

**DOMINIC BARBERI MAC**

**MINUTES OF THE EXTRAORDINARY DIRECTORS MEETING**

**HELD ON TUESDAY 7 FEBRUARY 2017 AT ST. GREGORY THE GREAT**

	<p><b>Present:</b> Gerald Crown (Parent) GC Khurshid Ahmed (Staff) KA Sue McGarry (Staff) SMcG Marcella McCarthy (Principal) MM Virginia Moffatt (F) VM (part) Canon Mervyn Tower (F) FMT David Forster (F) DF (Chair) Peter Morrissey (F) PM</p> <p><b>Apologies:</b> Paul Concannon (F) PC Breda Bowles (Principal) BB</p> <p><b>In Attendance:</b> Georgina Paton (Chief Finance &amp; Business Officer) GP Pam Rodgeron (HR Manager) PR Maureen Jackson (Governance Manager) MJ Sue Smith (Clerk) SS</p> <p>The meeting opened at 6.30 pm.</p>	
1.	<p><b>Opening prayer, welcome and apologies</b></p> <p>FMT led a prayer and DF welcomed attendees to the meeting especially MJ who is the new Governance Manager. Apologies were received and accepted. The meeting was quorate.</p>	
2.	<p><b>Declarations of interest</b></p> <p>SMcG declared an interest in Item 5. VM declared an interest in Item 6. PM declared that he does consultancy work for the Archdiocese of Birmingham.</p>	

<p>3.</p>	<p><b>Admissions Policies</b></p> <p>Admissions policies for both primary and SGTG schools had been circulated prior to the meeting and were presented to the Board for ratification. They have been taken from the Diocese template and every school in the MAC needs to have one.</p> <p>Directors agreed to ratify the primary policy and the one for SGTG and primary schools need to personalise them for their own school and publish on their website.</p> <p>Thanks were expressed to SMcG for her work. SMcG agreed to send the electronic template of the policies to the Governance Manager MJ.</p>	<p><b>SMcG</b></p>
<p>4.</p>	<p><b>DBMAC Leadership Review</b></p> <p>A draft consultation document was circulated to those present. There will be one document covering leadership, business and central staffing. The timescale for the consultation will be for Directors to approve the draft structure and the implementation plan at this meeting with a formal consultation going to all staff on 20 February 2017. There will be a 4 week consultation period finishing on 20 March 2017 with Directors approving a revised or final version of the structure and implementation plan on 21 March 2017.</p> <p>Q: Why is SGTG primary school not included? A: Because SGTG is an all through school not two separate schools.</p> <p>The cluster model for schools has been chosen because it gives an opportunity to develop catholic leadership and offer career progression. It gives schools the chance to work together, evolve common systems, and share good practice.</p> <p>Q: Why have titles been given to the posts? A: Because it is a review of structure so is a review of those jobs.</p> <p>The idea of a consultation is for people to comment on the structure so proposals have to be made to include specific arrangements for current roles/posts.</p> <p>Q: Why are there different pay scales? A: The salary scales relate to the number of pupils on roll at each school.</p> <p>The lead principal of the cluster is responsible for their school and line manager to the other principal/head of teaching and learning who would run their own school.</p> <p>The consultation has tried to focus on what is needed based on school size and geographical location and then tried to organise a structure without putting people in places.</p> <p>Directors liked the consultation document as they felt it gave the MAC an opportunity for continuing development.</p>	

	<p>Directors asked that ring fenced posts be made clearer by colour coding. There are currently 4 principals in post and they would be eligible to apply for any of the new roles.</p> <p>Q: If one of the current heads wants to leave will there be a redundancy payment? A: No because there has not been a reduction in posts and all principals fed into the restructuring process.</p> <p>Q: Is there a cost involved in this new structure. A: No it is cost neutral.</p> <p>Q: Do you think that schools without a dedicated principal will be more sensitive to these changes and should further work be done with school committees? A: All school committees could be formally invited to respond. Some minor queries have already been received which have been dealt with by GP/DF.</p> <p>Consistency changes were proposed which will be actioned and Directors agreed to the distribution of the consultation document and timescales.</p>	
5.	<p><b>DBMAC Business/Administrative Staffing Review</b></p> <p>SMcG had declared an interest in this item but agreed to take part in the discussion but not to vote.</p> <p>A point of accuracy was made about the amount of additional administrative staff at SJT shown on the consultation document.</p> <p>This review is to streamline administrative support across the MAC. Currently schools have varying amounts of support and personnel undertaking these tasks. The plan is to have a business manager (2 altogether) responsible for each cluster and doing specific tasks and for each school to have administrative staff (5 in total) doing more routine tasks. This would enable schools to be more consistent and replicate good systems.</p> <p>Cluster working would offer schools the opportunity to share specialist teachers, ICT, and resources generally although there would be the possibility of redundancy among the current business managers.</p> <p>Q: Would business managers be tied to the Lead Principal? A: Not necessarily because administrative staff would be needed at each school.</p> <p>Q: If the role of business manager is changing what tasks would be expected of them? A: Their work would include primary budgets, financial monitoring, health and safety, inputting and checking of payroll, sickness management monitoring, recruitment etc. Some schools already have strong procedures in place but the new role of business manager would be more strategic than previously.</p>	

