

**DOMINIC BARBERI MAC**  
**MINUTES OF THE 25<sup>th</sup> DIRECTORS MEETING**  
**HELD ON TUESDAY 22 MARCH 2017 AT ST. GREGORY THE GREAT**

	<p><b>Present:</b> David Forster (F) (Chair)DF Gerald Crown (Parent) GC Sue McGarry (Staff) SMcG Marcella McCarthy (Principal) MM Father Mervyn Tower (F) (FMT) Paul Concannon (F) (PC) Breda Bowles (Principal) BB Fraser Long (F) FL Peter Morrissey (F) PM</p> <p><b>Apologies:</b> Khurshid Ahmed (Staff) KA Tony Guest, Diocesan Education Service</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, apologies. Code of Practice.</b></p> <p>FMT led a prayer and DF welcomed attendees to the meeting. Apologies were received and accepted. The Diocese have said that they will attempt to send a representative to future Full Directors meetings. The Directors who were present signed the undertaking for the DBMAC Code of Practice, apart from SMcG as she felt there were amendments to be made – which she would send through. The meeting was quorate.</p>	
2.	<p><b>Declarations of pecuniary interest</b></p> <p>Interest were declared as follows:</p> <p>DF - St Gregory's and Our Lady's Cowley (on Academy Committees) MM - employed at St Gregory's - pecuniary. SMcG - St Joseph's Thame – pecuniary BB – employed at St Thomas More and St Joseph's Carterton – pecuniary. GC - St John Fisher and St Gregory's (parent)</p>	

	<p>FMT- St Gregory's (on Academy Committee)  PM – consultancy work for Archdiocese of Birmingham – possible pecuniary  PC - Our Lady's Cowley (Academy Committee), Pope Francis MAC (Director),  associate governor at a school in Northampton  FL - Pope Francis MAC (Director)</p>	
3.	<p><b>Minutes and matters arising from the meetings of 13 December 2016 and 7 February 2017</b></p> <p>The minutes and actions of the 13 December 2016 meeting were reviewed and signed.</p> <p>A minor amendment was made to the minutes and actions of the 7 February 2017 meeting that SMcG had circulated the Admissions template to schools/MJ.</p> <p>PC expressed concern about the HR advice received from Hampshire with regard to the title of post Head of school at OLS Cowley and felt this should have been challenged more rigorously.</p> <p>GP confirmed that DBMAC will be renewing their HR contract this year and will be looking to procure a joint HR/payroll provider.</p>	
4.	<p><b>Finance, Staffing, Resources Committee</b></p> <p><b>(a) Report from Finance Committee</b></p> <p>PM highlighted the actions from the meeting held on 08/03/2017.</p> <p>Church Marketplace information to be circulated.</p> <p>An Expenses policy was drawn up and circulated for Directors approval.</p> <p>Committee agreed that a DBMAC deposit account can be opened with treasury procedure.</p> <p>Investigative discussions to begin with EFA re: reducing the amount of repayment this year.</p> <p>Separate costings to be undertaken for SGTG Primary school.</p> <p>2015/16 Purchase Ledger list of Suppliers to be prepared by Procurement Officer.</p> <p>Committee agreed that the ICT Managers post to be advertised</p> <p>Budget Overview information circulated at the meeting to be sent to schools. All primary schools are showing a surplus but the SGTG budget was in deficit by £106k at period 5. The main reasons for this were the high number of maternity covers that are needed and an outstanding electric bill.</p>	

Q: Was there no provision made for maternity cover?

A: SGTG don't have insurance cover but there was an element for supply cover and it may be that this amount may be reduced.

Q: Is there a time limit on the energy supplier claiming their money?

A: Yes although the school would need to show that they made strenuous efforts to get the bill sorted with the previous supplier. A meter has yet to be installed by the new supplier because of the need for the previous supplier to do something.

Special Revenue business case paperwork has been prepared for schools to request approval for expenditure to GP from their surplus. Discussion about this item focused on schools feeling the same thing had happened last year when their deferred expenditure was taken back reducing their incentive to make savings. They felt they are not going to be allowed to manage their own surplus after making the agreed savings by having to complete this business case paperwork. It was agreed that this paperwork would be amended so that it only has to be completed for approval of expenditure over £10k.

