

**DOMINIC BARBERI MAC**

**MINUTES OF THE 23<sup>rd</sup> DIRECTORS MEETING**

**HELD ON TUESDAY 8 NOVEMBER 2016 AT ST. GREGORY THE GREAT**

	<p><b>Present:</b> David Forster (F) (Chair)DF Gerald Crown (Parent) (Chair) GC Sue McGarry (Staff) SMcG Marcella McCarthy (Principal) MM Virginia Moffatt (F) VM Canon Mervyn Tower (F) (CMT) (part)</p> <p><b>Apologies:</b> Paul Concannon (F) (PC) Khursh Ahmed (Staff) KA Breda Bowles (Principal) BB Fraser Long (F) FL Peter Morrissey (F) PM</p> <p><b>In Attendance:</b> Georgina Paton (Business Finance Manager) (GP) Sue Smith (Clerk) (SS)</p> <p>The meeting opened at 6.30 pm.</p>	
1.	<p><b>Opening prayer, welcome and apologies</b></p> <p>CMT led a prayer and DF welcomed attendees to the meeting. Apologies were received and accepted. The meeting was quorate.</p>	
2.	<p><b>Declarations of pecuniary interest</b></p> <p>The Directors present completed and returned the Pecuniary Interest form for 2016/17 and others to be asked to do so by email by Clerk.</p> <p>No declarations of interest were expressed for the agenda items.</p>	<p><b>BB/KA/PC FL/PM</b></p>
3.	<p><b>Minutes of the meeting of 12 July 2016</b></p> <p>The minutes of the above meeting were reviewed and Principal amended to Head on page 5.</p>	

	<p>Minutes of the Extraordinary Directors Meeting of 14 June 2016 were reviewed and agreed.</p> <p>Directors confirmed they had read, understood and agreed to abide by the two documents circulated by DF by email - the 'Directors Code of Practice' and 'Keeping Children Safe in Education Part 1.'</p>	
<p>4.</p>	<p><b>Finance, Staffing, Resources Committee</b></p> <p><b>(a) Report from Finance, Staffing, Resources Committee</b></p> <p>This committee met on 4 October 2016. The budget pressures at St Gregory's had been reviewed and were found to be better than had been presented at that meeting and the draft detailed review report has been sent to BB.</p> <p>St Gregory's still have a lot of complexity around illness. Our Lady of Lourdes and Our Lady's primary school have signed up for sick cover this year and this will be reviewed.</p> <p>GP is meeting with Hannah to look at nursery funding and primary pupil premium in detail.</p> <p>It was agreed by Committee to procure a chartered surveyor in the summer to look at drawing up a 10 year capital bid plan for DBMAC. Most of the remaining devolved capital will be taken up by the cost of this survey but the remainder will stay in the budget to offset any emergency expenditure. It was agreed that schools would be asked to bid for this money but that it will not be released straight away.</p> <p>It was agreed by Committee to procure a specialist bid writer for SIF funding which GP and Carl will do. There are 2 bids in one for St Gregory's for emergency lighting in the Newman building and one for fencing at St Thomas More.</p> <p>The updated recovery plan has been sent to the EFA.</p> <p>The schools' teaching staffing review has been completed.</p> <p>It was agreed to contact the EFA to discuss the repayment schedule for the £600k. The MAC need to provide for growth as well as continuing to improve the educational achievement of all children. HR resources are currently very stretched and the central Finance team need support.</p> <p>If the MAC could find a way to finish the building work at St Gregory's this would enable revenue to be accrued through lettings etc which would improve cash flow.</p> <p>Directors were asked to formally approve the transition of the Accounting</p>	<p>GP</p> <p>GP/Carl</p> <p>GP</p>

Officer role to MM formally in January 2017 so that BB can finish the accounts although MM will take forward the next part of the staffing review before then. St Gregory's Academy Committee are in agreement with MM undertaking this role but want assurance she will not become overloaded that it will prevent standards at school rising. These concerns will be given further consideration by Directors.

**(b) Pay Policy**

This policy drafted by OCC was approved for implementation by Directors.

**(c) Confidential Item**

Recorded elsewhere.

