November 2024 at 1.00pm**

Present: Frances McGarry, Foundation Director, Chair
Mary Higgins, Foundation Director (MH)
Sean Devlin, Foundation Director (SD) Vice Chair (Attended Virtually)
Andrew Kennedy, Foundation Director (AK)
Andrew Cullinane, Foundation Director (AC)
Christopher Price, Foundation Director (CP)
David Whale, Co-Opted Director, (DW)
Janet Tibbits, Foundation Director (JT)

Apologies: Mary A Mills, Foundation Director (MM)
Collette Burge, CFO

In Attendance: Professor Paul Ryan, CEO
Cordell O'Neill, Assist Governance Manager (GP) (Attended Virtually)
Liz Walker, PA to the CEO (LW)
Matt Stephens, UHY, Presentation on Financial Management (MS)

The Directors of the MAC requested a minute silence at 2.00pm to pay tribute to the victims and their families of the Birmingham pub bombings.

Opening Prayer

STM001/211124 Election of Chair and Vice Chair

The GP opened the meeting and briefed Directors and asked for the election of Chair and Vice Chair.

The current Chair expressed views for a succession plan and agreed with the advice of the Diocese that no Chair should complete more than two terms. The Chair requested that a successor to be confirmed as soon as possible, ideally with a planned transition in this academic year.

AC expressed an interest in the Chairmanship for the future but would require training and AC agreed to shadow the current Chair throughout the year.

The Chair and Vice Chair had already discussed outside of the meeting how pleased they were with the skills base of the board and the breadth and wealth of primary school and business /professional experience. It was noted the board would have minimum secondary experience when the terms of both the Chair and Vice Chair end, and this would need to be considered when recruiting new members.

Following discussion, no new nominations were received for the position of Chair, and the Board voted unanimously to elect FMG as Chair to which FMG agreed. It was also agreed that AC would shadow, and the Board would actively support a planned succession. There being no further questions it was:

Resolved: *FMG was elected as Chair until the first meeting of the academic year 2025/2026 and AC would shadow the Chair as part of the succession planning.*

The nomination for Vice Chair was discussed and no new nominations were received. The Board voted unanimously to elect SD as Chair to which SD agreed. There being no further questions it was:

Resolved: *SD was elected as Vice Chair until the first meeting of the academic year 2025-2026.*

STM002/211124 Confirmation of Governance Professional

The Chair sought agreement from the Board for the continuation of the governance professional services from SIPS. The Board agreed to continue with the SIPS governance service. However, it was noted with the developing changes of the MAC it would be necessary for governance to be considered, and reference would be brought back to the board. Governance was on the agenda for the CEO meeting on 29th November 2024 and it was agreed that legal advice would need to be sought. **ACTION CEO.** There being no further questions it was:

Resolved: *that the clerking service would be provided by SIPS Education for the academic year 2024/2025*

STM003/211124 Welcome and Apologies

The Chair welcomed all to the meeting, apologies had been received from MM and the CFO and these were accepted.

STM004/211124 Declarations of Interest

No declarations were made.

STM005/211124 Urgent Additional Items

- The Chair reported a severance pay for a positive business case, which had been received in lieu of notice and this had been completed satisfactorily.
- The Chair reported on the Uniform Policy, it was agreed by the MAC, to allow the schools flexibility to amend policies in accordance with the guidance from the DfE. All Directors agreed.
- Thanks was given to Christopher Price for reviewing the meeting schedule, the standards committee had been active, and a clear oversight of work undertaken was ongoing.
- The CEO highlighted more work was required on setting the dates in line with the data drops. Some of the current data drops, sit outside of the scheduled meetings.

STM006/211124 UHY Presentation of Year end accounts by Mat Stephens

MS from UHY presented the report informing Directors of the new branding of UHY and highlighted the following salient points: -

- Page 27 of the financial statements was detailed, income of the MAC had increased by £1.5 million, reported at £25million across the MAC.

