

DOMINIC BARBERI MAC

MINUTES OF THE 28th DIRECTORS MEETING

HELD ON WEDNESDAY 10 MAY 2017 AT ST. GREGORY THE GREAT

	<p>Present: David Forster (F) (Chair)DF Gerald Crown (Parent) GC Marcella McCarthy (Principal) MM (part) Paul Concannon (F) (PC) Peter Morrissey (F) PM Father Mervyn Tower (F) (FMT) Sue McGarry (Staff) SMcG Elizabeth Lutzeier (NLE) EL (present for item 8b taken first)</p> <p>Apologies: Fraser Long (F) FL Adam Hardy (Diocesan Education Service)</p> <p>In Attendance: Georgina Paton (Business Finance Manager) (GP) Maureen Jackson (Governance Manager) Sue Smith (Clerk) (SS)</p> <p>The meeting opened at 6.30 pm.</p>	
<p>1.</p>	<p>Opening prayer, welcome, apologies</p> <p>FMT opened the meeting with a prayer and DF welcomed attendees and accepted apologies from FL.</p>	
<p>2.</p>	<p>Declarations of interests and pecuniary interests</p> <p>No further declarations of interests or pecuniary interests were declared.</p>	
<p>3.</p>	<p>Declaration of any urgent matters arising since publication of the Agenda</p> <p>No additional urgent matters were declared.</p>	
<p>4.</p>	<p>Minutes of the meeting of 26th April 2017</p> <p>Minor adjustments to the Governance matters were made and the minutes approved.</p>	
<p>5.</p>	<p>Actions arising from the meeting of 26th April</p> <p>Updates were made to the actions from previous meetings.</p>	

6. Finance, Staffing, Resources Committee

(a) Report from Finance Committee (PM)

DBMAC budget monitoring for March has been completed. There is an under spend on staffing and although there are still pressures on the SGTG budget Primaries are making savings and this is in line with the £250k repayment to the EFA.

Directors agreed that GP would contact the EFA with a view to requesting the rescheduling of payments to them to relieve the pressure on SGTG.

There is likely to be some emergency funding from the Regional Schools Commissioner, for SGTG to implement the Ofsted Action Plan. This will be applied for with the support of the diocese. This is not discretionary spending, but is likely to be for the purpose of employing EL as NLE, the costs of a governance review, pupil premium review and any costs of changing the Articles of association.

Agreed GP will set the schools budgets first and the above meeting will be arranged once all figures are confirmed.

(b) Update on budgeting for 2017 (GP)

The timetable for the budget will be that Finance and Resources Committee will review the budget at their meeting on 21/06/2017 with ratification by the DBMAC Board on 11/07/2017 allowing an online submission to be made by 31/07/2017.

Q: Why has the budgeting period been extended to 5 years from 3?

A: Because of the problems at SGTG and the decline in pupil numbers across the County. This will also bring the MAC in line with other organisations forecasting.

Q: Will a 5 year budget be too long a period for accurate forecasting for primary schools?

A: It will be treated the same as when it was a 3 year period and it is simpler for the MAC just to have one model.

GP requested and PM agreed that the budget return be handled by Critchleys – this is a matter of capacity.

(c) Leadership of OLC, STM and SJC

Our Lady's Cowley

Discussion took place about the vacancy for a Principal at OLC. The Ofsted inspection of the school last week seemed to go well. The LAC, with Adam Hardy's support, would like to recruit a Principal as soon as possible. The salary scale for this post needs to be agreed by HR/Diocese (PC to speak to AH) and an external advertisement placed so that the appointed person could be in post by September 2017/January 2018. The interview panel is likely to be PC/DF/AH/Father Peter and Roisin.

