

**THE DOMINIC BARBERI MAC**  
**MINUTES OF THE 17<sup>TH</sup> DIRECTORS MEETING**  
**HELD ON TUESDAY 22 SEPTEMBER 2015 AT ST. GREGORY THE GREAT**

<b>Present</b>	David Forster (F, Chair) DF Father John O'Connor (F) JOC Angela Anderson (F) AA Breda Bowles (Principal) BB Paul Concannon (F) PC	Hazel Murray (F) HM Sue McGarry (Staff) SMcG Marcella McCarthy (Principal) MM (part) Virginia Moffatt (F) VM
<b>Apologies</b>	Helen Archer (Parent) HA Fraser Long (F) FL	
<b>In Attendance</b>	Andy Jones (Whitley Stimpson) (part) Kerry Simmonds (Business Finance Manager) (part) Marie Poulson (Bursar) Carole Hook (Primary Bursar) Sue Smith (Clerk)	

The meeting opened at 6.30pm.

The meeting was Quorate.

**1. Welcome and Prayer**

JOC led a prayer and DF opened the meeting

**2. Election of Chair and Vice Chair**

Helen Archer resigned as parent governor. **Action:** DF to write to HA expressing the thanks of the Board for her contribution. This will leave vacancies for two parent directors and two foundation directors.

DF is willing to continue as chair for the rest of the academic year; HM stepping down as vice chair but is happy to continue as a foundation director. JOC agreed to act as vice chair until December. Unanimous agreement from all the board for these appointments.

**3. Minutes of the last meeting and matters arising**

Minutes of the last DBMAC Directors meeting 14/07/2015 agreed and signed.  
VM still needs to check the Risk Register and HR paperwork was still to be done.

#### 4. Financial and Resources

(a) Update on financial position of the MAC

KS passed around two reports showing transactions school by school for period 12. The second report was a summary of all school draft budgets as at 6.00, 22/09/15 with projections for 3 years. Although they showed a significant improvement there was still a budgeted loss for 2016/17.

Q Were all schools solvent before going in to the MAC?

A Yes as they were supported by LA services previously.

Q So what went wrong?

A When the education funding grant funding was devolved to schools this wasn't taken back centrally to provide these services.

It was agreed that Principals need to take ownership of their budgets not just for this year but for future years. Staffing expenditure levels need to be looked at across the MAC although there will be no savings in next 12 months apart from natural wastage.

Q What have Principals decided to do about staffing?

A During 2015/16 they will try and reduce costs and StTM have withdrawn their vacancies from their budget.

DBMAC need a completely new structure with contracts co-ordinated centrally; insufficient centrally employed staff to manage this currently.

Whitley Stimpson commented that the benchmarking for staffing costs in 2014/15 is 75% but the MAC is running at 79%.

St Gregory's school budget is the one that needs the most work.

Q Will there continue to be a deficit position over next year?

A Yes and this will be reflected in subsequent years.

Q What happened about the plan to expand pupil numbers/rest of school?

A Although talked about nothing further has been done about 6<sup>th</sup> form using this end of site.

Primary income generation not running at present.

Q Are you expecting any income from any prospective hirers?

A: OHS are interested in renting space at school but this will only be for a short term so cannot be relied upon.

Q I thought there was a firm interested in taking over lettings?

A: Agreement has been reached with a company who have agreed to pay a guaranteed income to school for lettings and a proportion of anything earned above that.

Agreed that ultimately there will be an Administrative Manager to support the Director of Resources, the two bursars and a financial assistant that will support the MAC as a whole. This to include HR support to all schools. Schools need to agree a single MAC approach to staffing to

reflect the centralised budget. Principals/Governors to look at how to train up senior catholic staff in leadership skills, and DBMAC to consider future possibility of a Chief Executive to oversee the running of the company.

Agreed that Principals will meet monthly to help source support from each other.

Discussion about schools budgets. Further work/checks to be done on the St Gregory's budget before submission to the EFA on Friday 25/09/15 so that the best figures can be submitted.

Whitley Stimpson to submit the DBMAC budget to the EFA to include three year projections if possible and explanations about the funding issues with St Gregory's primary school etc, and with a detailed plan to turn it round.

