

THE DOMINIC BARBERI MAC
MINUTES OF THE 18th DIRECTORS MEETING
HELD ON TUESDAY 10th NOVEMBER 2015 AT ST. GREGORY THE GREAT

	<p>Present: David Forster (F, Chair) DF Father John O'Connor (F) JOC Breda Bowles (Principal) BB Paul Concannon (F) PC Hazel Murray (F) HM Sue McGarry (Staff) SMcG Marcella McCarthy (Principal) MM Virginia Moffatt (F) VM</p> <p>Apologies: Angela Anderson (F) AA Fraser Long (F) FL</p> <p>In Attendance: Kerry Simmonds (Business Finance Manager) (KS) (left meeting at 8.46pm) Sandra Cromey (Clerk)</p> <p>The meeting opened at 6.35pm.</p>	
1	<p>Welcome, apologies and opening prayer JOC led a prayer and DF welcomed attendees to the meeting. Sandra Cromey was clerking in the absence of Sue Smith. Apologies were received and accepted. The meeting was quorate.</p>	
2	<p>Minutes of the last meeting (22 September 2015) and Matters arising from previous minutes The minutes were discussed and amendments suggested. Action 1: MMc to condense minutes of meeting held on 22 September 2015. Chair thanked MMc for undertaking this. Action 2: All comments/corrections for draft minutes of 22 September meeting to be e-mailed to MMc by Friday 13 November 2015.</p>	<p style="text-align: center;">MMc</p> <p style="text-align: center;">All</p>

	<p>Matters arising from meeting on 22 September 2015 p. 4 <i>Action</i> re figures and narrative submitted to EFA by 25 September 2015.</p>	<p>completed</p>
<p>3</p>	<p>FINANCE, RESOURCES, STAFFING</p> <p>a) Adoption of policies already circulated Policies had been sent to the Board to move that they be approved. OCC (Oxfordshire County Council) policies were currently being used and needed comparing with DES (Diocesan Education Service) for Catholicity. As the DES versions needed updating, it was decided not to adopt the policies circulated and to continue using OCC versions (<i>except</i> for Whistleblowing) to September 2016. Policies need to be available in one place such as school websites or the DBMAC website. The Human Resources Manager, Pam Rodgers (PR), had master copies of all policies.</p> <p>It was noted that details of Directors needed to be updated on DBMAC website.</p> <p>Besides mounting all policies on website, Academies needed to be informed where these were too. It was felt that policies should go on School Aspect (SA) although not all staff might had access to this. School Aspect had been paid for a subscription of three years.</p> <p>Q: How expensive was School Aspect? (MMc) A: £15k for 3 years. (KS)</p> <p>MMc pointed out that if material was mounted on SA, it would be lost if it was decided to cease subscribing in the future and that although it was used all the time its performance was intermittent. DF felt that Principals should review the use made of SA.</p> <p style="text-align: center;">BB left the meeting at 7.10pm.</p> <p>SMcG was of the view that Principals needed to look at policies e.g. Support staff and appraisal, at the meeting of Principals on Friday 13th November. With the audit due from OCC's Health and Safety (H&S) Department in the new year (2016), it was crucial to have H&S policies accessible and no generic H&S policy had been adopted by the MAC.</p> <p style="text-align: center;">BB re-joined the meeting at 7.15pm.</p> <p>Action 3: DF to circulate Health and Safety policy for ratification at next Full Board meeting on 15 December 2015.</p> <p>Action 4: DF to contact Principals for lists of policies already ratified to be sent to SMcG.</p> <p>b) Management accounts and cash flow (Appendix A) KS had provided a paper (27/10/15) on the Period 1 2015/16. The record of the meeting at this point is contained in Confidential Minute 2 for this meeting.</p>	<p>Decision</p> <p>Noted</p> <p>DF</p> <p>DF/SMcG</p>