GP

	<p>Q: Is there a conflict of interest with Directors on the panel also being members of the LAC? A: DF to check with AH, but it hasn't been an issue up to now. If necessary an extra Director can be included.</p> <p>St Thomas More and St Josephs, Carterton</p> <p>Although both the LAC's of STM and SJC would like to see a light touch recruitment process for their leadership arrangements, DBMAC need to ensure there is a clear process. DBMAC HR to be asked to advise on both posts. There are likely to be some changes to salary, which need handling carefully. BB and LS will need to be notified in writing that the current arrangement is ending. BB is currently Head of two schools, and could potentially remain as Head of either – this will have consequences for the other school.</p> <p>(d) Update report on the Review of staffing structures incl feedback from the LACs</p> <p>MJ to be asked to help with collating the consultation feedback from Academies and if this is possible the document circulated prior to the Board meeting on 24/05/2017.</p> <p>Feedback from one of the Business Managers highlighted how they had been caused a lot of unnecessary stress/worry because of the way the consultation had been handled. They felt the research undertaken about their role was poor, and there was no clear plan when the cluster model was rejected. They felt the Business Managers as a group work well and if they had been asked to ensure consistency etc across all schools they would have been more than happy to collaborate.</p> <p>Directors appreciated their honesty and because they wish to prevent similar issues happening again with other staff GC agreed to attend the next Business Managers meeting to talk through concerns.</p> <p>MM made the point that it is important that Directors attend meetings or at least pay close attention to the Minutes and paperwork, which might serve to pre-empt potential issues at an earlier stage.</p> <p>Although concerns had been raised about the consultation process Directors acknowledged the hard work undertaken by MM, GP, HR and Principals.</p>	<p>MJ</p> <p>GC</p>
<p>7. Audit Committee</p>	<p>(a) Report from Audit Committee (GC)</p> <p>The remit of the Audit Committee and a plan of what needs to be done has been agreed. A schedule for reviewing policies has been drawn up and the appointment of MJ has ensured the accuracy of information going out to schools. School responses have improved but are not yet 100% so further work needs to be undertaken on communication.</p> <p>(b) Health and Safety</p>	

	<p>Health and Safety Reports have been returned and GP/GC are in the process of reviewing. These school reports contain a number of recommendations which need to be looked at. The next Audit Committee will review the reports and a clear plan of responsibility agreed.</p> <p>(c) Safeguarding</p> <p>There needs to be a standardised monitoring report for all schools so that they know at what point they should be escalating concerns so that the Audit Committee can be assured that high level incidents are being reported to them. Better guidance about reporting incidents needs to be available so that all staff/schools are aware of the process.</p>	
<p>8.</p>	<p>Curriculum and Standards Committee</p> <p>(a) Report from Curriculum and Standards Committee Meeting of 03/05/17 (DF)</p> <p>This Committee met last week and the meeting was attended by most of the Principals apart from Tara at OLC as Ofsted were in, Jenny who has broken her wrist, and the St Gregory's team who were otherwise engaged.</p> <p>Tara led the inspection at OLC with support from Diane Carbon and it seemed to go well. The Ofsted report has yet to be shared.</p> <p>The current DBMAC strategic plan was circulated prior to the meeting and Principals discussed it. They agreed to use the Ofsted headings which link to their SIP's and return a bulleted point document to this effect to Directors for the LINK meeting in July.</p> <p>Although INSET dates for this year have been set Principals agreed that next year they want to hold a joint DBMAC INSET day. This should be a regular pattern.</p> <p>Principals would like capacity built in to allow one of them to take the lead each year for co-ordinating/collating requested information from schools by Directors and organising INSETs etc. There was a feeling that coordination between the schools could be better developed, but that there was a lack of capacity.</p> <p>(b) Inspections – Ofsted and Section 48</p> <p>SGTG</p> <p>DF circulated a confidential draft Action Plan for Ofsted, as the SGTG report has not yet been published, compiled by EL with MM's input, and MM circulated a 2-sided action report she had prepared.</p> <p>Directors were asked to agree this draft Action Plan for Ofsted which will then be shown to the SGTG Academy Committee and back to Directors for approval of the final plan on 24/05/2017.</p> <p>The plan is for SGTG only and Ofsted sub-headings were the criteria for column 2. Column 3 targets are areas where Ofsted have said SGTG need to improve.</p>	<p>Principals</p>

Column 4 relates to Lead staff, column 5 (completed by MM) relates to other staff and column 6 is the target date. Dates have been entered where they relate to urgent actions but some have been left open ended so that SGTG have time to work towards EL's target of becoming outstanding. To achieve this there needs to be a 2-year cycle of progress at SGTG. Column 7 is for process/action. It was agreed to remove anything that has already been completed since the inspection from the plan so that this can be presented to Ofsted when they return. Column 8/9 will be a measure of actions successfully achieved.

Q: Is it a realistic target to expect SGTG to be outstanding by 2019?

