

DOMINIC BARBERI MAC
MINUTES OF THE 22nd DIRECTORS MEETING
HELD ON TUESDAY 12 JULY 2016 AT ST. GREGORY THE GREAT

	<p>Present: Gerald Crown (Parent) (Chair) GC Khursh Ahmed (Staff) KA Hazel Murray (F) HM Sue McGarry (Staff) SMcG Marcella McCarthy (Principal) MM Virginia Moffatt (F) VM (part) Breda Bowles (Principal) BB Canon Mervyn Tower (F) (CMT)</p> <p>Apologies: David Forster (F) DF Paul Concannon (F) (PC)</p> <p>In Attendance: Georgina Paton (Business Finance Manager) (GP) Sue Smith (Clerk) (SS)</p> <p>The meeting opened at 6.30 pm.</p>	
1.	<p>Opening</p> <p>(a) Opening prayer, welcome and apologies</p> <p>CMT led a prayer and GC welcomed attendees to the meeting. Apologies were received and accepted. The meeting was quorate.</p> <p>(b) Declarations of interest</p> <p>BB, MM and SMcG declared an interest in item 2d and it was agreed to defer this item to the end when they would leave.</p> <p>(c) Minutes and matters arising</p> <p>KA agreed to review and edit the minutes of the 19 April 2016 and action points will need to be added. Action points from the previous meeting were completed</p>	KA

	<p>or ongoing.</p> <p>As the minutes of the extraordinary Directors meeting held on 14 June 2016 had not been circulated it was agreed to review them at the next meeting.</p> <p>Governors expressed the difficulties they had experienced due to what seemed to be conflicting advice from the Diocese and the DES/EFA. They now feel this has to a degree been resolved and confirmation has been received that Father Veasey is happy with the proposed new structure. Tony Guest is now the link person from the DES for the MAC and it is hoped that all parties could attend a future meeting.</p>	
<p>2.</p>	<p>Finance, Staffing, Resources</p> <p>(a) Report from the Finance Sub-Committee</p> <p>At the recent link meeting on 5 July 2016 school budgets were accepted and the Finance Committee subsequently signed them off. There is an ongoing discussion with Principals re: SIP's and Performance Management which is on this meeting's agenda.</p> <p>The budget has been set within the agreed limit with a little bit left over and the MAC has only borrowed £600k from the EFA instead of the agreed £800k which is a tribute to the hard work of all staff. VM expressed her thanks on behalf of the Directors for their continuing work to achieve these savings.</p> <p>Q: When will the final accounts be available to Directors? A: They will be completed by 31 August 2016 and presented to the first Directors meeting in the new academic year.</p> <p>A management letter is to be sent to all schools advising them of an internal audit on payroll.</p> <p>A: Where schools had a good in year budget and money in hand when/will this be returned to them? A: Yes, when the company is solvent, however it may be that the company will not just "give" the money back to individual schools but may use it for work/items of greatest need across the MAC.</p> <p>The company is committed to building reserves within the next three years.</p> <p>Q: Will schools be given guidance about what they can use their carry forward money for? A: Schools will not have direct access to this money as it will be held in central reserves although all transactions will be recorded.</p> <p>Q: Will the money schools have put in be given back to them? A: It is not yet clear how this money will be repaid/used but this will not arise</p>	<p>GP</p>

until such time as the company is solvent.

GP to draft a message from Directors explaining how this money will be used/returned.

Q: Have you (VM) met the finance chairs of all school committees?

A: No, not yet but have worked closely with some eg OLS Cowley.

Agreed this item to be on agenda for next Finance Link Meeting.

Q: Has the final budget included central resources for school improvements agreed by Directors at the Extraordinary meeting on 14 June 2015 of £20k?

A: Yes.

Schools liked the idea of having a resource for school improvement and said that in future they would like it to be larger.

Q: What is going on about monthly budget meetings with Principals and governors?

A: Monthly budget meetings will be reinstated and everyone will have access to a regular budget monitoring report.

Agreed financial training needs to be arranged for school business managers.

GP explained that the EFA budget is not on PS Financials partly to do with the set up and the way the system has been used but agreed that monthly budget monitoring is the key to keeping spending on track.

(b) Local Government Pay Award

The 1% pay award for green book staff was agreed nationally and DBMAC Directors approved it for DBMAC staff.

With the increase in the living wage this will affect budgets and also the introduction of the government scheme of a % of apprenticeships for all companies but it is hoped that schools may be able to include their NQT's among this number.

Q: Has Brexit had implications for schools pension contributions?

A: Not that we know about.

(c) Approval of DBMAC Health and Safety Policy

This policy has been reviewed and updated. Discussion took place about health and safety in the workplace outside of the formal structure and emergency plans. Each school should have one and be practicing fire drills and lock downs with staff at least 3 times a year. Each school should have a business continuity plan and the one from OLS was agreed could be adapted for all DBMAC schools.

