



## 12. DB-MAC Signage

Signage is still under discussion. DM has received a quote of £6k for new signage for all the academies.

Q. Would each academy keep its own identity on the new signs?

A. Yes, this is crucial.

## 6. Executive Principal's Report

This was handed out at the meeting. The following points were discussed and questions asked:

JH had recently attended the Oxfordshire Secondary Schools' Heads' Conference, where he had worked with Professors Mick Waters and John West-Burnham. It had been evident that "closing the gap" should be the foremost priority for all schools. JH emphasised that the UK is now a net receiver of aid for children in poverty.

JH has made two Quality Assurance visits to each of the academies over the last two months. His report summarised the issues of each academy. JH stressed the importance of completing the Performance Management of the Principal at St. Thomas Moore before Christmas.

Q. Does St. Thomas Moore have a SIP?

A. No, but they could use a SIP from another academy within the MAC.

**ACTION: JH would ensure that the Performance Management goes ahead.**

JH asked the directors to thank the staff across the MAC for working so hard to ensure that the MAC succeeds, and to plan more visits to the academies. Directors said they would be meeting with some staff and parents in committee meetings, and with more staff at the Senior Leadership Away Days. DM has visited all the academies, and has built up their confidence in the MAC.

**ACTION: Directors would aim to attend specific events at academies, which DM would alert them to.**

Directors had been sent the completed survey of the views of the employees within the MAC.

**ACTION: Our Lady of Lourdes, Witney would complete and return the survey.**

## 7. Standing Items:

- **Safeguarding:** There was nothing to report.
- **Risk Management:** JK emphasised how important it is to have this in place.  
**ACTION: Both committees would look at this as a priority.**
- **Budget:** DM had updated the summary of where the MAC is financially. There is still a capital balance of £175k.  
**ACTIONS: DM would have to have the Asset Management finalised by the end of February.**  
**DM and Marie would work with some of the academies to improve their financial reporting.**  
**DM would have to submit the MAC's report to Companies House by April 2014.**

The FMGS audit, focusing on St. Gregory's, would take place tomorrow.

Q. Should the MAC pool the devolved capital of all the academies to complete large building projects?

A. This would be a good idea, so long as all academies have an equal opportunity to use this capital over the long term.

**ACTIONS: Directors would look at the £80k bid from Our Lady of Lourdes, Witney.**

**The Resources Committee would discuss this bid and the use of devolved capital in their first meeting, which would be organised for the end of January or beginning of February.**

*† arrived at 8pm*

## **8. Succession Planning**

Directors asked for this item to be minuted confidentially.

## **9. Individual School Performance Review**

This had been covered in the Executive Principal's Report.

## **10. Director Committees**

These had been agreed as Achievement Committee and Resources Committee.

**ACTION: Chairs of both committees, DF and HM, would arrange their first meetings for as soon as possible.**

## **11. Health and Safety Compliance**

Some of the Directors had attended a Health and Safety meeting immediately before this meeting.

**ACTION: Health and Safety compliance would take place across the MAC from the third week of January until the end of February.**

## **12. Asset Management**

DM does not yet have enough information to discuss this.

**ACTION: Add Asset Management to the next agenda.**

## **13. ACMF Bids**

This had been covered in the Executive Principal's Report.

## **14. Scheme of Delegation**

This had been covered in the confidential item - Succession Planning.

## **15. Policies for Approval**

Q. Why is the Catholic ethos of the MAC not in each of these policies?

A. This would need to be added to each of the MAC policies, along with the Mission and Vision, when they have been agreed at the Senior Leadership Away Days.

- **Exclusions:** An overarching MAC policy would need to be approved at the next meeting.

**ACTION: Principals would need to agree individual nuances to this policy for their academies.**

- **Absences:** An overarching MAC policy would need to be approved at the next meeting.

**ACTION: Principals would need to agree individual nuances to this policy for their academies.**

- **Pay:** A policy had been produced quickly for September, but the policy would have to be improved before Directors could approve it.

**ACTION: The Resources Committee would revisit this policy at their first meeting.**

Q. Do the directors have an overview of the pay in all the academies?

**A. ACTION: A verification exercise would need to be completed before September 2014, and commonality revisited.**

Q. Should there be a pay policy for non-teaching staff?

A. Yes.

## **16. A.O.B.**

The first two items were confidential - see separate minutes.

### Contracts of Employment:

Q. Who is responsible for signing contracts of employment?

A. This has been delegated to the Academy Committees and Principals, however Principals are agreed by the Board of Directors.

### Bids:

Q. Will future bids be put together by the same people?

A. In the long term, the MAC will have an agreed list of contractors.

### E-mail addresses:

Q. What is the purpose of the new e-mail addresses for Directors?

A. It should be used as a login to information specific to the Board.

BB confirmed that the Senior Leadership Team's Vision Days would be held at Hawkeswell House, Iffley on 6<sup>th</sup> and 7<sup>th</sup> March 2014.

### **Date of next meeting:**

Tuesday 21<sup>st</sup> January 2014 @ venue tba

The meeting ended at 9.15pm with a prayer.

**EH/10/12/13**