

THE DOMINIC BARBERI MAC
MINUTES OF THE 14TH DIRECTORS' MEETING
HELD ON TUESDAY 28 APRIL 2015 AT ST. GREGORY THE GREAT

Present	David Forster (F, Chair) DF Father John O'Connor (F) JOC Hazel Murray (F) HM Virginia Moffatt (F) VM Marcella McCarthy (Principal) MM	Helen Archer (P) HA Sue McGarry (Staff) SMcG Angela Anderson (F) AA Duncan Marshall (CS) DM
Apologies	Breda Bowles (Principal) BB	Katherine Powley (F) KP
In Attendance	Sue Smith (Clerk)	

The meeting opened at 7.00pm.

The meeting was Quorate.

1. Welcome and Prayer

DF opened the meeting, welcomed VM and JOC led a prayer.

2. Minutes of last meeting and matters arising

Marketing Proposal - Directors to reflect on EC's marketing presentation and formulate policy when staffing agreed.

Action: DF to write to EC to offer thanks for her presentation and offer of further advice.

School Aspect – DM emailed School Aspect saying JJH has left and is no longer the main contact and asked for an update as to where each school is. Schools to be told it will be a requirement for them to use it.

Action: DM to arrange brief overview for Directors and further training for schools if necessary.

Advert for Directors – agreed not the best way to find new Directors. Foundation Directors need to be appointed before others.

Action: DF/DM to personally approach two prospective candidates with the right expertise.

Action: Foundation Directors to be appointed before parent ballots can be organised by office.

Catholic Leadership Training/Catholic Links

Action: DF to arrange subscription to both.

3. Safeguarding

A safeguarding issue has been raised to Directors and is being taken seriously and dealt with urgently.

4. Risk Management – DBMAC Central/Schools Risk Registers need updating.

Action: DM and VM to review and bring to next meeting..

5. Policy Approval

Flow Chart proposal agreed for future policies (attached).

Action: DM to send SS electronic copy.

Proposed policies all agreed.

Action: DM to disseminate policies to Schools who will need to sign them off, note review dates, and make relevant people aware of them.

HR Policies to be sent to Schools for consultation but in interim they are approved as DBMAC policy in that area until next meeting.

Action: DM to circulate proposed HR policies to schools for consultation with a proposed date of 01/09/15 for implementation.

Board agreed that in future they would use Diocese policies as a starting point if they are up to date.

6. Business and Finance Update

Payroll run for the first time by Mouchel. Personal email access for employees should be available by Friday and Administrative Managers in schools will have access to all.

DBMAC were successful with three capital bids from the EFA. Two at St Joseph's Thame for a classroom extension and the roof and one at Our Lady's for a fire alarm system and a bid for a new classroom/fire alarm at St Thomas More is being resubmitted.

EFA capital bids are available from time to time through the year but have a specific focus. Emergency capital funding is available all year and a bid will be made for the work at OLS from this.

A request was made for Schools/Chairs to be made aware of when EFA Capital bids are open and the focus.

Action: DM to let schools know and give details of EFA website.

Action: When bids are available DM to visit all schools with EFA Architect.

There is a limited amount of capital money within the MAC of £96k and bids are on the table from schools for this.

Action: Finance Committee to draw up criteria, consider bids and prioritise before the end of the financial year.

Q: Will there be a building (maintenance) audit through all schools?

A: Yes, this will be undertaken by Committee/Principal/Administration Manager.

Q: Will IT provision be school's responsibility?

A: DBMAC will be asking schools what they need and it is hoped to develop a Central IT role to oversee them all.

Sincere thanks were extended for the all the work undertaken by DM who in turn wished to thank xxx and xxx for their assistance.

7. Principals' Update

It is a while since the Principals met and it was agreed they need to meet more systematically (meet every half term with structured agenda and minutes). Discussion had taken place about how better to improve communication. Principals agreed that the literacy/numeracy sub-committees that met had found it very useful and it was agreed it was a good way of sharing expertise across the MAC.

Action: DF to write to Principals about using School Aspect and what IT support they would like.

