

Steering Group/Directors meeting

Monday 22nd April 2013

Present:

Chris Bevan, Pauline McCormack-White, Darren Baker Claire Kerr Hilary Webb, Declan Brolly, Robert Dick, John Hussey, Duncan Marshall, Breda Bowles, Fr John Hancock, Rob Barresi, John Minogue, John Kirwan, Katherine Powley, Hazel Murray, Margot Buller, David Forster, Paul Molloy.

Apologies:

Jude Bennett

Presentation of the powerpoint by Chris Bevan covered the following items(see attached):

1. Opening Prayer
2. Introductions - this was a joint meeting which included the Steering Group Members and the newly appointed Directors. The meeting served to hand over responsibility from the steering group to the directors of the MAC.
3. Background & Context- (power point page 3) The MAC is an integral part of the Diocesan family of schools. The MAC is governed by the Barberi & Newman Trust which is appointed by the Diocesan Trustees. The MAC has strategic responsibility for all of the academies including appointments of the leadership team. (see power point which show who the company is accountable to including what the Directors have as a duty to act in the fulfilment of the company's articles/objects) Each academy has to establish an Academy Committee that relate to the functions as outlined in the presentation page 7. Reference was made to the letters received from the Diocese terminating the Governors from their role within each school and it was stressed that each committee Foundation Representative must apply to the DES and after appointment, sign the Deed of Adherence which is a schedule of the Scheme of Delegation. (see page 8 of the presentation) A comment was raised about a Director also being a member of a committee within a school and was that acceptable. It was shared that ideally it would be good practice to have a Director that represented each of the schools. Could all the application forms for the Foundation Representatives for each school go through Duncan at St Gregory's. The appointment of Academy Committees and the completion of the forms should be completed as soon as possible. The Application Form needs to be signed first and sent off and then the Deed of Adherence needs to be signed once appointment as a Foundation Representative has been confirmed. Concerns were raised on how some governors feel about how their role has changed. CB replied that the role itself was not diminished but it has changed. The committees still have responsibility for driving their school but in terms of allocation of funding there is the potential for access to a larger pool of resource based on the committee's recommendations. They are also responsible for the recruitment of staff below Vice Principal. Elections need to be conducted for parents and staff of at least 2 each. Each academy must have a minimum of 12 members but there must always be 2 more Foundation Representatives than other members combined. Additional members other than Associate members need to be agreed by the Board of Directors. Concerns raised

about how small schools may not meet the requirements. This needs to be taken to the MAC for a strategy to be put in place, for example sharing members etc. It was appreciated by all that this may be a problem for some schools. There is not a legal requirement for a parent to be a Foundation member. Also a parent that is a committee member may retain office even though their child may have left the school. The MAC is the employer of all staff, although the MAC's Directors are responsible for appointing Principals/Vice. HR should become involved asking for their advice in looking at an appropriate process for confirming appointments, e.g where should the appointment letter come from. Legally the Directors are the committees for each academy until each academy's committee is set up. The majority of the policies are going to be the same but the names will change. Policies need to be updated and shared.

4. Executive & Management Structure-(power point page 10) a need to ensure that this structure is agreed . The Board and Leadership structure changed from the 'Chief Executive Officer' to Executive Principal which has a legal implication as part of the 'non-negotiables' agreed with the Diocese. CB discussed St Gregory's, which has the secondary element to it. The Executive Principal should be rooted in one of the academies and in this case also to be in St Gregory's. It was raised that the Executive Principal shouldn't necessarily be always the Secondary School Principal but where the person had the necessary experience in relation to the role. The Vice Principal will have the responsibility for the operational management of the secondary school. Whilst only Catholics can only be appointed Headteacher, it has been the case that vacancies for Heads/ Principals will have no suitable Catholic candidates, where there is a suitable non-Catholic leader they will be line managed by the Primary Principal (with executive responsibility). An Assistant Head (no Catholic Head in the academy) cannot be made permanent which should then be managed accordingly. The Principals and Academy Committees are the key advisors to the Board. The MAC SBM/secretary needs to be nominated to this role. The Directors unanimously agreed the proposed structure and the appointment of J Hussey to the position of Executive Principal and Duncan Marshal to the position of (MAC) Business & Administration Manager.. JH was asked about the percentage of time allocated to the Executive role, he suggests approx. 35% would be to support the building of the MAC, with the remainder working alongside the SLT at St Gregory's. The Board will need to take the advice of the Principals in relation to 'next steps' for schools that don't have a current Head in place. Reference was made to the previous Principals committee meetings last Thursday at which leadership structures across the MAC were discussed. A firm proposal will be put to the next Directors meeting on the leadership structure.

5. Next 100 Days – Priorities Power point page 12  
The immediate priorities were agreed as budget, recruitment and admissions. The following were also agreed to be high priorities.

- Develop operating model (including vision) for the MAC
- Establish Academy Committees
- Set budget for 2013/14
- Establish Business & Administration structure
- Establish St Gregory's 4-11 capability
- Develop the Academy Performance Plan

- Recruit long term Directors

6. AOB – issues related to communication with parents etc. we have a website which is in a holding position at the moment, but it is being developed. A question was raised about if the minutes from the MAC will be sent out to the Academies even confidential matters. In the Scheme of Delegation it sets out that minutes should be sent out to all academies but in relation to confidential matters that needs to be reviewed by the Board.
7. Next Meeting (power point page 15 looked at a potential agenda) Concerns raised about the leadership at Our Lady's in Cowley and how the MAC is going to address this in terms of transparency when appointing Principals etc. Where an appointment has already been made a contract needs to be written. JH to give to Directors an overview of each of the academies to support the Directors in their understanding of strengths, areas for development any issues etc.
8. Date of next meeting – Tuesday 14th at 7:30pm at St Gregory's
9. The meeting closed with a prayer