- An increased number of changes in the year to the ESFA funding.
- A slight reduction to the capital grants received, a significant increase to the main general annual grant of £1.2million.
- The teachers' pay and pensions grants had been received.
- A decrease with the local authority funding compared to the previous year.
- Expenditure was reported, with incremental drifts of £1.4 million.
- Funds overall had increased by £1.1 million last year, which was translated. **A Director raised a question on funds.** It was confirmed there was a £243k reduction of funds confirmed as available funds and not cash funds. The balance sheet was confirmed at the year-end that explained where the £243 had been generated from.
- Testament to the team for maintaining the finances with the pressures across the sector.
- Expensive kitchen alterations at St Chads were highlighted.
- Cash had not reduced as in previous years and there was a healthy £3 million, the main reasons as in previous years was a couple of months of payroll costs to be paid over to BCC.
- Pension reserves was sitting at £6 million deficits, which was a concern, however Directors were advised not to be concerned, employee contribution rates were reported and there were no tangible benefits of that coming down. **A Director enquired what was the real number of funds retained that year.** It was confirmed £1.9m funds retained; funds placed back in the pot for pensions was reported as £275,000, depreciation was detailed and explained.
- An explanation of the drop in cash was explained.
- Building improvements were discussed and capital funding with facilities and conditions. Which would sit outside the asset funds.
- The MAC's ability to continue for the next 12 months was satisfied, with the level of reserves and no unforeseen issues over the next 12 months that would require disclosing.
- The ESFA published some guidance on reserves, indicating to start looking at reserves as a percentage of MAC income, indicated, those less than 5% income reserves were financially vulnerable, those with more than 20% should have a plan to spend and bring these down, so within that range was satisfactory and this was not deemed as excessive.
- There were three recommendations in the audit last year, one of those was the purchase order compliance, which had been discussed in detail at the last meeting. The SBM had confirmed this would be sorted this year and there had been a management response. This was managed every month and would be tracked monthly.
- A review of expenditure was the next point on the audit and to monitor some codes where there was potential capital expenditure.
- The business interests of the Directors were on the MAC website and should be always kept up to date, including any updates throughout the year.
- Recommendations for the current year were marked as low risk, purchasing and procurement, two incidents where quotes were not obtained in line with the policy, there should be two written quotes, and it was highlighted that some quotes were not obtained. The SBM highlighted the incidents and mentioned the preferred supplier.
- A further point was the toilet refurbishment which was over the threshold and not minuted. Directors highlighted the playground works and an audit trail and how that should have gone through the correct channels, immediate improvements were increased, and the board would ensure they used the correct process for the funding as well as the action.

- A low-risk point was the access to the HMRC government gateway portal and that submissions were accurate.
- The Academies Trust handbook for 2024 was highlighted and no significant changes were reported.
- There were funding pressures across the sector, it was critical to keep on top of the finances, particularly staffing costs with 24/25 was looking pressured for all schools. **At this point, the meeting was paused for a one-minute silence to reflect and pay tribute to the victims and families of the Birmingham pub bombings.**
- The next steps were detailed, and the Chair would sign the accounts on behalf of the board.
- These would be sent to Companies House and shared with the ESFA, along with the recommendations by December. The Board expressed thanks to the finance team for the smooth transition. There being no further questions it was:

Resolved: The Board approved the management accounts as presented. *Matt Stephens left the meeting at 14.10pm. Directors paused for a tea break at 14.10pm.*

STM007/211124 Review – Papers had been circulated prior to the meeting

Business and Pecuniary Interests (SIPS) – The forms had been circulated prior to the meeting and Directors were requested to complete these and return them to the GP for completion of the business interests’ matrix which would then be published on the MAC website. **ACTION: ALL**

KCSIE and Declaration – The Chair requested that Directors read KCSIE 2024 and sign the declaration which should be returned to Liz Walker for collation. The GP informed Directors they could make the declaration electronically through their personal profile on GovernorHub under Declarations. **ACTION: ALL**

Diversity Data – The GP confirmed this information could be completed via GovernorHub through Director’s personal profiles. From this information an anonymised report could be printed for the Board. **ACTION: ALL**

The Gender Pay Gap was highlighted by the Chair, and how it was their responsibility as a board to submit this data. The Chair reflected on the gender pay gap and confirmed this information had not previously been provided by BCC. The Board should be compliant, and the board had previously sought clarity how other MACS secured this information. The CEO confirmed that BCC could provide a snapshot of where they were. **ACTION: CEO**

Related Party Transactions – The forms had been circulated prior to the meeting and Directors were requested to complete these and return them to the GP. **ACTION: ALL**

LW requested Directors complete a background profile about themselves for the governance section of the MAC website. **ACTION: All**

The Chair highlighted the Data Protection form was to be completed annually. **ACTION: ALL.**

Code of Conduct for Directors (CES) – The code of conduct had been circulated prior to the meeting and Directors were requested to complete this and return them to the GP. **ACTION: ALL**

