

DOMINIC BARBERI MAC

MINUTES OF THE 20th DIRECTORS MEETING

HELD ON TUESDAY 9 FEBRUARY 2016 AT ST. GREGORY THE GREAT

	<p>Present: David Forster (F, Chair) DF Hazel Murray (F) HM Sue McGarry (Staff) SMcG Marcella McCarthy (Principal) MM Virginia Moffatt (F) VM (part) Gerald Crown (Parent) GC Khursh Ahmed (Staff) KA (part)</p> <p>Apologies: Breda Bowles (Principal) BB Paul Concannon (F) (PC)</p> <p>In Attendance: Kerry Simmonds (Business Finance Manager) (KS) Sue Smith (Clerk) (SS)</p> <p>The meeting opened at 6.30 pm.</p>	
1	<p>Welcome, apologies and opening prayer</p> <p>DF led a prayer and welcomed attendees to the meeting. Apologies were received and accepted. The meeting was quorate.</p>	
2	<p>Minutes of the last meeting (15 December 2015) and Matters arising from previous minutes</p> <p>The following amendments were made to items 3(b) answer to question re: management report and 3(b) answer to question re: VAT returns. Item 3(e) amended to VM/PR to discuss BB's role as Accounting Officer. DF to confirm action re: employee's contract has been taken. MM to send copy of updated minutes of 22/09/2016 and Directors and Principals circulation list to SS.</p> <p>Clarification to minutes of 10/11/2015 DBMAC Directors have agreed to adopt all model OCC HR policies and procedures which have been drawn up following consultation with all the recognised Trade Unions and Associations: ASCL, ATL, NAHT, NASUWT, NUT and Unison - this is effective from 1st September 2015 and</p>	<p>VM/PR DF MM</p>

	<p>will be reviewed in two years.</p> <p>DBMAC Board do not currently have a Vice Chair which is a requirement. GC offered to stand. Agreed GC new Vice Chair.</p>	
<p>3</p>	<p>Finance, Resources, Staffing</p> <p>(a) Recovery Plan – Update</p> <p>Updated recovery plan of 20/01/2016 circulated and KS has responded to further queries from EFA. Further work will need to be done on setting dates for completion of tasks.</p> <p>(b) Progress on the Action Plan</p> <p>BB has arranged for Ascoll to do Governance review 11.30, 8 March 2016, at St Thomas More. VM to attend.</p> <p>Action: Skills audit of Directors to be undertaken as a priority to include new Directors using form to be circulated by MM. DF/SMcG to collate and report back to next Directors meeting.</p> <p>Preparations for the staffing review are underway.</p> <p>Q: Can Ascoll act as external advisors for the staffing review? A: Seems sensible.</p> <p>A recruitment programme to fit with the planned infrastructure for the MAC needs to be agreed and a decision taken about St Thomas More headship.</p> <p>Principals are looking at their leadership structure as part of the staffing review and how this ties in with the proposed executive principal role.</p> <p>Q: What does the Diocese say about the appointment of an executive principal? A: They have agreed that this can go ahead as long as the MAC can afford one.</p> <p>Q: Have delegated actions been agreed by people? A: Only by VM and BB. Items in blue have been done, green are things in progress and grey those to be allocated/started.</p> <p>There will be a lot of pressure when the staffing review is underway and budgets need to be sent in to EFA.</p> <p>Q: Should we be having monthly meetings to track the Recovery plan? A: Directors felt this would be too onerous but agreed this item would be on the agenda for each meeting.</p> <p>Responsibility of Chair and Vice Chair to monitor progress.</p>	<p>MM DF/SMcG</p>

Q: Should some actions be redistributed as a lot of work for DF/BB?
A: Possibly but before then more dates need to be added to the plan.

(c) Whitley Stimpson Review

Whitley Stimpson returned the interim report but the final one has not yet been received although requested by VM by email. VM to contact them by telephone.

(d) Communication between Centre and schools re: budget

There still seems to be a lack of understanding by schools of their current and future budgets. Further work needs to be done to ensure that all schools/principals/committees have the skills to do this.

Q: Do schools all have access and knowledge to understand the information sent out/requested?

A: Some do but for others this is new territory.

Unfortunately the support from the central finance team for primary schools has been reduced due to staff illness and plans to backfill did not materialise.

Q: How can we make the expectations on schools clearer and support them to achieve this?

A: Need to look at finance team resources and make more guidance/training available for schools.

Q: Who in schools currently have the best handle on their budgets?

A: The schools Finance Committee lead should have that knowledge but there are different levels of expertise amongst the rest of the staff involved.

Q: Would there be anyone in the primary schools who could help?

A: Not really as people are not willing to change location.

Q: Would it be possible to use agency staff to support the team during staff absence?

A: It might be if the Agency had someone who was familiar with systems (PSF finance).

Action: GC to liaise with KS to find a way to support finance team. PR to be informed.

GC/KS

Action: VM to discuss with BB what financial training is needed for Principals/Business Managers and arrange.

VM/BB

Q: Would this be part of the training subscribed to from Governor Services?

A: It might be or else we could arrange a bespoke course for DBMAC staff.

Directors need to be aware of the lack of skills around financial understanding in schools and to have it on Risk Register.

Q: When can we review the current budget?

A: The current budget has already been agreed by Directors but a 6-monthly review will be undertaken by all schools shortly which will refresh the data. This information will be looked at at the Finance committee on 19/04/2016.

Q: How will this information be collected?

A: All school committees will produce management accounts which will feed in to central data.

Discussion took place about the usefulness of having line by line transactions sent to schools/Directors.

VM to discuss with KS level of reporting to be most effective to schools/Directors.

(e) Staffing review – confidential item.