There is currently a shortfall in the budget of £100k to repay the EFA loan, due at the end of the year, so negotiations will need to take place with them to reduce the amount of this payment.

Directors agreed that there needs to be a process for managing the budget at SGTG in the future otherwise this situation will continue even when the primary school is full and that a 5-year plan is needed to manage all schools efficiently.

**(b) Report from Business Managers Committee**

The Business Managers had met although SMcG had not seen the minutes. Discussion at this meeting had focused on finance, admissions, policies and the proposed restructure.

**(c) Staffing Restructures**

**Central Services**

The key point from this consultation was to review grading on finance posts, create all year cover and additional support for finance team at SGTG, have funds available to recruit to the ICT Manager post, and pay for the Procurement Manager post.

The recommendation from feedback is that full time cover is being sought through a finance and payroll officer post and an amendment to the primary bursar's job description.

The ICT Manager's post will be split 3 days for central services and 2 days for

SGTG.

Directors voted to approve the central services structure with the above amendments.

### **Business Managers**

The consultation proposal was to have a Business Manager for each cluster of schools with on-site administrative support in each school.

Business Managers voiced their concerns about this model as they felt their roles had not been well researched and that the new job descriptions did not reflect what they did. Suggestion was made that advice about these roles be sought from current Business Managers.

Q: Was there any feedback from Academy Committees?

A: Feedback can only be used if it comes from an employee directly affected.

Q: Were there further comments received by CFBO?

A: Feedback received by Accounting Officer/DF will be collated by GP and circulated to Directors.

GP

The recommendation from the feedback received was to extend the consultation period until 07/04/2017 on the proposed new model circulated at the meeting.

Directors agreed to extend the consultation period and review at the Extraordinary Directors meeting agreed for 6.30pm on Wednesday, 26 April 2017.

### **Leadership**

The proposal for the primary schools to be in clusters of three with a Lead Principal of each cluster reporting to MM. It had been agreed that the present structure was flat and did not offer career progression. With the possibility of a SuperMAC the cluster model would fit in well and keep local values. The model was chosen to right the inequalities of pay and because of the Principal vacancies at two of the primary schools.

At the recent Principals meeting the consultation was discussed and they were happy with the cluster model but were not sure there was sufficient capacity in the level below principals to make it operational. Concern was expressed about the "Head of Teaching and Learning" title and the unsustainable workload for the Lead Principal. They felt that all schools needed a "deputy".

Discussion among Directors revolved around whether all schools should have a Principal, responsible to their Academy Committee, which they felt the local catholic community would prefer.

	<p>Q: If the leadership restructure does not go ahead will there be consequences from the EFA?  A: Not sure, but if the MAC have gone through the consultation process and have decided that the proposed model is not in their best interest although the budget is seen to be under control it should be alright. If the MAC are considering not having a principal as an accounting officer at a later date might support no change being made.</p> <p>Directors agreed they did not accept the restructure proposed in the consultation in the current form and that further work needs to be done.</p> <p>Recruitment would need to take place for a substantive head at St Thomas More and Our Lady’s Cowley and notice given to the acting ones by 31/05/2017. Consultation will be needed with the Academy Committees on this.</p> <p>PC asked if the current arrangements for leadership at Our Lady’s Cowley could be extended and Directors agreed with this in principle.</p> <p>DF asked Directors to let him have their initial thoughts on the way forward.</p>	<b>All</b>
5.	<p><b>Audit Committee</b></p> <p>(a) <b>Report from Audit Committee</b> – deferred to next meeting.</p> <p>(b) <b>Health and Safety</b> – deferred to next meeting.</p> <p>(c) <b>Safeguarding</b> – deferred to next meeting.</p> <p>(d) <b>Accessibility statement and plan</b> – circulated document approved.</p>	
6.	<p><b>Curriculum and Standards Committee</b></p> <p>(a) <b>Report from Curriculum and Standards Committee</b> – deferred to next meeting.</p> <p>(b) <b>Report from Principals’ Committee</b> – discussion minuted above.</p> <p><b>(c) NLE support for St Gregory the Great</b></p> <p>A letter from Martin Post, Regional Schools Commission, had been received to say the SGTG was officially a “coasting” school and County had raised an issue on the management of safeguarding. Ofsted had inspected SGTG on 15/16 March 2017, though the report would not be published for about a month. It is clear that St Gregory’s needs some external support in what is likely to be a difficult period.</p> <p>The Diocese had been very helpful and suggested that the MAC appoint a National Leader of Education on a part time basis (2 days a week) to support MM. SLT at SGTG is very stretched with 3 senior members off sick and insufficient expertise to</p>	