<p>c) The Recovery plan – narrative on the current situation</p> <p>KS distributed two untabled handouts (Appendix B) a letter from the EFA (Education Funding Agency) dated 6 November 2015 and (Appendix C) <i>Dominic Barberi MAC 10/11/15 Proposed Targets</i>.</p> <p>The letter concerned the EFA’s Financial Notice to Improve (FNtI) and the external support that was needed. The request for deficit funding and supporting evidence was to be submitted to EFA by 16th November 2015. There would be requirements concerning staffing and an external Governance Review.</p> <p>KS referred to slide 2 in Appendix C showing actual and budget margins looking at the need to return to a surplus and generate cash to repay the EFA loan. Figures were based on historic 2014/15 actuals.</p> <p>The record of the meeting at this point is contained in Confidential Minute 2 for this meeting.</p> <p>BB felt that a case study of the process that had been gone through in relation to the staffing review at St Thomas More should be presented at the Principals Meeting on 13 November 2015.</p> <p>Action 5: Case study of process gone through for Principals’ meeting on Friday 13 November 2015.</p> <p>d) The Recovery plan – how are we going to recover?</p> <p>Q: What was needed for the Recovery plan by 16th November 2015 for submission to the EFA? (DF)</p> <p>A: Detailed financial element of budget for each school. This had not yet been received from all schools. (KS)</p> <p>VM reminded everyone that at Finance Committee it had been decided that all schools should meet and let the Directors know whether they were happy with the budget going to the EFA.</p> <p>PC pointed out that schools would not have seen Slide 5 (referenced in Confidential Minute 2 for this meeting). KS called attention to the fact that the schools had seen the original budget and could access it on HCSS Accounting (proprietary accounting software for schools).</p> <p>Concern about how the recovery plan was to be communicated to schools was reiterated. MMc pointed out that the first part of the line (Slide 4) showed a huge recovery.</p> <p>Directors agreed that Slide 5 be used for the recovery plan to the EFA. In order to inform people of what to expect, wording for a letter to schools was drafted.</p> <p>Action 6: To write to Chairs re EFA letter of 6 November 2015 and to indicate target savings.</p> <p>Q: Did all the Chairs attend the Finance Committee meeting? (HM)</p> <p>A: Yes. (BB)</p>	<p>BB</p> <p>Decision</p> <p>DF</p> <p>SMcG</p>
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	<p>St. Thomas More’s School had experienced problems accessing e-mail.</p> <p>Action 7: To reset password for access to e-mail for St. Thomas More school.</p> <p>Q: At what point would budget monitoring be implemented? (SMcG)</p> <p>A: It would be mounted on PS Financials (accounting software) in the near future so that it could be looked at regularly plus the monthly monitoring report. (KS)</p> <p>It was noted that the finance team would be under pressure due to staff absences.</p> <p>Directors agreed the proposal for the Recovery Plan.</p> <p>Action 8: KS’s Recovery plan proposal to EFA to be scrutinised at SGTG on Thursday 12 November 2015.</p> <p>KS would be exploring what precisely was entailed with revocation of all delegated authority and ensuing EFA approval of all transactions.</p>	<p>Noted</p> <p>Decision MMc/BB/PC</p>
4	<p>Item 5 (d) of the agenda was brought forward before Item 4.</p> <p>CURRICULUM AND STANDARDS</p> <p>a) The St Gregory’s public exam results (Appendix G) (MMc)</p> <p>MMc distributed a paper on all exam results for SGtG.</p> <p>Q: Were A2 2015 results better with the high grade given the rise in Value Added from 4 in 2014 to 7 in 2015? (PC)</p> <p>A: The A*/A was up but not on the table (p.2 of the paper) because it was with the cohort. A few grades out of kilter could have a disproportionate effect. (MMc)</p> <p>Q: Was a target of 100% Pass rate for A2 realistic? (DF)</p> <p>A: Yes, because it was aspirational. (MMc)</p> <p>Q: What was the national average in comparison? (BB)</p> <p>A: This was what ALPS (Advanced Level Performance System) did. (MMc)</p> <p>The Chair and Directors thanked MMc for this useful paper.</p> <p>b) DfE visit on 26th November</p> <p>MMc would have conversation with DfE visitation on Thursday morning 26th November 2015 at either 1.00 or 11.30am. There was also an Academy Representative’s Link visit to RE (Religious Education) that day.</p> <p>c) Items for the Curriculum and Standards subcommittee to consider</p> <p>There would be a meeting of the subcommittee on Tuesday 1st December 2015 which MMc would chair. Agenda items were awaited from Principals.</p> <p>VM left the meeting at 8.45pm and re-joined it at 8.47pm.</p> <p>d) Staffing at St Joseph’s Carterton (Appendix E) (BB)</p> <p>A case for the recruitment of a Full-time teacher had been received from Sue Byrne to replace an upcoming 0.6 vacancy. BB gave statistics in the rise in pupil</p>	