(f) Feedback from Principals' Meetings

The planned meeting of Principals did not take place instead groups of Principals met to discuss literacy and numeracy.

Business Managers met last week and minutes will be circulated to Directors. Concern was expressed that the agreed action for them to meet with Principals as part of their meeting had not happened as they find it very helpful. BB to be asked to ensure this happens at future Principal meetings.

SMcG

BB

(g) Recruitment for DBMAC central structure and Governance Manager

KS circulated a proposed recruitment structure from PR not all previously agreed by Directors.

Georgina Patten has been offered and accepted the post of Chief Business and Finance Officer for 30 hours a week with an approximate start date in May. Agreed that a transition period to be arranged with KS.

Carl Simpson has been appointed to the post of Operations Manager at SGtG and will start in March.

KA left the meeting at 8.00.

It was agreed to centralise safeguarding advice for all schools and Kay Huntley to be asked to undertake this role.

It was agreed to proceed with drawing up a job description and personal specification for the post of Procurement Manager.

VM left the meeting at 8.20.

The job description for the Governance Manager has been considered by Directors.

	<p>Discussion took place as to where the role of Company Secretary will be sited in the company and agreed this would be part of the review of the senior structure.</p> <p>(h) Governance Review – date booked with Ascoll for 8 March 2016.</p>	
4	<p>Curriculum and Standards Committee</p> <p>(a) Feedback from Curriculum and Standards Committee</p> <p>The first meeting of this Committee was held on 26/01/2016. The key challenge is to get all DBMAC school data in the same format. SS to circulate minutes.</p> <p>Action point agreed to ask Principals to review school aspect. Actions for GC re: ICT with feedback from Principals.</p> <p>It was felt that this Committee may overlap with the Catholicity and Leadership Committee in mission/vision.</p> <p>Next meeting 03/05/2016.</p> <p>(b) Academic Priorities of the DBMAC</p> <p>A short paper needs to be drawn up incorporating local priorities already identified in schools and an overarching one that covers the company as a whole.</p> <p>(c) ICT Update</p> <p>GC has prepared a presentation for Principals to help streamline/make ICT more effective. GC to visit schools. GC will discuss with CBFO when in post. GC thinks the MAC could benefit from a collaboration tool (Office 365) to store information in a centralised location. GC to look at all options and pilot with small group.</p>	SS
5	<p>Leadership and Catholicity</p> <p>(a) Agreed to defer the first meeting of the Leadership and Catholicity Committee until June when Canon Mervyn Tower and two new foundation governors will have started.</p> <p>DF to circulate questionnaire about ???</p> <p>MM asked that Marie Therese be invited to be part of the Leadership and Catholicity Committee.</p>	

	<p>(b) Safeguarding</p> <p>Agreed that Directors look at the safeguarding policy for the next meeting.</p> <p>Safeguarding and Kay Huntley's role to be discussed at Principals meetings.</p> <p>(c) Adoption of model OCC HR policies</p> <p>HR asked that when Directors approve policies the following wording is used: It is recommended that Academies who have chosen to continue to use the Burgundy Book and Green Book also adopt OCC Model policies and procedures. Where an academy adopts a policy or procedure the word 'school' should be taken to refer to the academy.</p> <p>(d) Approval of Admissions Policies</p> <p>All primary schools will have the same admissions policy. The only difference will be admission numbers and parish boundaries. Agreed addition of category for the admission of catholic children of staff in key posts. Admission policy is determined every year and consulted on every 7 years.</p> <p>(e) Approval of Code of Practice for Directors and Academy Representatives</p> <p>Directors approved and formally adopted the Code of Practice for Directors and Academy Representatives circulated on 13/01/2016. This document to be disseminated to chairs of school committees and signed up to by all governors.</p>	
6.	<p>AOB</p> <p>OHS are in discussion with KS about leasing the Island building at SGtG. The current proposal is that they will refurbish the building at no cost to the school but would expect to have a zero cost lease for 5 years. It is not clear what exactly the refurbishment will look like or cost.</p> <p>Q: When do we need to make a decision as to whether to proceed with this arrangement? A: Not stated but OHS are looking to move in June/July.</p> <p>Directors agreed they are happy in principal for this to happen but would like to have more information about this proposal before confirming a decision to go ahead.</p> <p>Q: Could new Operations Manager be asked for his suggestions? A: MM has already mentioned this to him.</p> <p>MM also in discussion with OCYP Board about refurbishing/making use of the gym.</p> <p>Kay Huntley has raised a concern that staff at 2J who use the SGtG site are not subjected to the same standard of safer recruitment that DBMAC employees are.</p>	

	<p>SGtG have arranged safer recruitment training and will ensure staff from 2J are invited.</p> <p>KS is due to leave at the end of February 2016. DF/VM to ask him to continue until new CBFO in post.</p> <p>St Joseph's Thame have had a positive outcome for their Ofsted.</p> <p>Meeting closed at 9.20.</p>	DF/VM
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Actions from 15 December 2015 meeting

	Action (with completion date)	Who	Outcome
9	All Principals/Business Manager minutes to be circulated to Directors and stored in DBMAC minutes mail box.	BB/SMcG/DF	Ongoing

Actions from 9 February 2016 meeting

3b	Skills audit of Directors to be undertaken as a priority.	MM/DF/SMcG	
3d	GC to liaise with KS to find a way to support finance team.	GC/KS	
3d	VM to discuss with BB what financial training is needed for Principals/Business Managers and arrange.	VM/BB	

Appendices (documents and reports discussed)

Appendix A	Updated recovery plan of 20/01/2016
Appendix B	Proposed DBMAC Central Staffing Structure
Appendix C	Principals & Chairs
Appendix D	Colleague Letter re: Review of Staffing Structure
Appendix E	Code of Practice for Directors and Academy Representatives