**(d) Fund Raising**

GC raised this as an area in which the MAC could be supported by grants and sponsorships from local businesses etc. It was agreed that existing members did not have the capacity to do this and that it was a specialist role. Directors agreed to review growth, fundraising, publicity, and development in the near future. In the meantime the MAC will continue to bid for CIF money, see that all entitlements (pupil premium, free school meals) are taken up and that any connections are followed up. The MAC need to ensure that all schools have the best structure for them.

Although schools contribute to Diocesan funding they do not receive a lot of support from this. Agreed to arrange meeting with the Diocese to discuss centralised services and procurement.

**5. Audit Committee**

**(a) Report from Audit Committee**

This committee met on 20 September 2016 and have begun to identify all the policies needed by DBMAC. These will be reviewed and when ratified put on the DBMAC website.

The revised Safeguarding policy was approved by Committee for circulation to schools and to be put on DBMAC website.

The Finance manual had been finalised and approved by Committee.

The arrangements for the payroll internal audit had been initiated, the risk register reviewed, and agreement made to undertake a health and safety audit at all schools. Committee selected the internal auditors and GP circulate the report on the internal payroll audit.

	<p><b>(b) Health and Safety</b></p> <p>No health and safety items had been raised although BB had been approached by a cold call at school about electrical concerns. Carl to visit school to discuss as 5-year electrical testing had not taken place at school. In future Procurement Officer to oversee in future.</p> <p>There had been a near miss incident at St Joseph's school and GP to request copy of OCC policy guide.</p>	<p><b>Carl</b></p> <p><b>GP</b></p>
<p>6.</p>	<p><b>Curriculum and Standards Committee</b></p> <p><b>(a) Results</b></p> <p>This committee is scheduled to meet on 22 November 2016.</p> <p>MM is collating the results she has received. The Bookmark system is still an issue as although it is easy to use schools seem to be interpreting the results differently. MM to address anomalies.</p> <p>St Gregory's should be leading school improvement – CROSS - Catholic Regional Oxfordshire School Support. The idea of work with other schools to offer teacher support between them – trial with Blessed George Napier initially.</p> <p>St Gregory's year 11's working with Magdalen College School 6<sup>th</sup> form and part of a joint Art project.</p> <p>GC may be able to offer a computing connection from Brookes to school.</p>	<p><b>GC</b></p>
<p>7.</p>	<p><b>Catholic Life and Leadership Committee</b></p> <p><b>(a) Catholic Life</b></p> <p>The Catholic Life and Leadership Committee have not met so far this year.</p> <p><b>(b) Date of next meeting</b></p> <p>The next meeting will be 6.30pm, on Tuesday 24 January 2017.</p> <p><b>(c) Safeguarding Issues</b></p> <p>None raised.</p> <p><b>(d) Safeguarding Policy</b></p> <p>Directors ratified the updated safeguarding policy which will go on the DBMAC website and all schools will be notified.</p>	

	<p><b>(e) Performance Management for Primary Principals</b></p> <p>Paul Walmsley from Newman College was appointed to do performance management for all primary schools to include St Gregory's primary and Ros McMullen for MM.</p> <p>(f)</p>	
8.	<p><b>Induction Policy for Directors and Academy Reps</b></p> <p>The Induction policy for Directors had been circulated prior to the meeting and was adopted. Further improvements will be added, however. SMcG and VM to add their suggestions to the policy and return. A MAC wide policy on induction for Academy Reps is needed – this will be developed and GP to be informed.</p>	<p><b>VM/SMcG GP/DF</b></p>
9.	<p><b>Governance Reviews</b></p> <p>Directors commented that they had found the governance grid very helpful.</p> <p>GP to spend time with academy reps to ensure consistency within the MAC.</p> <p>Rachel Caseby to be contacted to see what she can do to help across the MAC training for Reps.</p>	<p><b>DF</b></p>
10.	<p><b>Future Structure of the MAC</b></p> <p>This document needs further work to build a robust structure that can support the growing needs of the MAC. MM has set up a small working party to focus on the options for the MAC taking into account EFA, the Diocese and government requirements. This working party will draw up different options to include the cluster model and report back to Directors. Incorporating an acting VP role to support primaries could be a way to plan for school improvement across the MAC.</p> <p>Agreed that BB to remain as Executive Head for Thomas More for next term.</p>	
11.	<p><b>Response to Diocesan grand plan for MACs</b></p> <p>It was agreed that DBMAC would like to respond to this as a group and if time permits to involve Academy committees. Interest group to be set up and a representative from Diocese to be asked to provide a briefing for Principals. Diocesan grand plan could include all schools in the area between Caversham and Banbury to become one MAC.</p> <p>It was unclear from the information received what the concept, groups involved and the timescale were for this plan.</p>	