	<p>Concern was expressed that administrative staff currently working for DBMAC should be given fair consideration when changes are implemented.</p> <p>Discussion took place about the line management of business managers with Directors agreeing that it would be best for this to be by the Chief Business and Finance Manager rather than the Lead Principal of the cluster. However the business manager would be working with the Lead Principal on a day to day basis. This would allow for a MAC identity, controls to be put in place, deficiencies identified, and service maintained.</p> <p>Q: Has any research been undertaken about what happens in other MACs? A: This method works well in the BGN MAC but it is a smaller organisation than DBMAC.</p> <p>Q: Has thought been given to the knock on effect of removing 2 people from schools and how things will get done? A: The new structure would allow for up to 30 hours additional support to be available to schools. Further work would need to be undertaken to identify what central functions in schools need fulfilling and how best and who by this will be achieved.</p> <p>The consultation paper will be amended in light of changes and comments made by Directors.</p> <p>VM left the meeting at this point.</p>	
<p>6.</p>	<p><b>DBMAC Central Staffing Review</b></p> <p>The central finance team are currently under resourced. A Governance Manager has been appointed and recruitment for a Procurement Officer and an ICT Manager is underway. The new structure would include another Finance Officer and an apprentice to undertake the more routine tasks for the team. The Finance Manager post would include responsibility for payroll.</p> <p>The new structure is designed to make the MAC more efficient and in turn save money.</p> <p>Q: If HR hours are reduced who is going to support this post? A: The inputting of payroll will be undertaken by the Finance Officer.</p> <p>Directors agreed the central staffing structure with small changes.</p> <p>All documents will be updated/amended and circulated.</p>	

<p>7. <b>AOB</b></p>	<p>(a) Directors were asked to ratify the leadership arrangements at OLC due to the resignation of the principal on 31/12/2016. A recommendation in principle was made that Tara will be known as Acting Head of teaching and learning. She will run the school on a day to day basis and Dianne Carbon principal at SJF will have oversight of finance and business and will mentor Tara until the outcome of the leadership review is agreed.</p> <p>PC has expressed the strong view that Tara should be called Acting Principal, or Acting Head of School. HR advice is that this is not appropriate.</p> <p>Directors agreed to Tara being known as acting Head of teaching and learning in keeping with the other appointments in the MAC. Acknowledgement was made by Directors of how well Tara has stepped up to the role and support has been arranged to develop her.</p> <p>DF will send a letter agreeing and encouraging Tara’s role for the future to begin 20/02/2017.</p> <p>DF will send a thank you letter and a small pecuniary award to Marie Therese for her work as business and finance lead in the interim at OLC.</p> <p>Q: Has agreement been given for the pecuniary award to MT? A: Yes, permission was given by the EFA for interim financial transactions at OLC.</p> <p>Formal thanks were extended to MM for her support to the school after the principal left.</p> <p>Q: Is anyone going to change the OLC website? A: A message will be sent to school asking for the website to be updated.</p> <p>Acknowledgement was made to MM, PR, MT and GP for their hard work in supporting OLC through a difficult time.</p> <p>(b) The principal at OLL has expressed her gratitude to all schools who had supported her with a recent PEX in particular MM, BB, and DC.</p> <p>(c) One of the combi-ovens at SGTG has broken and is unable to be repaired putting pressure on the remaining oven to supply hot food to pupils at SGTG and two primary schools. The cheapest of 3 quotes for a new oven is £8730.78. GP confirmed there is £95k in devolved capital with more expected in May and the only other expenditure agreed from this budget is for the conditions survey at all schools.</p> <p>Q: If agreement is given to SGTG to have funds from the devolved capital expenditure will other schools want similar treatment? A: SGTG is different in that they have a large number of pupil premium pupils who</p>	<p>DF</p> <p>DF</p>
----------------------	--	---------------------

	<p>are entitled to a free school meal and they supply two local primary schools with hot food.</p> <p>Directors agreed funding for new combi-oven at SGTG.</p> <p>(d) GC requested that a review of strategy/vision for the MAC be an agenda item at the next Directors meeting although some of this is already in the action plan for the EFA.</p>	
	Meeting closed at 8.15pm	

**Actions from 7 February 2017 meeting**

	<b>Action (with completion date)</b>	<b>Who</b>	<b>Outcome</b>
3	Admissions template to be sent to MJ	SMcG	
7a	Thank you letter to be sent to Marie Therese	DF	
7a	Appointment letter to be sent to Tara	DF	

**Appendices (documents and reports discussed)**

Appendix A	Admissions Policies
Appendix B	Staffing Structure Review Consultation Document