SMcG asked how other schools in the MAC were dealing with appeals. Some used the Diocese and others OCC. It was agreed it would be good to centrally employ the Diocese to do all school appeals to improve consistency and reduce travel/accommodation costs.

Action: Appeals to be discussed at the next Principals meeting.

Action: SMcG to contact all schools to determine their current practice.

Action: Board to commend Catholic Links to all Principals.

Action: Principals to be asked to provide an end of year report on existing template which will form basis of DBMAC Annual Report.

At the Big MAC meeting on 9 July 2015 all Principals to be asked to do a 5 minute presentation about their school.

8. Director Recruitment and Training/link Directors

Nicole Evans has resigned as parent Director.

It was agreed that an Induction pack should be compiled and training arranged for new Board members.

There are two vacancies for Foundation Directors, 1 for staff Director and two for parent Directors.

Training for Directors – Governor Services can arrange training for DBMAC Directors/Academy representatives in finance, marketing, performance management etc.

OLS (Cowley) have arranged joint training in Learning Walks for 4.00 on 7 May 2015 to which all schools have been invited.

Unfortunately the Day of Reflection on Catholic Ethos and Leadership on 16 May 2015 has not been well supported and it was agreed to postpone it to a more convenient day.

Action: DF to contact Principals about suitable time/dates to reconvene liaising with JOC.

Link Directors - Discussion took place about linking Directors to individual schools. It would help when Ofsted visited and to improve communication. There are already some associated links eg HM St Thomas More Kidlington, DF/VM/MM St Gregory's, BB St Josephs Carterton, AA with Our Lady's Cowley and SMG with St Josephs Thame, but no links exist with Our Lady of Lourdes Witney, and St John Fisher Littlemore.

Sub-Committees - A proposal was made for the next financial year for Directors to be part of four standing sub-committees

Ethos and Catholicity

Curriculum and Academic Standards

Leadership to include Governance

Finance and Resources to include Marketing and Pay

Directors were asked to think about which committee they would like to be part of. VM and AA agreed to be part of Finance Committee.

DBMAC has an Audit Committee (Executive Committee) comprising of DF, HM and JOC.

Catholic Links is a website with resources for Catholic Schools which looks good.

Action: DF to sign up all schools in MAC.

9. Ofsted Visits – OLS (Cowley) and SGTG

OLS (Cowley) visited by Ofsted and acknowledged the school requires improvement with a good for behaviour and safety. They reported that “pupils behave well, feel safe and enjoy school. They are keen to learn and their ability to work happily with one another contributes positively to their learning”.

Ofsted said that SGTG was making the necessary improvement under their new principal. Ofsted had expected to put school in special measures but had deemed it improving. Ofsted said they were good in 6th form, early years, safeguarding, British values, SMSC and were impressed by atmosphere of school ethos. Ofsted agreed with the school's self-evaluation and were happy with their improvement plan. Two associate principals to be appointed at SGTG and a phased retirement plan agreed for some existing members of SLT.

Action: Chair/Principal and representative from OLS to look at action plan. OLS to be offered choice of dates 23/06/15 or 14/07/15.

10. Employee Survey – deferred

11. Leadership in the MAC – the Way Ahead – confidential item

12. Future Dates

28/04/15	Directors Meeting
21/05/15	Executive Committee Meeting
23/06/15	Finance Committee Meeting
02/07/15	Executive Committee Meeting
09/07/15	Whole DBMAC Link Meeting
14/07/15	Directors Meeting

13. AOB

St Joseph's Thame have appointed a vice Principal and the Directors agreed to ratify this. The Board also want a written leadership plan to include visits to other schools, attendance at xxx's leadership training, and the head to oversee performance management.

Schools that appoint to their leadership team need to have a clear leadership plan in place for their head before Directors will ratify the appointment.

St Thomas More have an advert out, closing on 11/5/15, for a principal. It was acknowledged that it is difficult to recruit to posts in Oxfordshire due to high housing costs. If an appointment is not made Directors will look to an executive headship.

Directors asked to consider alternative ways of advertising/recruitment to attract quality people to the area.

JHH has now left.

Action: DF has sent him a card and thanked him for his work. A proper farewell to be arranged at a convenient time.

Meeting closed at 9:40.