

THE DOMINIC BARBERI MAC
MINUTES OF THE 4TH DIRECTORS MEETING
HELD ON TUESDAY 9TH JULY 2013 AT CRICKET ROAD

Present: Katherine Powley (F, Chair) KP
Robert Dick (Parent) RD
John Kirwan (F) JK
Breda Bowles (Principal) BB
David Forster (F) DF
Hazel Murray (F, V.C.) HM

Apologies: John Hussey (Executive Principal) JH
John Minogue (F) JM
Roberto Barressi (F) RB

In Attendance: Duncan Marshall (Company Secretary) DM
Liz Hayes (Clerk) LH

The meeting was Quorate.

Welcome and Opening Prayer

KP welcomed all directors and others in attendance to the 4th meeting of the directors, and opened the meeting with a prayer.

Apologies and Declarations of Pecuniary Interests

Apologies had been received and were accepted from JH, RB and JM. There were no declarations of pecuniary interest against any of the agenda items.

Minutes of the Last Meeting

The clerk's three small queries on the minutes of the meeting held on 11th June 2013 were answered. These were then approved, signed and dated as an accurate record of that meeting, and given to DM for filing.

ACTION: LH would forward the amended minutes to all directors.

Matters Arising

Richard Potter would still need to forward the Catholic percentages of staff and pupils in each academy to DM.

ACTION: DM would remind Richard Potter of this action point.

1 Results from Primary Academies out on 9th July

BB told directors that SATs results will be accessible on-line for all schools and academies in October, but that this will be invalidated data. The validated data will not be available until February or March 2014.

2 Recommendations from Principal's Committee

BB confirmed that the Principal's Committee had not met, because St. Joseph's had been visited by OFSTED. Both BB and JH had been involved in this. Directors congratulated BB for the Good that St. Joseph's had been awarded. BB informed directors that she was not told until it was too late that she could have deferred the inspection until Christmas, because

OFSTED expect to see at least four new terms' data since a school has converted to an academy.

DM brought to the directors' attention two proposals, which would have been discussed at the Principals' Committee:

Travelling Bursar:

DM would like to employ a current School Business Manager, who is over-qualified and looking for promotion, as a travelling bursar. This bursar would ultimately be responsible for all the primary academies within the MAC. Currently some of these academies are buying in the service from OCC. DM has a good working relationship with OCC, so would be kept up-to-date with changes in procedures. The MAC also employs an OCC accountant, who will be able to pass on information about other academies.

Q. Who would this bursar report to?

A. DM would be the direct line manager, but the bursar would work to the Executive Principal. DM outlined the new role as he envisages it. Each academy would have their own Finance Assistant/Administrator working under the bursar. There would be consistency across the MAC, and DM would be able to rely on this one bursar. BB added that the bursar would also be expected to obtain grants for the MAC.

Q. Is the long term aim to standardise job descriptions across the MAC?

A. Yes.

Q. How would the pay level of the new bursar be set?

A. The role would be evaluated through OCC. The position would have to be advertised for one week.

Q. Would there still be a separate bursar at St. Gregory?

A. Yes, it would be too much for one bursar to take on the work of the secondary academy, in addition to all the primary academies.

Q. Would each of the primary academies receive enough support?

A. Yes, some would have more support than they do now.

Directors agreed that DM should go ahead with the recruitment of this bursar.

ACTIONS: DM would give notice to outside bursars.

DM would forward a job description to KP, who would put this through OCC job evaluation.

DM would advertise the position for one week.

Catering:

DM has found an alternative provider for academy lunches, who is already known to and trusted by some of the directors as well as DM. The School Food Company, which is run by an ex-employee of Carillion, would be less expensive, have a lower profit margin, sources as much food as possible from local suppliers and tailors menus to suit school or academy requirements. It is proposed that The School Food Company would supply lunches to the academies within the MAC, which already have kitchens, from September. The academies without their own kitchens would have to wait until the company has set up kitchens elsewhere.

Q. How long would a contract with The School Food Company be for?

A. They have said three years, but DM is confident that there is room for negotiation.

Q. Would there be a problem leaving Carillion?

A. No, the current contract runs out at the end of this academic year.

Q. Have any of the academies provided any positive feedback about Carillion?

A. No.

Q. What is the difference between the costs of the meals?

A. The School Food Company would charge £2 per lunch. Carillion cannot provide lunches for less than £2.15.

ACTIONS: Directors agreed DM should negotiate a three year contract with The School Food Company, on the basis of a review within the MAC after the first year. DM would ask academies to provide feedback on Carillion at the end of this academic year, to be compared with feedback on The School Food Company next year.

3 Principal's Advert:

There has been no interest to date.

ACTION: DM would check that the advert is linked to the adverts for Headteachers in the TES.

