

## SPIRITAN EDUCATION TRUST

### Minutes 163<sup>rd</sup> Board of Directors Meeting, 24 April 2017

#### Directors Attending

Mr Gary Abrahamian  
Mr Joe Barrett  
Mr Brendan Dillon  
Justice Catherine Murphy  
Dr Tom Whelan CSSp (Chairperson)

#### Apologies

Ms Siobhan Corry  
Dr Mark Fennell  
Ms Mary Fulton  
Mr Pat Kitterick  
Mr Ronan White

#### In Attendance

Mr Ronan Barry, Spiritan Identity, Faith and Mission  
Mr Tom Sheridan, Executive Officer  
Mr Tom Jackson, Company Secretary; Finance Officer  
Ms Maria McGuill, Administration Officer (Recording Secretary)

#### 1 Prayer

The Prayer was shared among a number of attendees.

#### 2 Preliminaries

Apologies had been received from Siobhan Corry, Mark Fennell, Mary Fulton, Pat Kitterick and Ronan White.

It was noted by the Chair that no appointments have yet been made by the Members to replace the two retired Directors, Rory Halpin and John O'Rourke.

Tom Whelan remembered fellow director Siobhan Corry who is ill at present. It was agreed that flowers would be sent to her from the Board of SET.

#### 3 Minutes of Meeting of 27<sup>th</sup> March

A correction was agreed in relation to the reporting of discussion on Agenda Item 8. The last sentence should be deleted and replaced so as to reflect more accurately the proposal accepted at the meeting of 27 March last that the excess monies received from the Licence Fee (€240,000) should not be accepted by the Board of SET.

A correction was also accepted in relation to Agenda Item 10, paragraph 5. The final sentence should be deleted and replaced with, "It was agreed that this would best meet after the draft

Lease document is available for the consideration of the Board and has been agreed by both parties”.

With these two corrections, the Minutes were agreed and signed, after having been proposed by Joe Barrett and seconded by Catherine Murphy.

#### **4 Matters Arising**

There were not matters arising not already included in the minutes

#### **5 Declaration of Conflict of Interest**

There was no Declaration of Conflict of Interest in relation to any Agenda item.

#### **6 New Appointment on Board**

It was announced that Pat Kitterick has been appointed Deputy Chairperson of SET by the Members on 11 April last, in accordance with the Constitution of SET (Articles of Association 5.5.2). The Deputy Chairperson will work closely with the Chair, and, if required in the absence of the Chair, will chair meetings of the Board. The Chair offered Pat Kitterick the congratulations and support of the Board.

Notice of appointment is attached to these Minutes.

#### **7 Report from Executive Officer (incorporating Ethos and Finance reports)**

Tom Sheridan took the Board through the report which is attached. Areas highlighted are as follows:

- ICT Development (separate Agenda Item, no 11);
- Vote of sympathy to Willow Park School on the death of their colleague Bridget O’Brien;
- Chaplaincy meeting held in DEA House and which received very positive feedback. It was noted that there is no compulsion on a school to attend any programme of training or development offered by the Trust;
- Information regarding the retreat scheduled for Saturday, 20<sup>th</sup> May, in Ardbraccan for members of Boards of Management is to be emailed to the SET Board; and it was also agreed to send a gentle reminder to those schools which have not yet responded;
- Various meeting held with chairs and principals of the schools around a variety of issues.
- Tom Sheridan and Tom Jackson visited the Blackrock Campus to discuss a variety of areas including the campus plan, budgets, Reserve & Liquidity Policy, CRA update. The meeting was very productive.
- Annual schools financial review will be held in May. It was agreed to reverse the usual procedure and Tom Jackson and Tom Sheridan will visit the schools individually.
- A discussion was had around the area of consolidated accounts and the idea of one auditor for all schools within the Trust. This was perceived as an excellent proposal and was approved by the Board. In discussion, it was agreed that the implementation would need careful, diplomatic and sensitive handling, and that the appointing of an auditor would go out to tender.

- Most of the Board of Management visits by Tom Sheridan have been scheduled and one has taken place
- An I.T. Workshop hosted by INTEL will be attended by the executive committee on 2<sup>nd</sup> May 2017
- Tom Sheridan and Tom Jackson will visit an educational Trust Office in London on 3<sup>rd</sup> May. They hope to establish a relationship which will allow them to learn from a trust body which is further along in the process than is the SET Trust.
- A meeting with representatives from the Salesians was informative and it is hoped that they will visit some of our schools soon.
- The final night of the Middle Leaders Programme took place on the 5<sup>th</sup> April and was a great success. All the principals from the SET schools involved attended.
- Three schools, Blackrock, Holy Family Community School and St. Mary's all received the Global Passport Award from World Wise Global Schools. Congratulations to all involved.
- It was noted that there was no response from the Board to the Implementation Plan. A further summary of the plan under headings such as finance, ethos, governance will be presented at a future meeting.
- Tom Sheridan will engage with the school principals and chairs around areas of finance and reporting systems. It was requested that if any minutes submitted by schools show anything that may be of interest to the SET board that this be highlighted in the Executive Report.

## **8 Report from Governance Committee**

A preliminary meeting was held; however, it became apparent that some thought needs to be given to the 'Terms of Reference' based on information received from similar Committees in other Boards in the voluntary and charity sector. A template Code of Governance document was examined and it was suggested that the Committee might, at a later stage, engage the services of Lucy Franks who has extensive knowledge in this area.

Based on one of the Action Points (in relation to the Strategic Plan 6.1) which asks that the work of the Finance Committee would be facilitated and consideration be given to its workload, the Governance Committee proposed the following: a Working Group be set up tasked with considering the status of the Junior Schools; campus committees; and Halls of Residence. While these questions have effect on some decisions that are made by the Finance Committee, they also have bearing on other, wider concerns of the Board. It was proposed that this Working Group, which would have as its Secretary, Tom Jackson (so as to create a link with the Finance Committee), would have at least two Directors appointed to it, and, like Committees, have the authority to co-opt other members as it deems appropriate, and will report to the Board.

The Board approved the proposal. Directors, who might have the appropriate skill sets for this Working Group, will have an opportunity to volunteer at the next Board meeting.

## **9 Report from Finance Committee**

This Committee will work on its Terms of Reference and will report to the next Board meeting on offer deliberations of its next Finance Committee meeting.

**10 Report from Ethos Committee**

Gary Abrahamian gave a brief report on the Ethos committee; however, as Ronan White is out of the country at present, the Committee will meet again upon his return.

**11 SET Website**

Ronan Barry introduced the Directors to the new website which he said should be live within the next week or two. All very impressed with its content, structure and graphics.

**12 Schools Boards of Management**

There are 4 Boards of Management which are due to be renewed in October 2017. The importance the Trustee Nominees on these boards was emphasised, and Directors were encouraged to propose names of suitable people who might be willing to serve for a term on one or other of these Boards. The Executive Officer agreed to produce a short account of what is required of a Trustee Nominee for anyone interested in taking the position. It was further agreed that, if willing, a nominee may be asked to serve for a second three-year term on a Board of Management, in accordance with good practice, and that this would be deemed the maximum that anyone would be required to serve.

**13 Board of Directors’ Induction (Report Back)**

It was agreed to move the report from the Directors’ Induction Day to the next meeting.

**14 Any Other Business**

**Date and Place of Next Meeting:** - Monday 22<sup>nd</sup> May 2017, DEA House (to address Finance and Budget]

**SIGNED** \_\_\_\_\_  
**Chairperson**

\_\_\_\_\_  
**Secretary**

**DATED** \_\_\_\_\_