A Director highlighted the Code of Conduct received had highlighted yellow areas to be considered and the code needed to be personalised to the MAC. It was agreed LW would consult with the GP on this matter. The item was deferred to the next meeting. **ACTION LW.**

Code of Conduct for LGBs (CES) - The Board was requested to approve the code of conduct for the LGB's. There being no questions it was

Resolved: *the CES Code of Conduct for LGBS was approved.*

Website Requirements – The statutory website requirements were circulated prior to the meeting and Directors reminded of the requirements. CP agreed to regularly check the website for compliance and ease of access to relevant information. The CEO reported the website was currently being updated and welcomed CP's support. **ACTION: CEO/CP**

Skills Audit (CES) – The forms had been circulated prior to the meeting and Directors were requested to complete these and return them to the GP. **ACTION: ALL**

Trustee Contact Details (SIPS) – The forms had been circulated prior to the meeting and Directors were requested to complete these and return them to the GP. **ACTION: ALL**

STM008/211124 Trust Board Membership, Delegations and Terms of Reference - Papers circulated prior to the meeting

Review Membership - It was noted that AC and CP were Foundation Directors.

Standards Committee – JT's name to be added to the committee. **ACTION: GP**

Review Scheme of Delegation – The financial scheme of delegation had previously been approved at the Board meeting on 21st November 2024, therefore no further action was required.

Review committee structure and agree membership – It had been agreed previously in the meeting that CP and AC would join the Resources Committee. Following discussion, the committee membership was agreed as follows:

Resources Committee – MM, AK, CP, AC, DW and MH with the CEO and CFO in attendance. The Chair would remain as MM, with CP shadowing as part of a planned succession. There being no questions it was

Resolved: *The Resources Committee membership was approved*

Standards Committee - SD, FMG, JT and AK with the CEO in attendance. The Chair would remain as SD. There being no questions it was

Resolved: *The Standards Committee membership was approved*

Review special responsibility trustees – The special responsibilities were reviewed, and these were agreed as:

- Catholic Life – SD
- Digital Standards – CP plus one other to be confirmed
- Finance – DW
- HR – MH/AC

- Pupil Premium – J T
- Safeguarding -MM
- Section 48 Inspections – SD
- SEND – MH
- Standards – FMG, AK
- Teaching & Learning – JT
- Legal / Compliance CP
- Health and Safety – JT

A Director highlighted the importance that each of the MAC schools should have a governor responsible for Health and Safety. The CEO confirmed each school had a designated member for H & S.

Review Chair’s Action Function – This was reviewed, and no changes were made. There being no questions it was:

Resolved: *The Chairs action function was approved.*

STM010/211124 2024/2025 Meeting Schedule – *Circulated prior to the meeting*
The meeting schedule had been circulated and this was working well.

STM011/211124 Minutes of Previous Trust Board Meeting held on 11th July 2024 - *Papers circulated prior to the meeting*

The minutes from the meeting held on 11th July 2024 were reviewed and no amendments were made. It was:

Resolved: *the minutes were approved to be signed by the Chair and retained by the MAC.*

The action log was presented on screen and detailed as follows:

Actions:

STM042/010224 Strategic Plan – Closed

STM042/010224 Finance -The CEO was requested to consider how each school assigns costings to budget headings and to see if this could be better harmonised to ease benchmarking by the central team and oversight by the board.

STMO61/180424 Policies - LW to confirm that the Capability Policy was now amended – Carried Forward

STMO73/110724 Parent Survey – Carried Forward

STMO73/110724 CEO Report - 22.11.24 The CEO was requested to consider how each school assigns costings to budget headings and to see if this could be better harmonised to ease benchmarking by the central team and oversight by the board. – Carried Forward

STMO76/110724 Risk Assessment (Register) – Carried Forward

STM079/180424 Directors Training – Carried Forward

Safeguarding training had been highlighted on page 8 of the minutes from July 2024 and it was confirmed this had been completed. All Directors had received an email log in and completed their safeguarding training. The Chair thanked all Directors on following up on the actions since the last meeting.

STM012/211124 Review Committee minutes – Circulated prior to the meeting

Standards Committee - It was reported these minutes were still in a draft format and would be approved at the next standards committee meeting. Directors confirmed they had read and understood the minutes and there were no questions raised.

