

Spiritan Education Trust

Minutes 165th Board of Directors Meeting, 19th June 2017

| | |
|--|--|
| Directors Attending Mr Gary Abrahamian Mr Joe Barrett Mr Brendan Dillon Dr Mark Fennell Ms Mary Fulton Mr Pat Kitterick Justice Catherine Murphy Dr Tom Whelan CSSp (Chairperson) | Apologies Ms Siobhan Corry Mr Ronan White |
| In Attendance Mr Ronan Barry, Spiritan Identity, Faith and Mission Mr Tom Jackson, Company Secretary; Finance Officer Mr Tom Sheridan, Executive Officer Ms Maria McGuill, Administration Officer (Recording Secretary) | |

1 Prayer

The Prayer was shared among several attendees.

2 Preliminaries

Apologies had been received from Siobhan Corry and Ronan White.

3 Minutes of Meeting of 22nd May 2017

The Minutes were approved.

4 Matters Arising

There were no matters arising

5 Declaration of Conflict of Interest

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

6 Chairperson Report

Tom Whelan took the Board through his Report which is attached and forms part of the minutes.

7 Report from Governance Committee

The Governance Committee met on June 6th wherein structural modifications were made to the Terms of Reference. These were presented to the Board and were unanimously approved.

Pat Kitterick proceed to take the board through the Committee Report, highlighting two areas for consideration. These centre around the Junior Schools and how they will progress into the future as they are not state funded. The two areas of investigation being currently considered by the Committee were mentioned. However, it was stressed the Committee is only in its initial stage and further investigation is necessary before anything concrete will be brought to the Board.

8 Report from SET Office

Tom Sheridan presented a collated report from the SET officers.

- Introduction of SIMS to the schools is receiving very positive affirmation in most schools
- New members for the four Boards of Management which are up for renewal this year are being interviewed
- School Retreat Planning is well under way
- Meeting with the Loreto Trust Office with respect to the planning of a joint training programme for the junior school management teams
- School chaplaincy being coordinated with Ronan and he is investigating as to how other congregations support their schools in this area
- Ethos training for new Boards of Management is in the planning stage. This is to complement the training provided by the JMB
- Tom Sheridan and Tom Jackson visits to the schools around finance proved to be very informative and it is considered important to build these relationships with the management of the schools
- Feedback given to unsuccessful interview candidates

9 Report from Ethos Committee

The committee met on the 30th May and it is hoped that the Terms of Reference will be agreed for the board meeting in September.

- Training for Board of Directors to be facilitated by the Spiritan Ireland Animation Office
- Faith Education in Leadership as a course is under discussion
- Facilitating with training for the new Boards of Management
- New members welcome to join the ethos Committee

(Pat Kitterick had to leave the meeting at this stage)

10 Report from Finance Committee

Mary Fulton presented the report from the Finance Committee. The Terms of Reference were circulated and unanimously approved by the Board. Areas for mention included

- It was agreed that one auditor would work on behalf of all the schools within the Trust. This is out to tender now and hopefully there will be a result for the next meeting

- The notion of having a 'reserve policy' was touched on and was left over for discussion at the September meeting
- There is still no finance report from Templeogue College. As mentioned in the last minutes, there is a new bursar and she is still familiarising herself with the accounts.

St. Mary's Campus

Tom Jackson took the board through the attached report from St. Mary's Campus

- It was noted that the accounts have not been signed off and this is due to the Loan Arrangement between the campus and the Congregation having to be adjusted. There is substantial work needed to be done to the campus and it was noted that plans are underway to build a 4G pitch at the front of the school, funded by the Past Pupils Union
- A 3.3% increase in fees sought by the school was agreed by the board, proposed by Catherine Murphy, seconded by Brendan Dillon

Mary Fulton went on to discuss/explain the analysis of the SET accounts which came under scrutiny at last month's meeting. The variables in expenses and wages were discussed and it was fully agreed that the accounts were in order.

It was agreed that a forecast for 2017 would be presented by Tom Jackson at the September meeting. A budget for 2018 would be compiled for approval by the Finance Committee. It was agreed that any reserve policy agreed now would only be relevant for a few months, however should the situation change this figure would be subject to revision.

(Brendan Dillon had to leave the meeting)

11 Association of Trusts of Catholic Schools

The Strategic Plan for Trusteeship and Management of Catholic Post-Primary Education was circulated to the board as requested at the last meeting. Mark Fennell gave an historic reflection on how this plan came to be and the current opinion of the its state of play. It was agreed that a response would be formulated by the 26th June by Ronan and Gary for signing by the Chairperson and Executive officer of SET

12 Any other business

13 Date and Place of next meeting is Monday, 18th September 2017 to be held at the SET Offices at Kimmage Manor.

Chairperson

Secretary

DATE: _____