GP

	<p>GP circulated copies of the proposed structure for the leadership of the MAC and the central administrative functions.</p> <p>After discussion it was agreed that the concept of the primary schools in the MAC being grouped in clusters (2 or 3) and for these to be managed by an Executive Principal but that the detail needs to be looked at further with the Accounting Officer with HR leading. The administrative support would then be streamlined accordingly. It was felt that this model would allow for growth in future if required.</p> <p>Q: What did the DES say about the proposed model? A: They are happy with it.</p> <p>The Board agreed that they would like to see different models before making a final decision.</p> <p>The role of Accounting Officer needs to be appointed to and this post will be advertised at the beginning of September to begin in January 2017.</p> <p>The role of Headteacher in St Thomas More was discussed and it was agreed that VM/DF to let school know that the interim arrangements will continue until the new structure has been agreed.</p> <p>GP to draw up costings for the two new roles of Business Managers across the MAC to be supported by an administrative officer in each school.</p> <p>It was agreed in principle that the central Finance Team need further resources but Board requested further details.</p>	
<p>3. Audit Committee</p>	<p>GC will chair this committee.</p> <p>(a) Health and Safety (standing item)</p> <p>This committee to review all policies and procedures.</p> <p>CS will undertake a buildings health and safety survey of all schools and draw up a list of work that needs to be done. Most schools will have had an H&S annual audit from OCC which would highlight any significant issues so CS's report will be at a local level. Dates to be arranged to (a) look at the condition of buildings and (b) and that health and safety policies and procedures are being adhered to.</p> <p>(a) Have all particular issues highlighted by previous audits been dealt with by schools? A: Not sure. We need to ask school committees for copies of these reports.</p> <p>GP/GC to request latest health and safety reports from all schools.</p>	<p>GP/GC</p>

	<p>An agreed strategy will need to be put in place for escalation where there are issues of concern to include a line of communication and action to follow. An on-line system that records any safeguarding issues to be explored bearing in mind confidentiality.</p> <p>Principals/Academy committee meetings to include this as a standing item to monitor concerns/trends within their schools.</p> <p>(b) Internal Audit. What arrangements are in place?</p> <p>An audit on DBMAC payroll has taken place although the report is not yet available.</p> <p>Proposals have been received from 4 companies for longer term internal audit and GC/VM/GP to look at them over the summer and report back to Directors.</p> <p>Q: How does this fit in with Audit Committee? A: There are two kinds of audit external audit which a legal requirement to look at a company's financial statement/transactions, presentation and regularity and internal audit which looks at a company's financial controls and processes, checks their annual data, authorisation of payroll and how debts are written off.</p> <p>The company's Risk Register needs to be reviewed and updated.</p>	GC/VM/GP
<p>4.</p>	<p>Curriculum, Teaching, Learning</p> <p>(a) Report from the Academic Sub-Committee</p> <p>This committee have met twice and agreed their remit and scope. They have looked at the external feedback from DES/Ofsted visits to be able to share information among schools. MM is putting together a pack of things that will help schools facing inspections. The committee reviewed exclusion data from all schools and wish to do further work on sharing good practice. They have looked at attendance data in schools and will be focusing on methods to improve it. The committee agreed to look at ways of standardising attendance data so that it is easily comparable and meaningful. Work is being undertaken in all schools with strategies for improving maths and English. It was agreed that a DBMAC Newsletter should be compiled with each school contributing a page of events/successes at their school. The Committee had been looking at a partnership moderation booklet by ISIS as something that Principals within the MAC might adopt.</p> <p>Q: Could the maths and English curriculum focus be extended to all subjects in schools? A: It was agreed to concentrate on maths and English as there have been so many changes in the curriculum during the last couple of years but no reason why other subjects could be included in time.</p> <p>Quality first teaching consultants have been appointed to look at narrowing the</p>	

gap in the achievements of the most vulnerable learners.

The committee's aim is to focus on what is going on in the classroom and to look at ways of including parents in ways of teaching and what is being learned.

Q: What has happened about "Mocksteds"?

A: Although nothing is being done at the moment they can be reintroduced in light of expected inspections at St Thomas More, St Joseph's Thame and Our Lady's. MM produced a briefing document for governors at SGTG which they found extremely useful to have before their inspection and it was agreed that this could be adapted for all school governors.

MM is interested in developing an area of leadership training where teachers go into other schools to watch others teaching.

(b) Plans for Principal Performance Management 2016

Committee had agreed the proposal to use Newman College.

VM/GC/DF had agreed to appoint an external person to do performance management for all schools to ensure consistency and to discuss with schools the best way to do SIPS. Agreed item to be on agenda for next Curriculum meeting.

Board need to agree where they want to get to in raising standards in schools within the year.

(c) End of year results from Primary Schools

Although updated results are not yet available OLS Witney, St Joseph's Thame, are on track, St Joseph's Carterton are below in maths and writing, St John Fisher are below, and St Thomas More are ok apart from writing, and the requirement to improve schools have done well.

BB to send confirmed results to MM for next Curriculum committee with a report from each school (to put results in context).

BB

Q: Does analysis include pupil premium information?

A: Yes, individual schools have that information.

(d) Priorities for next year

It was lovely to hear all Principals talk so positively about the successes of their schools at the link meeting showing a strong ethos.