**Action** improved figures to be submitted to EFA with narrative (agreed by Directors) by Friday 25 September 2015.

Agreed that a comprehensive communication needs to be drawn up to circulate to all stakeholders before anything goes public/submission to EFA. MM speaking to diocese and drafting statement for approval to be sent to all schools at same time.

(c) Topslice and central staffing

Two Admin managers have been in to support Marie and Carole with their additional work and this will continue.

(d) BACs Payments

BACs payment has been authorised and sent off. Some employees have had problems with their childcare vouchers and it was agreed that anyone affected by bank charges for late payments to be reimbursed.

Bank mandate has been resolved by the addition of further signatories HM/MM/VM.

Schools need to be aware that they may experience difficulties with suppliers who have not received payment.

(e) Feedback from meeting with Admin Managers (SMcG)

Admin Managers have met to discuss specialist roles:

SMcG to take on role of Governance  
Sue Burn procurement/contracts  
Our Lady of Lourdes ? Health and Safety  
Matt at SJF HR forms/procedures

There was no take up for income generation and a couple of administrators, although they could see the value in the roles, felt they didn't have sufficient hours to take on a role at present.

Principals and Admin Managers will meet again on 07/10/15.

(f) Advert for Business and Finance Manager

Signed

Dated

Business and Finance Manager job description is being drawn up and it was agreed to include the need for an accountancy/financial qualification. DF to circulate to Directors job description for Manager and to draw up job description for a financial assistant for the DBMAC central finance team. DF to discuss with Pam.

(g) Risk Register - VM to do

## 5. Academic and Educational

(a) Safeguarding – any matters reported

Safeguarding – DF to consult Kay Huntley about compliance for all schools in the MAC using an Audit/Inspection plan.

(b) Feedback from Principals' Meetings (BB)

Capacity in all schools was discussed by Principals and agreed vacancies will need to use existing resources and deployment of staff. School Business Managers to discuss issues of suppliers and contracts.

Principals' meeting will focus on teaching and learning and an audit of skills for all staff to be undertaken. Agreement made to work together as a whole to improve schools.

Agreed that all minutes of Principals meetings to be circulated to Directors.

(c) SIP support and Principal PM

Martin Kitson used for SIP support for three Primary schools. Agreed DF to approach re SIP support and PM for other Primaries with an agreed format. VM to seek further HR advice about using Martin at this stage.

Agreed that in future Directors to be responsible for arranging/appointing people to do performance management/SIP for all schools. Enquiries to be made by PC about who other Catholic schools use for their performance management/SIP support. SIP reports to be sent to Directors/Chair of Governors of all schools. DF to liaise with MK cc to Principals/Chair of Committees.

(d) Written reports from Principals – format

HT's termly report to be submitted using agreed template and sent to Directors as well as minutes of all school committees to be put on DBMAC website (School Aspect). Principals to agree at meeting on 07/10/15.

(e) Ofsted Action Plans for schools RI

(g) Ofsted Action Plans –monitoring of all schools needs to be seen and agreed plans to be loaded on to School Aspect and arrangements made for Directors to access them.

(f) Admissions Policy (paper circulated)

Q Are/will DfE aware/accept these changes?

A Part of schools admissions code but will need to be approved by diocese.

Q Do directors wish to make these changes to their Admissions policy?

A Yes

Consultation will need to take place and SMcG agreed to do this and arrange for it to be put on Oxfordshire Website and sent to DfE, parents and local schools.

## 6. Leadership and Catholic Ethos

(a) Membership of Committees

DF circulated a proposal for membership of committees for September. Chairs were agreed for the Executive, Finance and Education and Academic Standards. The composition of the Leadership and Catholic Ethos Committee to be agreed at the next meeting.

(b) Director Link Responsibilities

Directors happy with suggested links to schools.

(c) Review of dates of meetings

Proposed dates circulated for meetings in October/November/December 2015.

## 7. Other Business

(a) AOB

Directors to think about succession planning. Parish priests to be approached to see if they know of any retired accountants/people HR expertise who might be interested in joining the Board.

Health and Safety support needed in all schools.

(b) Any confidential items

Meeting closed at 9.55 pm