4 Bids - Approval

Bids for both 12th and 19th July are on-going.

Q. Would it be acceptable for Our Lady of Lourdes, Witney to bid for the 12th July grant?

A. There is no reason why individual academy committees should not bid for the same grant that the MAC is bidding for.

ACTION: DM would amend the Financial Procedures manual to cover bids.

Q. Are these grants like the OCC capital budgets, i.e. a percentage of the overall costs of refurbishment should be met by the academy or MAC?

A. No, but all bids should demonstrate how the money will be spent to enhance Teaching and Learning.

5 Investment in Cricket Road - Approval

DF told directors that OCC is funding the primary academy renovations on the building.

However, there might be a shortfall of £1million over five years for the rest of the redevelopment, including the sixth form block. St. Gregory's could cover this shortfall out of their own budget. Once completed, the building should be a source of income, as it will be hired out.

Q. How is the funding distributed over the academies within the MAC.

A. The devolved funding formula will be used.

Q. What about capital funding?

A. This will be included in one lump sum paid at the beginning of each academic year. The new bursar, referred to under item 2 above, would be expected to source grants.

Directors approved this investment.

6 Finance Policies - Approval

DM had forwarded the following policies for all directors to read before this meeting:

Acceptance of Donations and Gifts Policy,

Counter Fraud, Theft and Corruption Policy,

Financial Risk Management Policy,

Accounting, Finance and Resources Policy and Procedures.

These need to be approved in order for DM to complete the Financial Management and Governance Self Evaluation by 31st July. DM had based these policies on those already agreed by the Painsley MAC.

Financial Risk Management Policy:

Q. Who is the responsible officer?

A. This is currently outsourced to OCC, but someone will eventually need to be employed within the MAC.

Q. How often will the self-evaluation be audited?

A. The baseline will be set this week, and will be audited in January 2014. It will then be audited on an annual basis. Directors agreed that there should be a Report to the Directors after each annual audit.

ACTION: DM would report back on the initial baseline in September.

Accounting, Finance and Resources Policy and Procedures:

Q. Is it too open for DM to have emergency financial powers?

A. DM would need to seek the approval of two directors to protect himself as much as the finances.

Q. Where are the policies backed up?

A. They are backed up every day at St. Gregory. They are also on DM's and JH's own computers.

Q. Will the policies be uploaded to the MAC website?

A. Yes, once they have been approved.

Directors approved all the policies, subject to the changes discussed above.

ACTIONS: DM would amend the two policies, as discussed above.

The Risk Register should be a standing item on future agendas.

Safeguarding should be a standing item on future agendas.

7 Succession Planning - Confidential Item - see separate sheet

8 Catholic Requirement on Committees

KP reminded directors that the MAC's Articles of Association state that the Chair of each Academy Committee should be a Foundation member. Directors agreed to over-ride this for the time being at Our Lady of Lourdes, Witney, where the current Chair is a Parent member, who is prepared to remain the Chair, while no-one else is willing to take on this role. However, directors agreed that a Foundation member should take over as Chair when the current Chair steps down.

9 Board of Directors / Committee Relationship - Admissions and Pay Policy

Directors agreed that Admissions and Pay Committees should be delegated to individual Academy Committees. Directors agreed that they need more time to discuss which policies will be agreed at academy level and which at MAC level. Eventually all minutes and policies within the MAC should be accessible through the MAC website. All the academies should be able to link to the central MAC website.

Q. What about the Safeguarding Policy?

A. This policy must be overseen by the directors. In addition, directors should approve the individual academies' Annual Safeguarding Reports and Actions.

ACTIONS: DM would obtain Annual Safeguarding Reports and Actions from all academies.

One Admissions Policy should be agreed by the MAC, but this should then be personalised by the name of each individual academy and their parish.

There should be one Pay Policy for all the academies within the MAC.

LH would forward a list of statutory and non-statutory policies to all directors.

DM will upload approved minutes from the Board of Directors onto the MAC website, and individual academies will be directed to them.

10 A.O.B.

Dashboard Priorities and Operating Model:

KP and HM outlined their vision, which would involve full engagement of everyone within the MAC, not just committee members. HM shared her ideas of finding two or three common objectives across the academies: the Senior Leaderships would need to buy into the shared vision; key strengths and areas of expertise should be identified across the MAC to enable standards to be raised, and to ensure staff recognition.

ACTION: KP would discuss with JH the idea of an INSET session when all the Senior Leadership Teams could meet and share ideas.

Dates of next meetings:

Principals' Committee – t.b.a.

Directors Meeting – Monday 2nd September 2013 at 7.30pm at t.b.a.

ACTION: DM would agree the venue and inform all directors and the clerk.

The meeting ended at 9.50pm with a prayer.

EH/09/07/13