

THE DOMINIC BARBERI MAC
MINUTES OF THE 9TH DIRECTORS' MEETING
HELD ON TUESDAY 25th MARCH 2014 AT ST. JOSEPH'S, THAME

Present: John Hussey (Ex. Principal) JH Breda Bowles (Principal) BB
David Forster (F) DF
Hazel Murray (F, V.C.) HM Robert Dick (Parent) RD
Chris Bevan (F) CB Sue McGarry (Staff) SMcG
Duncan Marshall (Company Secretary) DM

Apologies: Katherine Powley (F, Chair) KP, Father John O'Connor (F) JOC

The meeting opened at 7.30pm.

The meeting was Quorate.

1. Welcome and Opening Prayer

HM welcomed all those present to the meeting, and opened with a prayer.

2. Apologies and Declarations of Pecuniary Interests

Apologies had been received and were accepted from JOC and KP. There were no declarations of pecuniary interest against any of the agenda items.

3. Minutes and Confidential Minutes of the Last Meeting

These were approved, signed and dated as an accurate record of that meeting, and were given to DM for filing.

The following points were noted:

- i) The Finance and Audit committees had not met before the board meeting as planned this will take place before the next board meeting. **ACTION - DM to arrange.**
- ii) **ACTION - DM to contact Janet Rowe regarding capital funds and bid process.**
- iii) JH and DF meeting St Aloysius and St Josephs, Headington soon to discuss joining the DBMAC
- iv) Directors commented on how well the mass went at St Gregory the Great for the Feast day.

4. Matters Arising Not Elsewhere on the Agenda.

- i) BB mentioned a potential capacity issue at SJC as pupil numbers increased.
- ii) Who should Principals report to?
CB explained that the Diocese has made it very clear that Principals should report to the Board of Directors, it was agreed that this does not work in practice and that a solution needs to be found in order to improve.

iii) BB felt that there have been decisions made with regard to the leadership at SJT that have not been transparent. JH challenged this and explained that the process had been completed correctly. It was agreed that Academy Committees need re-engaging. HM explained that the first Committee/Director meetings have started this process. DM explained that there is a large variation in the level of engagement and interest from the different Academy's Committees and that the communication needs to be a two way process.

5. MAC Development and Vision.

CB talked through his presentation that as previously circulated to Directors. The following observations were noted:

SMcG said that when some questions that arise at SJT 'go the the MAC' for answers, rather than seeing the MAC as including the academy it is a them and us situation. She suggested a MAC newsletter could be circulated and that standard letter heads should be used.

BB said that she thought the 'single plan' was a good idea.

JH said that he would like to see how the theory translates into practical action. The leadership across the MAC is unrecognisable from 12 months ago and that the processes in the system need to be in bedded in order to make significant progress.

JH and BB will focus on 'Standards'.

JH explained that the primary provision at St Gregory's is gaining national and international interest. Oxford Brookes has shown an interest in combining training with practical teaching experience and he is in discussion with them.

RD said that, from a Committee perspective, there has been no significant change in role. His biggest concern lies with the Board of ~~Governors~~ Directors and the capacity for the members to give more time than they do already.

HM said that there needs to be a full compliment of the Board and that this should be priority, it should also be clear about the requirements of the members that are appointed to the Board.

DF said that Committees should have a review of their strengths and weaknesses starting with a skills audit. BB agreed and said that they would need to show the impact of such an audit.

RD explained that there are tools for Governance self-assessment which could be used across the MAC. CB said that Committee Representatives need to be involved. **RD to focus on 'Governance'**

DM asked about how this would all link in to the individual academy development plans. JH explained that the areas in the plans are covered.

ACTION – RD to send Directors more detail.

ACTION – CB to update his presentation and distribute.

6. Safeguarding

ACTION – JH to produce a summary of Safeguarding issues for the next Board meeting after consultation with Principals.

7. Risk Management

ACTION – JH and DM to develop the Risk strategy

8. Executive Principal's Report

This had been circulated to all directors prior to the meeting. JH read through the report and Directors thanked him for the update.

9. Finance Updates

All papers distributed before the meeting.

i) DM gave a brief overview of the asset management system that has now been implemented across the MAC. First quotes back from insurance show an £11k saving as a result. It will also allow the MAC to be able to produce the statutory asset reports required by the EFA .

ii) DM gave an update on the MAC current position and projected over a three year period. Directors questioned the overspend in 2 academies in years 2 and 3. DM explained that this was partly due to the forecast on pupil numbers but also that staffing needs investigation.

ACTION – DM to include narrative of explanations on the next forecast and provide a separate training budget to highlight spend in that area.

iii) DM explained the need for a new system and referred to the document previously circulated, he confirmed that the correct quoting procedure had taken place – Directors approved the move to the PS financial system.

iv) RO Audit feedback – Directors thanked DM for the report.

v) Capital Projects – DM referred to the document previously circulated and outlined the need for a kitchen to be installed at SJT. Directors questioned the process of bidding and it was agreed the expenditure pending information from Janet Rowe and the correct completion of the DBMAC bid form.

vi) DM explained the 14/15 GAG funding and that a budget would need to be submitted to the EFA at the end of July.

vii) DM asked about the potential top slice for 14/15. JH explained that the original top slice was agreed by Principals.

ACTION – DM to produce a report for Committees/Directors explaining expenditure of the Top-Slice, Transfer grants and the impact they have had. Also to produce time frames for audit and finance committees.

10. Governance/Leadership

i) Directors agreed that a skills audit needs to take place for the Board in order to identify the requirements of new members. **HM ACTION.**

ACTION - RD and DM to work on the process for recruiting Parent Directors

ii) HM gave an overview of her report – previously circulated. It was a very useful exercise and more meetings are to be planned throughout the year. The main issue highlighted is around communication and this topic has been previously discussed.

iii) The Staff pay policy was discussed and SMcG gave an outline of the Teaching Assistant pay guide for the Thame partnership. Directors asked for more clarity on this subject before agreeing the policy. **DM ACTION**

iv) The provision at Thame was discussed; JH explained that the interview process is taking place next week.

BB highlighted that support will be required for the Deputy as priority in the summer term.

11. OFSTED readiness has been previously covered by CB presentation

A.O.B.

RD asked about whether the Board had delegated Admission authority to individual school Committees. Directors confirmed that this is the case.

ACTION SMcG will update the policy and circulate

Dates of next meeting:

Tuesday 29th April 2013 at 7.30pm - venue STM

The meeting ended at 10.10pm