

THE DOMINIC BARBERI MAC

CONFIDENTIAL MINUTES OF THE 15TH DIRECTORS' MEETING

HELD ON THURSDAY 2 JULY 2015 AT ST. GREGORY THE GREAT

Present	David Forster (F, Chair) DF Father John O'Connor (F) JOC Angela Anderson (F) AA Breda Bowles (Principal) BB	Hazel Murray (F) HM Sue McGarry (Staff) SMcG Marcella McCarthy (Principal) MM
Apologies	Duncan Marshall (CS) DM	Virginia Moffatt (F) VM
In Attendance	Margaret Madden (part) Sue Smith (Clerk)	Pita Harris (part)

The meeting opened at 6.30pm.

The meeting was Quorate.

1. Welcome and Prayer

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

2. Minutes of the last meeting and matters arising

Marketing Proposal – DF has written to EC to thank her for presentation and offer of further advice.

School Aspect – Brief overview to be arranged for Directors and further training for schools if necessary.

Advert for Directors – DF has spoken to two possible Foundation Directors xxx and xxx. Both are seriously interested.

Catholic Leadership Training/Catholic Links – Subscription not yet arranged.

Safeguarding – Safeguarding issue has been dealt with.

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

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

Policy Approval

Action: Confirmation needed from DM that all agreed policies have been disseminated to schools and proposed HR policies have been sent out for consultation.

Flow Chart proposal agreed for future policies.

Action: DM to send SS electronic copy.

Business and Finance Update

Finance Committee have drawn up criteria for capital bids (Safeguarding, Health and Safety, School Development Plan, does it improve the school, does it generate income and is it operational).

Bids were approved from Our Lady's Cowley and one from St Joseph's Thame. St Joseph's Carterton asked to resubmit their bid for improvement to toilets for consideration at the meeting on 14th July.

Principals' Update

Principals meetings have not been taking place.

Appeals session held on 30/06/15 for all schools.

Catholic Links commended to all Principals.

Training session "British Values – a Catholic View" to be held 6.00pm, 9 July 2015 at St Gregory's for all DBMAC schools.

Director Recruitment and Training/Link Directors

A list of Link Directors to individual schools has been agreed. This will be updated in September.

Ofsted Visits – OLS (Cowley) – on agenda.

Employee Survey – deferred.

Leadership in the MAC – the Way Ahead – on agenda.

Future dates – agreed.

AOB

JHH has said he does not wish to have a farewell do but thanked people for their good wishes. Card to be sent from Directors thanking him for his work.

3. Financial Situation – Confidential Item

4. **Reports from the Finance Committee – budget monitoring, budgets for 2015/16 and top slice –** item deferred until next meeting.

5. **Leadership in the MAC – the way ahead**

DF discussed the preferred model agreed by Directors with xxx who rejected it on the grounds that it did not satisfy the Scheme of Delegation.

Action: DF to check if minutes of all Academy committee meetings are received centrally.

Action: Schools to be encouraged to use School Aspect so they can be shared across the MAC.

DF circulated a draft MAC Governance improvement plan which he will load on to Google-drive.

Action: Directors to read and send feedback to him by Monday 06/07/15. Agreed to include lead person/timescales.

DF circulated a draft DBMAC Committee Structure which was agreed by Directors.

Our Lady of Lourdes, Witney had asked for advice about a new chair in that the only person willing/able to stand is not a foundation governor or a Catholic. Directors advice was to appoint but as an acting Chair, pending further discussion next year.

BB is taking on the role of Executive Head of St Thomas More School next year. For the future, this sort of arrangement might become the norm – Executive Heads of two or more schools in the MAC, with Heads of school within the individual academies.

6. **Business and Finance Management in the MAC post Duncan – the way ahead**

Within the document circulated by DF there were the minutes of a meeting held 01/07/15 to discuss and make recommendations about the Finance and Administration Structure across the DBMAC to meet current and future needs. A structure was agreed and will see all schools contributing to a joint service for the MAC. It was agreed that there should be separate posts of Director of Business and Finance, and Governance and Communications Manager (to include Company Secretary). Each current school Administration Manager/SBM to have a lead role in an area across the MAC: Health and Safety, Procurement, Income Generation, Payroll, Governance and Policy, and Systems and Contracts were identified as key.

Action: Adverts to be drawn up for Business and Finance Manager, and Governance and Communications Manager by DF and HM and posts advertised as soon as possible.

Action: Consultation to take place with Administrative Managers/SWBC to allocate specialisms with the support of Directors/Principals. DF to draw up document. One to one discussions to be set up about roles. BB to send email re: Business Manager.

Action: The top slice figure agreed at Finance Committee to be raised to 3.5% to ensure there is sufficient money in central budget as last year's funding was not enough.

Directors agreed that St Gregory's need a full time school Admin Manager / site manager, who because of a previous redundancy may need to be employed by DBMAC and cost recharged to school.

7. HMI Visit – Our Lady's Cowley

HMI visited school for a follow up and the outcome was what was expected. School will receive confirmation by letter in about 10 days.

Directors agreed that the MAC should be doing more to support schools.

Action: DF to contact the Catholic teaching alliance in Coventry about providing SIP support to all DBMAC schools next year - in particular what they can offer and cost.

Action: DF to write to all principals to telling them of proposed SIP support.

Action: xxx to be thanked for work he has done with schools this year.

8. Plan for DBMAC Link Meeting – 9 July 2015

6.00	British Values – Catholic view
7.00	Refreshments
7.30	Financial training by Critchley's
8.00	Schools to share three things about their school
	Participants to talk through proposed structure for DBMAC

9. Date of next meeting

6.30pm 14 July 2015 at St Gregory the Great

Agenda to focus on finance and structures.

Schools to be sent template to complete by September for DBMAC Annual Report.

AGM to be arranged to include Diocese in Autumn term.

10. AOB - Confidential Item

Meeting closed at 9.25.