

THE DOMINIC BARBERI MAC
MINUTES OF THE 16TH DIRECTORS' MEETING
HELD ON TUESDAY 14 JULY 2015 AT ST. GREGORY THE GREAT

Present	David Forster (F, Chair) DF	Hazel Murray (F) HM
	Father John O'Connor (F) JOC	Sue McGarry (Staff) SMcG
	Angela Anderson (F) AA	Marcella McCarthy (Principal) MM
	Breda Bowles (Principal) BB	Virginia Moffatt (F) VM
	Helen Archer (P) HA	Paul Concannon (F) PC
	Fraser Long (F) FL	

Apologies None received

In Attendance Katherine Pocock (Critchleys) part
Sue Smith (Clerk)

The meeting opened at 6.30pm.

The meeting was Quorate.

1. Welcome and Prayer

DF opened the meeting, welcomed the new Directors PC and FL. JOC led a prayer.

2. Minutes of the last meeting and matters arising

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: SMcG to send SS electronic copy.

Leadership in the MAC – the way ahead – on agenda

DF circulated a draft MAC Governance improvement plan which he will load on to Google-drive. Feedback received from Directors 06/07/15. Lead person and timescales added and recirculated.

DBMAC Committee Structure – on agenda

BB arranged as Accounting Officer for DBMAC.

Financial training to be arranged for MM.

Discussion has taken place about the conditions of lease for St Gregory's. Space can be rented out for conferences up to 12 hours at a time on an 'occasional' basis, and subletting is permitted with the consent of the landlord.

PC and FL have been appointed as Foundation Directors to support the Board.

3. Academic Matters

(a) Key Stage 2 results

Statistics that had been returned to the Board from schools were circulated. It was agreed to make these meaningful the Board needed to know the context of the school, the starting point of the children, data from the last 3 years, and to include combined progress of English and maths.

(b) Format of Reports to be required of Principals in September

All the above to form part of a standard report template plus a comments box. Directors to study reports to get a handle on school self-assessment/action plan in order to be able to challenge/question schools.

Action: Principal Directors to produce a standard format for reporting to Directors.

(c) School to school support and SIP support

DF has contacted xxx, Coventry Teaching Alliance, for advice on supporting schools in the MAC. She will come to Oxford in January/February to talk about Catholic Leadership. The MAC needs a process for supporting schools that require improvement. Action plan needed from all Principals to risk assess particularly the most vulnerable for Board to formulate a support package. Need to look at ways of providing cost effective support from within the partnership. SSAT may be used to provide support for St Gregory's.

School Aspect should be a way of validating things across the MAC and schools to be encouraged to use it as it keeps all information in one place. Schools to produce reports sharing strengths and put on School Aspect.

Action for Principals: Agree to meet on a regular basis and set dates/agendas in advance to encourage schools to work together as one unit. A way has to be found to make these meetings work/valued for Principals and schools.

Link meeting went really well last week and Board agreed to repeat on a termly basis.

4. Safeguarding – no concerns reported.

5. **Risk Register** - Has not been checked.

Action: VM to take forward in September 2015.

6. **Financial Matters** – confidential item

7. **Staffing**

(a) Plans for financial and business cover in the interim after xxx's departure – discussed as part of confidential item.

(b) HR capacity. HR manager currently sends time 20% primaries, 80% St Gregory's. More robust procedures need to be put in place re: disciplinary/grievance processes and tribunals. Support needs to be offered across all schools with SLA's for HR support and common policies/practices across DBMAC. Schools need guidance on fair process to deal with situations.

Action: VM to write paper for approval by Directors.

(c) Approval of central structure

DF circulated a revised version of paper. Revisions on Appendix 2, added Board of Directors, Business Manager will oversee internal office staff, Bursar financial, HR, governance (policy/HR).

Admin Managers in schools are willing to help with the proposed model with each of them having an area of specialism but are constrained by time and anomalies of hours in different schools. All under a lot of pressure and feel this could be an additional responsibility. Business structure needs to be reviewed across the schools with Principals, support.

(d) Adverts and JD's for Finance and Business Manager and Governance and Communications Manager.

Drafts have been drawn up for the Finance and Business Manager and salary is comparable to SLT in school. Governance and Communications Manager to be done.

Action: DF to circulate F&BM job description.

8. **Governance Matters**

(a) Approval of Committee structure for next year

Overall structure looks ok.

(b) Dates of meetings for next year

Circulated. Agreed to invite Principals to come along before DBMAC Board meetings to air their issues. Concern expressed by board members at the number/length of meetings but agreed there were a lot of operational things that needed resolving at present.

Minutes of all Committee meetings to be circulated to Board members.

Agreed to circulate all paperwork for meetings beforehand so that Directors have had an opportunity to have read/analysed them to make for a more informed discussion.

Terms of Reference to be drawn up for all Committees and Directors to volunteer to be part.

Action: DF to make a start using templates from other MACs.

(c) Director recruitment and training

HA confirmed she is willing to continue as Parent Governor.

PC and FL have been appointed as Directors.

There are two, possibly three, candidates to become Foundation Directors, and these will be taken forward over the summer.

Information about governor training from Uk Training circulated. Agreed it would be useful to arrange something in the Autumn and possibility of asking them to do in-house training to be investigated. Governor Services at the LA also to be asked to do a session. Helen Quinn/Diocese to be asked to do something. Training to form part of a meeting already scheduled.

(d) Governance Improvement Plan.

Version 2 to be drafted and circulated.

Action: DF to circulate.

9. Other Business

(a) AOB

DBMAC Board wanted to acknowledge the work that Duncan Marshall had done and extended their official thanks to him from them.

(b) Any Confidential Items - none

Meeting closed at 10.00pm