

THE DOMINIC BARBERI MAC
MINUTES OF THE 3RD DIRECTORS MEETING
HELD ON TUESDAY 11TH JUNE 2013 AT CRICKET ROAD

Present: Katherine Powley (F, Chair) KP John Hussey (Executive Principal) JH
Roberto Barressi (F) RB Breda Bowles (Principal) BB
Robert Dick (Parent) RD David Forster (F) DF
John Kirwan (F) JK John Minogue (F) JM
Hazel Murray (F, V.C.) HM

Apologies: Chris Bevan (?!) CB Fr John Hancock (F) FJH
Fr John O'Connor (F) FJOC

In Attendance: Duncan Marshall (Company Secretary) DM
Richard Potter (Diocesan Education Service) RP
Liz Hayes (Clerk) LH

The meeting was Quorate.

1 Welcome and Opening Prayer

KP welcomed all directors and others in attendance to the 3rd meeting of the directors, and asked RB to open the meeting with a prayer. RP explained that the Diocesan Education Service could only be involved in the appointment of Principals.

2 Apologies and Declarations of Pecuniary Interests

Apologies had been received and were accepted from CB, FJH and FJOC. FJH would stand down from the Board of Directors at the end of the month. There were no declarations of pecuniary interest against any of the agenda items.

3 Minutes of the Last Meeting

The minutes of the meeting held on 14th May 2013 were approved, signed and dated as an accurate record of that meeting, and given to ?! for filing.

4 Matters Arising

There were no matters arising that were not already on tonight's agenda.

5 Current Status of Academy Committees and the Board of Directors

St. Joseph's, Thame, is the only Academy within the MAC that has a full complement of Foundation members. Owing to errors on the application forms, some applicants have been rejected as Foundation members, and advised to apply for other vacancies on their Academy Committees.

ACTION: All directors should ensure schools and priests are using Newsletters and other opportunities to encourage potential foundation members to apply.

The Chair asked for nominations for a Vice Chair, and proposed HM. There were no other nominations. HM left the room and was elected Vice Chair.

JH confirmed that FJH would stand down from the Board of Directors at the end of June. It is anticipated that FJOC will replace FJH. RB and JM declared their intention to stand down, when more permanent directors have been appointed. JH had heard from a financial specialist, who has worked with other Academies, and who would be interested in assisting the Board of Directors.

ACTION: All directors should consider possible candidates to join the Board of Directors.

6 Budget

Each Academy within the MAC has an actual budget until 31st August 2013 and an indicative budget for the following year.

ACTIONS: DM would meet with the Finance Manager from each Academy to finalise figures for the next academic year.

Three year budgets would need to be agreed by each Academy by 31st September 2013.

The Principals' Committee had proposed that all Academies within the MAC should pool their Formula Capital Funding, and should identify major projects across the Academies. JH outlined various funding opportunities for new Academies for which the MAC is entitled to bid. JH proposed that the MAC should identify a suitable project, which could begin in October 2013 and be completed by the end of March 2014, in order to apply for funding by 17th July. The Principals' Committee had also proposed a pro rata formula for each Academy to contribute to the MAC costs. Both recommendations in the report were accepted.

Directors discussed how the individual Finance Committees of each Academy should continue to support the Principals with financial decisions.

ACTION: DM would forward proposed Terms of Reference to each Academy Committee.

7 Policies

i. Pay Policy

JH has almost completed the Pay Policy for the MAC. JH explained the current situation:

- Teachers, whose Performance is Good in all four areas measured over a year, move along the pay spine by one place.
- Teachers, whose Performance is Outstanding in all four areas measured over a year, move along the pay spine by two places.
- Teachers, whose Performance Requires Improvement in all four areas measured over a year, do not move along the pay spine.

JH pointed out that this could be very expensive. DM confirmed that Performance Management will be linked to the new budget, running from September to August. JH informed directors that they would be asked to consider the eligibility for pay increments, if a teacher has had a long period of absence or if they have been on maternity leave.

ACTION: The Pay Policy would need to be agreed by September 2013.

ii. Accounting, Finance and Resources Policy

Directors thanked RD for assisting DM with this policy. Directors agreed the policy, subject to a few changes that were discussed in the meeting.

ACTION: DM would make the amendments before the next meeting of the Board of Directors.

8 Executive Principal's Report

JH had not produced a written report, because the MAC is evolving so quickly, and every day brings new changes.

ACTIONS: Instead of a weekly Newsletter, JH would produce a weekly blog, drawing across all Academies within the MAC.

Academy Committees would be asked to direct parents to this blog.

9 Update on Academies

This had been covered elsewhere on the agenda.

10 Appointment of Principals

JH had produced a written summary of the Principal recommendations. RP emphasised that it is the Board of Directors who has to make decisions on the appointment of Principals. However, it was agreed that directors should consult with Academy Committees out of courtesy. RP explained the process of appointing a Principal with Executive Responsibilities for another school, emphasising that it is for that Principal to decide how to execute their Executive Responsibilities. Directors agreed that it would be important to preserve such a Principal's original post and financial position.

Q. What can be done to overcome the current problem of attracting suitable Catholic applicants to apply for Principal vacancies?

A. Succession planning should be carefully considered within Oxfordshire.

Directors agreed that they should aim to keep Julia Hamper within the MAC. Directors agreed to the Principal recommendations.

ACTIONS: Out of courtesy, KP would consult with the Chair of the Academy Committee of St. Thomas More. This would be a confidential discussion.

Out of courtesy, KP would consult with the Chair of the Academy Committee of St. Joseph's, Thame to establish what that Academy is looking for in a new Principal.

JH would add St. Joseph's, Thame to the advert for a new substantive Principal for St. John Fisher, and would place the advert before the end of Term 6.

KP would e-mail all directors to establish a time-frame and an Appointment Committee, with the aim of appointing before the end of December 2013.

11 Styles of Leadership

This had been covered elsewhere on the agenda.

12 Succession Planning

This had been covered elsewhere on the agenda.

13 Development of Priorities for a Dashboard

Directors asked for the Catholic percentages of staff and pupils in each Academy.

ACTION: RP would forward these figures to DM.

JH urged all directors to consider how to make the MAC "beyond outstanding".

Directors agreed that the Operating Model of the MAC should be a standing item on the agenda.

ACTION: KP, HM and JH would draw up an Action Plan, which they would forward to all directors.

14 A.O.B.

Q. Does the Chair of each Academy Committee have to be a Foundation member of that committee?

A. Yes.

Directors wished to thank Chris Bevan for all his work in establishing the committee.

Date of next meetings:

Principals Committee – ?!

Directors Meeting – Tuesday 9th July 2013 at 7.30pm at Cricket Road

The meeting ended at 9.30pm with a prayer.

EH/11/06/13