The Chair of Standards Committee highlighted two matters from the meeting which should be discussed by the Board:

- Timeline, of schools joining the MAC
- The provision of a joint MAC 6th form

The Chair confirmed these items were referred to within the CEO report. There being no question it was

Resolved: *the draft minutes from the standards committee were presented and noted and would be retabled once approved at the next Board meeting.*

Resources Committee - It was reported these minutes were still in a draft format and would be approved at the next resources committee meeting. Directors confirmed they had read and understood the minutes and there were no questions raised. There being no question it was

Resolved: *the draft minutes from the resources committee were presented and noted and would be retabled once approved at the next Board meeting.*

The Chair thanked both Chairs for all the hard work undertaken.

STM013/211124 CEO Report - Papers circulated prior to the meeting

The following items were referred from the standards committee:

Timeline, of schools joining the MAC - The timeline reviewed was not acceptable especially relating to safeguarding and this needed to be approved. The CEO confirmed the timeline had been changed, the academisation grant was ceasing in December which resulted in the diocese placing significant pressure on the sixth schools to be academized. All documentation had now been completed at the first stage. Funding for the six schools from the DfE had not yet been finalised.

A Director noted there could not be an assumption that these six schools were joining the MAC. However, the Diocese was expecting the schools to join irrespective of due diligence undertaken, which was concerning for the Directors. The Chair confirmed Directors were in favour of the schools joining in principle for growth. However, in terms of due diligence the Directors were concerned, and they were also concerned about the timeline. It had previously been highlighted about the impact of timelines which included the Easter holidays, and had no time allocated for Board scrutiny of due diligence reports and formal approval; this was not acceptable.

The CEO confirmed meetings had taken place with the diocese relating to six schools joining the MAC and supporting schools moving to full cheque book.

A Director highlighted it was not challenging for a school to operate as a full cheque book school, but added they felt they should not be dictated to in these matters.

The Directors engaged in a discussion regarding cheque book schools and highlighted that becoming a 'cheque book school' was a different subject to the schools joining the MAC and all Directors agreed.

The Chair highlighted an aspiration for growth and due diligence had to be fulfilled. It was recommended by the Directors that the CEO and the central team should bring the diocese instruction to the board, and for the CEO to provide *his* strong recommendation which should be clear. CEO to present proposed timeline for growth incorporating time for due diligence and Board scrutiny as discussed. If there was a Diocesan instruction this should also be clearly presented. **ACTION: CEO**

Archbishop Ilsley 6th Form/Joint MAC 6th form - *The Chair accepted that the discussion of a combined sixth form and the need to focus on strengthening the existing sixth form at Archbishop Ilsley.* The CEO agreed and added that work had to be completed on the estate of Holy Trinity and the St Marys building needed attention. The Chair acknowledged that the CEO position was not easy and accepted there were challenges, which were reflected in the minutes of previous meetings. ***SD left the meeting at 3.20pm***

The Board engaged in a lengthy discussion about schools and their deficits. Directors had concerns over due diligence timelines stated, and this was where the pressures and challenges came from. Directors agreed due diligence needed to work for both sides. The priorities needed to be for the current schools in the MAC.

The CEO report continued to report and highlighted the following:

- **Items of Strategic Importance** - The CEO confirmed that following the Resources meeting discussion was held on the school condition fund and situations which changed such as fire alarms and fire doors, contribution from school budgets, which were all in agreement with the LGB and HT.
- Ofsted ratings were scrapped in September 2024, the removal of overall grade no longer existed, such as Outstanding, Good, Requires Improvement, or Inadequate. Ofsted would instead issue a report card that focused on pupil outcomes and continued grading of four sub-areas of a school.
- Oracle - Becoming a cheque book school had already been discussed.
- New monies coming into education which had already been ring fenced and detailed.
- Attendance - There were challenges around persistent absence and ongoing work was taking place, an attendance conference had also taken place.
- Behaviours - Suspensions and inclusions would be discussed next week, there were concerns as this was significantly above the national percentages, policies would be amended and the challenges were reported as historical, and work was required within schools.
- Estates Major Projects was discussed at the resources committee meeting, £800k had been spent over the year on items such as fire alarms, doors etc. SEN provision was highlighted and there were holes in the floors, which was now condemned. ***A Director enquired if the Rosary had any conditions grant this year and had not bid for next year.*** The CEO confirmed the MAC had invested in a kit for the Rosary.
- The Project growth and discussion of the timeline was discussed earlier.
- The future of Governance had been discussed in an earlier item.
- Exit Interview Template had been completed and sent to schools.
- Staff Structure – The model structure for primaries had been circulated and this was the ideal model structure. The MAC was working towards a model structure in the primary schools, one school was currently managed slightly different, however the aim was for all schools to work with the same model.