	<p>SMcG to contact Diocese for further information in order for the DBMAC to plan how to provide a really stable, happy place to be with improving results, and to build on strengths to make it as attractive to others as possible for the future.</p> <p>Connections between BGNMAC and DBMAC are good.</p> <p>If time permits a big link meeting of all schools in the diocese to be arranged.</p>	<b>SMcG</b>
12.	<p><b>Annual Directors report</b></p> <p>The Annual Directors report still needs to be completed. BB is collecting results from primaries. Directors asked to provide comments from the last financial year.</p>	<b>DF</b>
13.	<p><b>Meeting dates for next term</b></p> <p>DF to circulate meeting dates for next term by email.</p>	<b>DF</b>
14.	<p><b>AOB</b></p> <p>The link meeting that St Joseph's Carterton had offered to host was not arranged. Link meeting for all schools to be arranged at St Gregory's for next term.</p> <p>Directors invited to the carol concert at St Gregory's on 06/12/2016.</p> <p>Directors wished to minute their thanks to Hazel Murray for all her work as a Director over the years.</p> <p>Agreed to arrange a social event for Directors in the next year.</p> <p>Meeting closed at 9.00pm with a prayer.</p>	<b>DF/GC</b>

#### **Actions from 15 December 2015 meeting**

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

#### **Actions from 9 February 2016 meeting**

	<b>Action (with completion date)</b>	<b>Who</b>	<b>Outcome</b>
3d	VM to discuss with BB what financial training is needed for Principals/Business Managers and arrange.	<b>VM/BB</b>	Ongoing

### Actions from 12 July 2016 meeting

	Action (with completion date)	Who	Outcome
2a	Management letter to be sent to all schools re: internal audit on payroll.	GP	Ongoing
2a	Message from Directors to be drafted explaining how money in central reserves will be used.	GP	Ongoing Section in DBMAC Finance Manual
2d	All DBMAC policies to be reviewed in the Autumn.	Audit Committee	Ongoing
2d	GP/GC to request latest health and safety reports from all schools.	GP/GC	Ongoing
4d	Confirmed results for primary schools to be sent to MM.	BB	Ongoing
6B	Chairs of all committees to be emailed to request skills audits of their members and what training they need.	DF	Defer to Governance Officer

### Actions from 8 November 2016 meeting

	Action (with completion date)	Who	Outcome
2	Completion of Pecuniary Interests form	BB, KA, PC, FL, PM	
4a	Procurement of Chartered Surveyor re: 10 year capital bid plan	GP	
4a	Procure a specialist bid writer for SIF funding	GP/Carl	
4a	Contact EFA re: repayment schedule	GP	
5b	Investigate alleged electrical concerns at St Thomas More?	Carl	
6	GC to give name of Brookes computing connection to MM	GC	
8	Induction policy for Directors and Academy reps to be completed	VM/SMcG/GP/DF	
9	Rachel Caseby to be contacted ref. training	DF	
11	Diocese to be contacted for further information on grand plan	SMcG	
12	Completion of Annual Directors Report	DF	
13	Circulation of next term's meeting dates	DF	
14	Link meeting at St Gregory's to be arranged for next term	DF/GC	

### Appendices (documents and reports discussed)

Directors Code of Practice
Keeping Children Safe in Education Part 1
Model Pay Policy for Teachers 2016

Model Pay Policy for Support Staff 2016
DBMAC Safeguarding Policy
Induction Policy for Directors