

THE DOMINIC BARBERI MAC

MINUTES OF THE 19th DIRECTORS MEETING

HELD ON TUESDAY 15 DECEMBER 2015 AT ST. GREGORY THE GREAT

	<p>Present: David Forster (F, Chair) DF Father John O'Connor (F) JOC Hazel Murray (F) HM (part) Sue McGarry (Staff) SMcG Marcella McCarthy (Principal) MM (part) Virginia Moffatt (F) VM Gerald Crown (Parent) GC Khursh Ahmed (Staff) KA</p> <p>Apologies: Breda Bowles (Principal) BB Angela Anderson (F) AA Paul Concannon (F) PC Fraser Long (F) FL</p> <p>In Attendance: Kerry Simmonds (Business Finance Manager) (KS) Andrew Rodzynski (Critchleys) (part) Kathryn Pocock (Critcleys) (part) Sue Smith (Clerk)</p> <p>The meeting opened at 6.30 pm.</p>	
1	<p>Welcome, apologies and opening prayer</p> <p>JOC led a prayer and DF welcomed attendees to the meeting especially the new Directors Gerald Crown and Khursh Ahmed. Apologies were received and accepted. The meeting was quorate. Sincere thanks were extended to Angela Anderson for all her hard work over the years both at OLS Cowley and for the Board. DF to write to AA. This was also Father John's last meeting before he leaves for Edinburgh on 23/12/15 and he too was thanked for all his input over the years.</p>	DF
2	<p>Minutes of the last meeting (10 November 2015) and Matters arising from previous minutes</p> <p>The minutes were discussed, amendments suggested and the action sheet updated. All DBMAC/school policies are being reviewed by Pam and when ratified by Directors will be rolled out.</p>	

	<p>Q: Please can Directors see all DBMAC/school policies. A: After ratification they will be put on the DBMAC website. It is planned to look at DBMAC website as part of the next Principals meeting.</p>	
<p>3</p>	<p>FINANCE, RESOURCES, STAFFING</p> <p>(a) Annual Accounts</p> <p>Critchleys talked through the draft financial statements for the year ended 31 August 2015 and questions were raised.</p> <p>Q: How were the outstanding bills from last year dealt with? A: These should have been included as accruals but because they were not they have had to be paid from this year’s money. Q: Going forward have we covered all accruals for next year? A: When management accounts are prepared each month decisions are taken as to what to pay/accrue.</p> <p>DBMAC Accounts should be clearer next year as procurement processes have been agreed/actioned to comply with EFA requirements. Q: Is this a topic for the Finance Committee. A: Yes, it should be a standing item on their agenda.</p> <p>HM joined the meeting at 7.25.</p> <p>Agreed the detailed EFA report to be circulated to new Directors.</p> <p>(b) Matters raised in Management Letter</p> <p>Papers relating to the management letter were circulated for discussion.</p> <p>The audit accounts provide the numbers for the Trustees report from DBMAC’s financial records. The company will be seen as a going concern now that EFA funding has been agreed.</p> <p>Discussion took place about issues of regularity.</p> <p>Q: Was a management report prepared in 2014? A: Yes. Q: Have you got a copy? A: Yes, these reports follow a similar format every year. KS to circulate.</p> <p>Agreed 2014 management letter to be circulated to all directors.</p> <p>The management letter was not disseminated to all directors last year.</p> <p>Q: Were the issues highlighted in the 2014 report addressed? A: Some of them have been and others are in the process.</p> <p>The document currently under discussion is up to September 2015 and actions are being taken to address risks.</p>	<p>KS</p> <p>KS</p> <p>KS</p>

	<p>Agreed: Critchleys to go through reports in more detail with KS and BB.</p> <p>Directors were unhappy that they had not seen these reports before they were tabled at tonight's meeting and would have preferred to have had an opportunity to have read them in advance to be able to ask informed questions.</p> <p>A response to the Management Letter is required by the EFA before the end of December. KS to prepare this with KA/GC. This to be considered further by the Audit Committee in January.</p> <p>Q: Do Critchleys do DBMAC VAT returns? A: No, DBMAC do their own VAT returns. KS will let KA have a copy.</p> <p>DBMAC had a VAT inspection in their first year as an Academy but paperwork not found. Critchleys to check if they have one and send to KS.</p> <p>(c) Annual Trustees Report</p> <p>The trustees report details the activities of DBMAC over the last year and DF to complete this week with KS and send to MM and then Critchleys copying in all Directors.</p> <p>The accounts need to be signed and ready to go before Christmas.</p> <p>Critchleys offered their appreciation for all the work/support offered by KS to them.</p> <p>Q: As it would have been better to have seen the accounts sooner can the audit be done earlier in future? A: It is not a problem for Critchleys, just let them know when and they will timetable it in.</p> <p>Critchleys left the meeting at this point.</p> <p>(d) The Recovery Plan – update</p> <p>An updated recovery plan had been returned and was to go to Ministers at the EFA for approval with a request for funding. This money will be paid back over a three year period. Management accounts show that the MAC should be ok in December but will need EFA support in January.</p> <p>Information from Critchleys management letter will be added to the action plan.</p> <p>Grateful thanks were extended to KS for the work entailed in returning the updated plan to the EFA on a short timescale.</p> <p>The MAC needs to formulate a plan of who/when and start making progress within the year to ensure recovery.</p>	<p>Critchleys /KS/BB</p> <p>KS/KA/GC</p> <p>KS</p> <p>Critchleys</p> <p>DF/KS</p>
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	<p>JOC expressed his concern about the possibility of appointing an Executive Principal again for the MAC.</p> <p>Q: Does the MAC have to have an EP or CE on the Board? A: The EFA think one of them is essential as part of the mandatory master funding agreement.</p> <p>VM suggested an away day to include Directors/Principals in the New Year to look at these things and draw up a management plan.</p> <p>(e) The role of Accounting Officer</p> <p>BB currently has the role of Accounting Officer on a temporary basis until August 2016. VM/PR to discuss BB's role as Accounting Officer in future.</p> <p>(f) Pay Awards</p> <p>Three schools have submitted their pay awards and payments were agreed at the recent Finance Committee.</p> <p>Q: Do schools have to show an increase in performance for Principals to receive a pay award? A: Targets will have been set at appraisal and if these have been achieved and evidenced that would be sufficient.</p>	VM/PR
4	<p>CURRICULUM AND STANDARDS</p> <p>(a) St Gregory's monitoring visits from DfE and Ofsted</p> <p>The DfE visit went ok and the 1 day Ofsted went well and feedback was very positive. School are making a steady improvement and Ofsted are confident in the leadership and will not be making any more monitoring visits in the next two years.</p> <p>Congratulations were extended to MM and all her staff.</p> <p>KS and MM left the meeting at 9.00.</p> <p>(b) Items for the Curriculum and Standards sub-committee to consider</p> <p>This group will be meeting in January with MM as chair and an agenda item will be a MAC wide approach to NQT's.</p> <p>(c) Ratification of Attendance Policy (attached)</p> <p>BB had circulated to Principals who had made minor alterations. Board agreed to ratify policy and circulate to all schools.</p>	BB