The Chair highlighted the variance in non-teaching/ time off timetable which gave significant variance in cost.

- The Marketing Strategy was a good report and had been circulated to all Directors. **Directors confirmed they had read the report, and these reports only work when they were implemented.**
- Health & Safety Policy had been circulated and discussed earlier.
- There was nothing further to report on School Improvement.
- Profiles were discussed, all the central team and HTs were involved, with the Chairs to complete the dashboards. The CEO was pleased with the time and effort from all HTs and there were some great strengths reported and highlighted.
- Interventions had been challenging at Archbishop Ilesley, which was ongoing work, the standards committee was meeting with the staff at the school. Directors were grateful for the interventions.
- I.T.C had been covered earlier.

Resolved: the CEO report was presented and accepted by the Board

STM014/211124 BDES Monitoring Visit – Verbal Update

The CEO reported in relation to the BDES visit which had taken place on Tuesday 19th November 2024. This had been a positive visit and monitored the progress against action plans.

STM015/211124 Director Training and Visits – Verbal Update.

The Chair highlighted 'Cyber Security training' was available for to Directors and should be completed.

STM016/211124 Review Policies - Papers circulated prior to the meeting

Virtual Attendance Policy – The Virtual Attendance Policy was presented and there being no questions it was:

Resolved: The Virtual Attendance Policy was approved

Academy Trust Handbook 2024 was presented and there being no questions it was

Resolved: to accept the Academy Trust Handbook 2024

Trust Governance Code was received by all Directors. There being no questions it was

Resolved: to accept the Trust Governance Code

Accounting Officer Letter Sept 2024 was received by all Directors. There being no questions it was

Resolved: to accept the Accounting Officer Letter

The Pay Policy was presented and there being no questions it was:

Resolved: The Pay Policy was approved by all Directors and adopted.

Appraisal Policy - The Chair suggested the board reviewed the Appraisal policy. **ACTION**

ALL

Safeguarding Policy was presented and there being no questions it was:

Resolved: *The Safeguarding Policy was approved*

Sickness Absence and Well Being had been reviewed and circulated, it was:

Resolved: *The Sickness Absence and wellbeing was approved.*

Whistleblowing Policy – The Whistleblowing Policy was presented and there being no questions it was

Resolved: *The Whistleblowing Policy was approved.*

Complaints Policy – The complaints Policy was presented and there being no questions it was

Resolved: to accept the Complaints Policy

Communication (Primary & Secondary) – The policy was reviewed, and it was

Resolved: *to agree and accept the Communications Policy.*

The Chair expressed thanks to all Directors for their involvement in reviewing the above policies.

STM017/211124 Any Other Business

A special needs conference was highlighted, where discussions had taken place on funding. The CEO confirmed funding had been received to the sum of £50k and thanks was given to the Emily Hume, Inclusion Lead and the SENCOs for all their hard work.

STM018/211124 Date and Time of next meeting

The next meeting would be held on Thursday 13th March 2025 1.00pm.

There being no further business for discussion the meeting closed at 16.05pm. The Chair thanked the Clerk for their last-minute support in joining the meeting and apologised for the length in time of the meeting.

Closing Prayer

Chairs Signature:..... Date:

BOARD ACTIONS LOG 2024-2025

STM042/010224	Strategic Plan	<p>The Chair confirmed that there should be one updated integrated plan that contained all strategies, timelines and expected completion date and this should be tabled at the next Board meeting.</p> <p>A Director suggested that there should be a presentation of the plan with the sub strategies.</p> <p>The CSEL confirmed the updated version of the plan which contained the sub-strategies would be sent to the GP. If there were still any gaps or anything was not clear this could be addressed. The Chair highlighted that the Board had not seen any timelines for impact yet.</p>		CEO GP	Closed
STM061/180424	Policies – Capability Policy	<p>A Director raised a query from item 9 (Companion) and sought clarification whether HR were involved at this stage. Directors discussed the matter, and it was agreed that this should be amended to include that HR should be involved.</p>		LW	Carried Forward
STM073/110724	CEO Report	<p>Parent Survey - A Director noted the pupil survey would be in the autumn so the staff survey would be in the spring and the parents in the summer. A Director sought clarity whether this was the correct order in surveying year 7 just as they had come into the schools. A discussion followed and the CEO was tasked to look at the schedule.</p>		CEO	Carried Forward
STM073/110724	Finance	<p>CPD spending; variance in allocating costings made Board strategic oversight difficult. Need to consider a MAC wide approach.</p> <p>A Director sought clarification when the marketing strategy would be presented to the board? LW confirmed this was already under discussion. The Chair enquired if the strategies were known and could the board have this strategy on the agenda for the next meeting with a report in advance to the board. Marketing strategy was presented. Budget in hand</p>	22.11.24 The CEO was requested to consider how each school assigns costings to budget headings and to see if this could be better harmonised to ease benchmarking by the central team and oversight by the board.	CEO CEO	Carried forward
STM076/110724	Risk Assessment	<p>Risk Assessment (Register) – The Chair noted this was not included in the papers and would be deferred to the first board meeting of the new academic year. The updated risk register would need to be tabled at the resources committee as well as maintaining the live document on GovernorHub. Any changes should be highlighted for the committee/board.</p>		CEO/CFO	Carried Forward

STM079/180424	Directors Training and Visits	The GP requested that any training undertaken was confirmed to the GP for the director's training records to be updated. There also needed to be a way of identifying what training had been commissioned for directors through the MAC and any training completed notified to the GP to update GovernorHub.		CEO	Carried Forward
STM002/211124	Confirmation of Governance Professional	It was noted with the developing changes of the MAC it would be necessary for governance to be considered, and reference would be bought back to the board. Governance was on the agenda for the CEP meeting on 29 th November 2024 and it was agreed that legal advice would need to be sought.		CEO	New
STM007/211124	Review	<p>Business and Pecuniary Interests (SIPS) – The forms had been circulated prior to the meeting and Directors were requested to complete these and return them to the GP for completion of the business interests' matrix which would then be published on the MAC website.</p> <p>KCSIE and Declaration – The Chair requested that Directors read KCSIE 2024 and sign the declaration which should be returned to Liz Walker for collation. The GP informed Directors they could make the declaration electronically through their personal profile on GovernorHub under Declarations.</p> <p>Diversity Data – The GP confirmed this information could be completed via GovernorHub through Director's personal profiles. From this information an anonymised report could be printed for the Board.</p> <p>The Gender Pay Gap was highlighted by the Chair, and how it was their responsibility as a board to submit this data. The Chair reflected on the gender pay gap and confirmed this information had not previously been provided by BCC. The Board should be compliant, and the board had previously sought clarity how other MACS secured this information. The CEO confirmed that BCC could provide a snapshot of where they were.</p> <p>Related Party Transactions – The forms had been circulated prior to the meeting and Directors were requested to complete these and return them to the GP.</p> <p>LW requested Directors complete a background profile about themselves for the governance section of the MAC website.</p> <p>The Chair highlighted the Data Protection form was to be completed annually.</p>		ALL	New
				ALL	New
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				ALL	CEO
				ALL	NEW
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		<p>Code of Conduct for Directors (CES) – The code of conduct had been circulated prior to the meeting and Directors were requested to complete this and return them to the GP.</p> <p>A Director highlighted the Code of Conduct received had highlighted yellow areas to be considered and the code needed to be personalised to the MAC. It was agreed LW would consult with the GP on this matter. The item was deferred to the next meeting.</p> <p>Website Requirements – The statutory website requirements were circulated prior to the meeting and Directors reminded of the requirements. CP agreed to regularly check the website for compliance and ease of access to relevant information. The CEO reported the website was currently being updated and welcomed CP’s support.</p> <p>Skills Audit (CES) – The forms had been circulated prior to the meeting and Directors were requested to complete these and return them to the GP.</p> <p>Trustee Contact Details (SIPS) – The forms had been circulated prior to the meeting and Directors were requested to complete these and return them to the GP.</p>		<p>ALL</p> <p>All</p> <p>CEO/CP</p> <p>ALL</p> <p>ALL</p>	<p>NEW</p> <p>NEW</p> <p>NEW</p> <p>NEW</p> <p>NEW</p>
STM013/211124	CEO Report	CEO to present proposed timeline for growth incorporating time for due diligence and Board scrutiny as discussed. If there was a Diocesan instruction this should also be clearly presented.		CEO	New
STM016/211124	Review Policies	Appraisal Policy - The Chair suggested the board reviewed the Appraisal policy.		CEO to present policy for Resources Committee to consider.	NEW