Q: How do you assess the quality of teaching in our schools?

A: Schools need to be able to measure/show progress/achievement whilst keeping a general overview of teaching and learning.

Q: Have any of the schools felt that the financial situation has contributed to their

	<p>lower results? A: No, the reason for lower results has been down to changes in the ways schools have been asked to show achievements of age expectancy. BB to circulate KS2 paper to highlight changes.</p> <p>Government document "Principles of Assessment - plugging gaps" will take up to 5 years to make changes.</p>	
<p>5.</p>	<p>Catholicity and Leadership</p> <p>(a) Report from the Catholicity and Leadership Sub-Committee</p> <p>This committee have met once and identified three major issues (a) leadership of Catholics and others in school; the need for information/data (request for numbers of catholic staff and children in our schools and Section 48 information on school SEF's); and the need to share good practice across all schools (RE team at SGTG already helping other schools).</p> <p>(b) Priorities for next year</p> <p>To link information with raising the profile of Catholic life in all schools eg Minnie Vinnie's, Father Hudson society, etc to focus on ways to encourage strong leadership in schools and the way we behave towards each other.</p> <p>To co-ordinate a social event to include mass with school committees and review a leadership model.</p> <p>(c) Safeguarding</p> <p>The MAC had proposed appointing a safeguarding consultant to look at consistency across all schools. Although the post has not gone forward it was agreed to buy in some independent consultancy to review safeguarding in all schools.</p> <p>Q: What has happened to the draft safeguarding policy? A: The policy was being reviewed by Kay Huntley and MM thought it has been returned. MM to check.</p> <p>VM to take this forward and with support from GP agree a safeguarding policy over the summer and commission a review for September 2016.</p> <p>(d) Priorities for next year - already covered.</p>	<p>MM</p> <p>VM/GP</p>
<p>6.</p>	<p>Governance</p> <p>(a) Departure and recruitment of Directors</p> <p>This was the last meeting for HM who has been an invaluable member of the Board over the last 4 years and grateful thanks for all her input were given. HM</p>	

	<p>said it has been a really interesting journey and she had learned a lot and hoped that the company would fulfil its journey to be successful and that she had been part of a great team who she wished to go from strength to strength,</p> <p>The Board have a vacancy for a parent director to be advertised in September and for a foundation director. Applications are currently being processed for two foundation directors one with an accountancy background and the other education.</p> <p>It was agreed that when the new leadership structure is embedded the attendance of governors at all meetings will be reduced.</p> <p>(b) Training priorities for Directors and Academy Representatives</p> <p>Requests for training from academy committees was raised at the Link meeting on 5 July 2016 and once the DBMAC have completed their governance review this will be commissioned.</p> <p>It was agreed to email Chairs of all committees to request skills audits of their members and to ask them what training they would like and for this to be arranged for all.</p> <p>(c) Committees for next year</p> <p>Directors Committee (Chair David Forster) Audit Committee (Chair Gerald Crown) Finance, Resources and Staffing Committee (Chair Virginia Moffatt) Curriculum and Standards Committee (Marcella McCarthy) Catholicity and Leadership Committee (Canon Mervyn Tower)</p> <p>(d) Proposed dates for next year</p> <p>Tuesday 6 September 2016 – Executive Committee (Chairs of Committee) – planning meeting Tuesday 20 September 2016 – Curriculum and Standards Committee Tuesday 4 October 2016 - Finance, Resources and Staffing Committee Tuesday 18 October 2016 – Full Board Meeting Date to be arranged for Link Meeting to be held at St Joseph’s School, Carterton Tuesday 8 November 2016 – Catholicity and Leadership Committee Tuesday 22 November 2016 – Audit Committee Tuesday 29 November 2016 - Finance, Resources and Staffing Committee (NB Annual Accounts) Tuesday 13 December 2016 - Full Board Meeting (NB Annual Report and Accounts)</p>	?
7.	AOB – None	
	Meeting closed at 9.55.	

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

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

Actions from 12 July 2016 meeting

	Action (with completion date)	Who	Outcome
1c	Review and edit minutes of 21 st Directors Meeting – 19 April 2016.	KA	
1c	Review minutes of Extraordinary Directors Meeting -14 June 2016 at next meeting.	Board	
2a	Management letter to be sent to all schools re: internal audit on payroll.	GP	
2a	Message from Directors to be drafted explaining how money in central reserves will be used.	GP	
2d	All DBMAC policies to be reviewed in the Autumn.	Audit Committee	
2d	GP/GC to request latest health and safety reports from all schools.	GP/GC	
3b	Review proposals for longer term internal audit arrangements over summer and report back to Directors.	GC/VM/GP	
4d	Confirmed results for primary schools to be sent to MM.	BB	
5c	MM to check whereabouts of draft Safeguarding report and VM/GP to review over summer.	MM/VM/GP	
6B	Chairs of all committees to be emailed to request skills audits of their members and what training they need.	DF	

Appendices (documents and reports discussed)

Appendix A	DBMAC Health and Safety Policy
Appendix B	Leadership Structure of the DBMAC