5 **LEADERSHIP AND CATHOLICITY**

(a) Feedback from Principals and Business Managers' meetings

Notes of the meeting on 01/12/15 had been received and agenda items were inset in January, assessment without levels, DBMAC inset, skills audit, interventions.

SMcG had sent minutes of Business Managers meeting to DF about moving from Capita to SCHOMIS for SIMs recording.

Q: Do you have different systems in each school?

A: No same system but external server.

Q: Can primary schools used SGtG's?

A: No, that wouldn't be possible.

Action: All Principals/Business Manager minutes to be circulated to Directors and stored in DBMAC minutes mail box.

**BB/SMcG/
DF**

School Aspect usage by schools needs reviewing. This should be where DBMAC/schools are storing policies/performance documents etc. Warren Dunkley is DBMAC's IT consultant.

(b) Admissions Policy – update

This document is on the consultation portal at OCC for comment with a closing date of 20/01/2016. After this period policy to be brought to Board meeting for ratification and put on to all schools websites.

(c) Policy processes – who does what – flowchart attached.

(d) DBMAC Structure – Governance Manager (draft job description attached)

Directors to consider job description.

Q: Is it a role to oversee quality assurance?

A: No, making sure all schools have the same resources/opportunities etc.

Q: Has there been much interest in the Director of Finance post?

A: Yes lots of interest.

(e) Governance Review

A review of governor quality for all schools has to take place and the Board will be first to undertake this. Quotes are being sought from **ASCL** and OCC. The review to take place early next year.

Principals are looking at ways of doing their staffing review collectively and Pam is supporting/advising.

(f) Dates of meetings for the rest of the academic year – circulated.

	Executive meetings (DF, MM, VM, BB) will be held as and when required.	
6.	<p>AOB</p> <p>As part of the staffing review TLR is being reviewed at SGtG. Board gave approval for school to work/consult with local governing body over this.</p> <p>DF circulated a document outlining priorities for the DBMAC this year for discussion by Directors.</p> <p>Foundation directors to be appointed in the new year.</p> <p>Agreed: Directors to have monthly updates on management accounts/cashflow.</p> <p>Q: Is there a standardised form for schools to report back on? A: Yes, but they all interpret it differently.</p> <p>Meeting closed at 9.40.</p>	KS

Actions from 10 November 2015 meeting

	Action (with completion date)	Who	Outcome
1	To condense minutes of meeting held on 22 September 2015.	MMc	Completed
*Deferred to 15 Dec.	Safeguarding strategy for the DBMAC	Chair/Clerk	Completed
*Carry forward	To add item to agenda for the next meeting regarding Executive Principal post.	Chair/Clerk	Completed

Actions from 15 December 2015 meeting

	Action (with completion date)	Who	Outcome
1	Write to AA thanking her for work at OLS/Board.	DF	Completed
2	Detailed EFA report to be circulated to new Directors.	KS	Completed
3	2014 management letter to be circulated to all directors	KS	Completed
4	Critchley's to go through reports in more detail with KS and BB	Critchley's KS/BB	Completed
5	KS to prepare Management Letter with KA/GC and circulate to all Directors.	KS/KA/GC	Completed
6	KS will let KA have a copy of the VAT return.	KS	Completed
7	DF to complete Trustees report this week with KS and send to MM and then Critchley's copying in all Directors.	DF	Completed
8	Board agreed to ratify Attendance policy and circulate to all schools.	BB	Completed
9	All Principals/Business Manager minutes to be circulated to Directors and stored in DBMAC minutes mail box.	BB/SMcG/ DF	Ongoing
10	Directors to consider Governance Manager job description.	All	Completed
11	Directors to have monthly updates on management accounts/cash flow.	KS	Completed

Appendices (documents and reports discussed)

Appendix A	Financial Statements for year ended 31 August 2015
Appendix B	Management Letter
Appendix C	Recovery Plan
Appendix D	Attendance Policy
Appendix E	Policy Drafting and Ratification
Appendix F	Draft Governance Manager job description
Appendix G	Dates of future meetings
Appendix H	Priorities for the DBMAC this year