

Minutes from Directors meeting – Tuesday 14th May 2013

Present:

Chris Bevan (CB)
Robert Dick (RD)
Duncan Marshall (DM)
Breda Bowles (BB)
Fr John Hancock (FJH)
John Hussey (JJH)

John Minogue (JM)
Katherine Powley (KP)
David Forster (DF)
Hazel Murray (HM)
John Kirwan (JK)
Robert Barressi (RB)

Apologies:

None recorded

1 Opening Prayer

CB opened the meeting with a prayer and introduction to the contents of the meeting.

2 Board Structure & Operating Model

CB introduced the operating model, using attached presentation, and explained that it offered a framework that would outline a way of working which could be discussed, developed, measured and monitored.

CB talked through the contents of the presentation page by page, explaining the questions on page 1 and the answers on page 2. He then expanded the answers by referring to page 3 which he outlined as the 'things that will help the MAC move forward'. It was discussed that there would be more freedom and flexibility of delivering the curriculum, that policies would need to be developed to encompass all academies in the MAC and that the Principals Committee would drive the influence on teaching and learning decisions of the Board of Directors. CB discussed the infrastructure and briefly outlined the benefits due to economies of scale and freedom when choosing service providers.

CB explained the information on Page 4 'At the Strategic Level' as the 3 areas that the Board need to look at and showed that each of those 3 areas covered all of the areas in the MAC operating model (this is shown on page 5).

RD raised a concern about the idea of 'recruiting' students and a discussion took place that resulted in agreement that the need to recruit varies across the MAC, smaller schools are effected by small changes in numbers much more dramatically that larger ones. It was also agreed that there is a need for more catholic pupils to attend DBMAC academies and that there is more freedom in how that recruitment takes place.

RD questioned if the boundaries of school catchment areas would still exist, JJH replied that they would for now and that the MAC would take guidance from the DES about this but that there would be a MAC admissions policy.

JM questioned how this may effect other 'non-DBMAC' catholic schools.

CB answered that it would be up to the Board how they wish to proceed with any policy and would take into account effects on others.

It was discussed that a Chair of Directors would need to be appointed.

HM asked for an outline from each Board member about their background and what their strengths are as a Director. Each Director did so.

JM said that he was concerned that becoming a Director was a 'rubber stamp' exercise. JJH and BB replied that it was completely the opposite and that the board was required to be dedicated and willing to develop DBMAC.

DF asked how often the Board should meet. CB replied that it should be once a term at least and that the need for the set up of committees was paramount to give the Board the information it requires.

After these discussions it was unanimously agreed that KP would be appointed Chair of Directors.

JK asked what individuals concerns were about the Directors' role and what the associated opportunities are, a discussion took place that outlined the differences between a Directors role and that of a Governor and how information would be fed back to the Directors in order for them to make decisions.

CB explained that the Scheme of Delegation states that each academy needs to create a 5 year plan for approval by the Directors and that the Committees need setting up to be able to do this.

HM said that relationships need to be built and that Directors need to know more about each school.

DF suggested that each academy could produce 1 side of A4 to give an outline of the position they are in. BB explained that the information could be provided from a 'single plan'.

JJH said that the Board needs to give direction to himself to enable him to move forward and work on the priorities both in the short and long term.

3 Ofsted Performance Management Framework & Salary Structure.

JJH talked through the attached notes on the pay policy consultation and explained that the pay policy needs to be in place by September 13.

HM asked who would do the performance management and when. JJH explained that this would need to be conducted first by members of the Board and then he would be responsible for others. CB backed this up by confirming that JJH is line manager to all Principals and, through them, all employees of the MAC.

He then talked through the attached dashboard. The Board agreed that this was very useful information.

4 Approvals

JJH explained that Jude Bennett has handed in her resignation as Head of School at St John Fisher and expressed his great disappointment at this. He then went on to explain that, some of the solutions that have been discussed for Our Lady's and for St Josephs Thame, could help with future, similar, situations.

(a) Academies Leadership Structure

(i) Our Lady's Cowley

JJH outlined the proposed structure (attached) which would see Margot Buller as Part time Primary Principal (with Executive responsibilities). It was recommended that this post was not for the 2-3 years as outlined but for a period similar to that of the acting Principal at St Josephs Thame. There was a discussion about what the MAC wants to achieve in its leadership which JJH and CB explained that the objective would be to have Catholic Principals in each academy but that the MAC needs to find a solution in the long term.

JM stated that he was unaware of the decision by the Committee at St Thomas More to allow Margot Buller to act in this capacity.

The structure was agreed pending change of the fixed term and ratification the information regarding Margot Buller acting as Primary Principal with Executive responsibilities at Our Lady's.

(ii) St Joseph's Thame

JJH outlined the proposal of Rachel Caseby to be appointed acting Principal of St Joseph's Thame until Christmas 2013. **This proposal was unanimously agreed.**

(b) Business & Administration Manager Salary proposal (confidential item)

The role description for the Business and Administration Manager had been circulated prior to the meeting. The proposal is that a salary of £45,000 p.a. be approved for this position.

The Directors agreed that the role was wide in scope and carried a large responsibility and that that the role also included the Company Secretary duties as well. It was noted that the appointment had already been approved at the previous Directors meeting and that this proposal was to consider the salary only. It was confirmed that the role description had not been formally evaluated.

Decision: To evaluate the role description against the OCC evaluation criteria and re-present the proposal with the evaluated salary at the next Directors meeting. When the salary is approved it will be backdated to the date of appointment.

Action: Katherine Powley will evaluate the role against the OCC evaluation criteria.

5 Priorities Review

The gaps for committees were identified and CB ran through where all the academies currently are.

HM suggested appointing temporary committee members for those academies that are short.

Action – DM to write to Principals about advertising for those positions.

CB explained that, if a committee is short of members, it is up to Directors to act.

HM asked about subscription of pupils

Action – JJH to provide information

JJH explained that the Principals committee is to meet in the first week of June to discuss budgets. This information can then be fed back to Directors.

6 AoB

7 Close

The meeting ended at 10pm with a prayer.

Date of next meetings:

Principals Committee – 5th June

Directors Meeting - 11th June 2013 7.30pm