	<p>cover. The Diocese recommended Elizabeth Lutzeier who has visited school.</p> <p>Q: How did MM find her to work with? A: Only met her once but she is very experienced and the increased management support will be helpful.</p> <p>DF to meet with EL to discuss school improvement, mentoring, and to draw up a contract to include a break clause. MM to do an evaluation of the support given.</p> <p>BB had received a telephone call from Justine at the Diocese to say Father Veasey had asked her to meet with the principals of all the DBMAC primary schools. The schools in the north are due to meet her on 25/03/2017.</p> <p>Directors felt that this request should have come through them or the academy committees of the schools. BB to ask Justine to contact the academy committees re: visit.</p> <p>The Diocese are starting to look at what they can offer in the way of services for school improvement etc although there will be a charge.</p> <p><b>(d) Inspections – Ofsted and Section 48</b></p> <p>Further discussion will take place when the St Gregory’s report is published. All Directors will be invited to a meeting at St Gregory’s at 3pm on Thursday 30<sup>th</sup> April, where the Academy Committee and SLT will discuss action that needs to be taken.</p>	
<p>7.</p>	<p><b>Catholicity and Ethos Committee</b></p> <p>(a) <b>Report from Catholicity and Ethos Committee</b> – deferred to next meeting.</p> <p>(b) <b>Catholic Life</b> – deferred to next meeting.</p>	
<p>8.</p>	<p><b>Governance</b></p> <p>(a) <b>Company Secretary</b> – Directors officially appointed Maureen Jackson as Company Secretary for the MAC.</p> <p>(b) <b>Items from Governance Manager</b> – deferred to next meeting</p> <p>(c) <b>Reviewing the Vision and strategic aims of the MAC</b> – deferred to the next meeting and PC to send copy of Pope Francis MAC vision statement to DF.</p> <p>(d) <b>Policy on Directors and LAC Representative expenses</b> – circulated policy approved.</p> <p>(e) <b>Feedback from Chairs of MAC’s meeting</b> – deferred to the next meeting.</p>	

	(f) <b>Review of effectiveness of meeting</b> – deferred to the next meeting.	
	(g) <b>Date of next meeting</b> – 6.30pm, Wednesday 26 April 2017	
9.	<b>AOB</b> – None	
	Meeting closed at 9.20 pm with a prayer.	

Draft

### Actions from 12 July 2016 meeting

	Action (with completion date)	Who	Outcome
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

### Actions from 8 November 2016 meeting

	Action (with completion date)	Who	Outcome
4a	Procurement of Chartered Surveyor re: 10 year capital bid plan	GP	Ongoing
4a	Procure a specialist bid writer for CIF funding	GP/Carl	?

### Actions from 13 December 2016 meeting

	Action (with completion date)	Who	Outcome
6a	Session on 'bookmarks' for Committee/Directors to be arranged	MM	Ongoing

### Actions from 21 March 2017 meeting

	Action (with completion date)	Who	Outcome
4	Collation of consultation feedback	GP	
4	Directors to send suggestions for leadership review to DF	All	

### Appendices (documents and reports discussed)

Policy on Payment of Allowances to Directors and Local Academy Representatives
Special Revenue Business Case Application Form
Staffing Review Working Party Report to Directors 21/03/2017
DBMAC Accessibility Statement 2017/2018
DBMAC Accessibility Plan 2017/2018

### Documents deferred to next meeting

CES Self Evaluation for Board and LAC's
CES SEF Document
NGA Governing Body Skills Audit
DBMAC Proposed strategy for review of Policies and procedures – 3 year rolling plan