	<p>numbers from 119 to 143 due in September 2016 and 160 in September 2017 to support the request.</p> <p>Directors approved the request to go ahead with recruitment.</p>	<p>Decision</p>
<p>5</p>	<p>LEADERSHIP AND CATHOLICITY</p> <p>a) Recruitment and training of Directors</p> <p>DF and SMcG raised the topic of elections. 17th December 2015 was the date for nominations. There was now also another Foundation vacancy as Angela Anderson was stepping down. JOC had mentioned the matter at today's Deanery meeting and spoken to parish priests.</p> <p>VM recommended that we work with parishes to recruit board members with specific expertise.</p> <p>b) Brief CVs (Curriculum Vitae) of Directors for the website (and the EFA) and pecuniary interests</p> <p>SMcG had sent pecuniary interest forms to Directors and also needed CVs for the website. These needed to be returned to her as it was a legal requirement (from 1st September 2015) to have this data on the website. Currently, only SGTG had its Representatives' profiles on the school website.</p> <p>Action 16: To contact schools regarding need for CVs of Representatives and pecuniary interest to be on websites.</p> <p>c) Safeguarding strategy for the DBMAC</p> <p>Item deferred to the next meeting of Full Board on Tuesday 15th December.</p> <p>d) Future structure of the DBMAC on the support and academic sides</p> <p>This item was dealt with before Agenda 4 items.</p> <p>PR's paper and proposed staffing structure (Appendix F) was discussed. It was felt that the post of Chief Business & Finance Officer (CBFO) was in need of revised upward salary. DF stated that PR had carried out a comparability study researching similar posts in other schools for these posts.</p> <p>MMc was of the view that the Operations Manager post should remain at Grade 12 giving the option of moving up a grade if necessary.</p> <p>The first phase in recruitment was to seek a Finance & Payroll Assistant.</p> <p>Page 2 of PR's paper gave recommended sites for placing vacancy advertisements. It was suggested that advert dates be brought forward.</p> <p>SMcG suggested another role of Governance Officer (GO)/Manager.</p> <p>Action 9: To produce a job description for a Governance Officer.</p> <p>VM sought clarification on which posts were paid for by DBMAC and which by SGTG. MMc outlined the posts paid for wholly by SGTG and those with shared costs. VM emphasized the need for regular communication with schools and felt this was an important part of both CBFO's and GO's remit. Directors contributed to debate on costs and model structure e.g. Executive Principal,</p>	<p>Advice</p> <p>SMcG</p> <p>Deferred*</p> <p>Advice</p> <p>SMcG</p> <p>Carry</p>

<p>Late November – Executive Committee (TBC)</p> <p>Tuesday 1st December at 6.30pm – Curriculum and Academic Standards Committee. (Academy Chairs of Curriculum and Principals invited to first part of meeting.)</p> <p>Tuesday 8th December – Finance Committee. (Academy Chairs of Finance and Principals invited to first part of meeting.)</p> <p>Tuesday 15th December – DBMAC Full Board.</p> <p>JOC ended the meeting with prayer.</p> <p>The meeting closed at 9.27pm.</p>	
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Actions from 10 November 2015 meeting

	Action (with completion date)	Who	Outcome
Action 1	To condense minutes of meeting held on 22 September 2015.	MMc	Ongoing
Action 2	All comments/corrections for draft minutes of 22 September meeting to be e-mailed to MMc by Friday 13 November 2015.	All	✓
Action 3	To circulate Health and Safety policy for ratification at next Full Board meeting on 15 December 2015.	DF	✓
Action 4	List of policies already ratified to be sent to SMcG and circulated to Principals with covering letter.	DF/SMcG	✓
Action 5	Case study of staffing review to be presented to Principals' meeting on Friday 13 November 2015.	BB	✓
Action 6	To write to Chairs re EFA letter of 6 November 2015 and to indicate target savings.	DF	✓
Action 7	Password resetting for access to e-mail for St. Thomas More school.	SMcG	✓
Action 8	KS's Recovery plan proposal to EFA to be scrutinised at SGTG on Thursday 12 November 2015.	MMc/BB/PC	✓
Action 9	To produce a job description for a Governance Officer.	SMcG	✓
Action 10	To discuss support need/help with staff on Thursday 12 November 2015.	MMc	✓
Action 11	To write formal letter to KS offering contract extension from February 2016.	DF	✓
Action 12	To invite Chairs and Principals for inset to be held on 4 January 2016 at SGTG.	MMc	✓
Action 13	E-mail address for minutes of meetings (dbmacminutes@dbmac.org.uk) to be emailed to Principals (SMcG) and to Chairs of Committees for their Clerks (DF).	SMcG/DF	✓
Action 14	To contact schools regarding need for CVs of Representatives and pecuniary interest to be on websites.	SMcG	✓

*Deferred to 15 Dec.	Safeguarding strategy for the DBMAC	Chair/Clerk?	Deferred to next meeting
*Carry forward	To add item to agenda for the next meeting regarding Executive Principal post.	Chair/Clerk?	To be discussed at 15/12/15

Appendices (documents and reports discussed)

Appendix A	Dominic Barberi MAC 27/10/15 Period 1 2015/16 & Teaching Stats (KS)
Appendix B	Recovery Plan – some thoughts Part I and Part II (KS) - filed as Part 2 Confidential
Appendix C	EFA letter to BB dated 6th November 2015 (tabled at meeting)
Appendix D	Dominic Barberi MAC 10/11/15 Proposed Targets (KS) (tabled at meeting) - filed as Part 2 Confidential
Appendix E	New Staff (e-mail request received 9 November 2015) (Sue Byrne)
Appendix F	Proposed DBMAC Central Staffing Structure & Recommendations Nov 2015 (PR)
Appendix G	St. Gregory the Great Public Exam results 2015 (MMc) (tabled at meeting)
Appendix H	Letter from St. Thomas More R.C. Primary School (undated)
Appendix I	Letter from St. Thomas More R.C. Primary School of 27 th February 2015