A: EL would expect school to be out of special measures within 2 years and to be making significant progress towards outstanding.

The draft Ofsted plan will be edited to the bare bones before submission because they will keep school to any details listed on it.

Q: How does the draft action plan fit in with MM's action report?

A: MM's plan is more like a SIP for the school, which expands on the Ofsted one.

Directors agreed that there will need to be an additional column to reflect costings.

SGTG's leadership team will be sent a copy of the draft action plan before their meeting next Wednesday and before the LAC meeting.

Q: How will the implementation of the Ofsted action plan and the SIP be monitored?

A: Anything in the SIP should be to fulfil the Ofsted action plan and a small task group will meet to ensure actions are implemented and updated weekly (EL/MM, 2 LAC members, 2 Directors).

Directors extended their thanks to EL and MM for all their hard work.

The Ofsted report will be published on Monday 15/05/2017 and the Diocese have been informed. Father Veasey has sent a draft for the press release to EL for comment. MM/EL will meet with SGTG staff on Friday 12/05/2017. DF to contact Father Veasey to ensure press release is circulated to Directors.

DF

Concern was expressed about the HR Officer whose current workload is well over capacity because of a backlog of work caused by the consultation/restructure. Directors agreed to recruit/find some temporary support for HR whilst the review of support staff takes place.

GC

Two temporary interim accountants have been employed in the Central Finance Team and a handover has taken place with the leavers, and a Finance and Payroll officer has been appointed. The Central Finance team will not be recruiting to these posts on a permanent basis at present, until the ongoing needs of the team are clearer.

Directors expressed their thanks to GP.

Both SGTG and OLC have had Ofsted inspections recently and other schools

	<p>should be aware they could be visited. OLL is aware they are due for inspection.</p> <p>Justine from the Diocese has offered to visit DBMAC schools to support them through the Ofsted process and focus on a specific area. All schools to be encouraged to take up this offer.</p> <p>SGTG and OLC to share their Ofsted experiences with all schools.</p>	
<p>9.</p>	<p>Catholicity and Ethos Committee</p> <p>(a) Report from Catholicity and Ethos Committee (FMT)</p> <p>The next meeting of this group is 4.30pm on 23/05/2017.</p> <p>(b) Catholic Life (standing item)</p> <p>The focus for this group is to learn what our strengths are and to look for areas for improvement in each school.</p>	
<p>10.</p>	<p>Governance</p> <p>(a) Reviewing the Vision and strategic aims of the MAC</p> <p>Principals have been asked to collate their aims/visions for their school for the LINK meeting on 05/07/2017.</p> <p>(b) Role Description for DBMAC Directors</p> <p>This document was circulated with the Agenda. Directors felt it was a very good, clear document and would be useful for Director induction. Directors agreed to accept it as a DBMAC document.</p> <p>The Diocese CoP needs reviewing/tweaking for use by the DBMAC.</p> <p>(c) Summary of Directors' skills audit May 2017</p> <p>A summary of Directors skills was circulated and overall most areas were covered. Knowledge of property and school improvement would be a useful skill for prospective new Directors to have to support existing skills. DBMAC has also sought to bring in external expertise when needed.</p> <p>There are currently the following vacancies for Directors, 3 Foundation, 1 Staff, 1 Parent, and a Primary Principal. Recruitment to be undertaken for the Foundation vacancies.</p> <p>(d) Training for Directors</p> <p>Directors would like access to GEL E-learning, Modern Governor and the Key would be useful for primary schools.</p> <p>Agreed that MJ will keep a training log for all Directors.</p>	<p>MJ</p> <p>MJ</p>

	<p>PC highlighted the specific online training on the OSCB Website and PREVENT. Links to be provided for them.</p> <p>(e) Proposed calendar: DBMAC Committee meetings 2017-2018</p> <p>Discussion took place about the proposed DBMAC Committee calendar and suggestions made for amendments. MJ to edit and circulate.</p> <p>(g) Dates of next meetings:</p> <p style="padding-left: 40px;">Tuesday 23rd May - Catholicity and Leadership (RE and Catholic Life leads)</p> <p style="padding-left: 40px;">Wednesday 24th May – Extra Board meeting</p> <p style="padding-left: 40px;">Tuesday 6th June - Audit Committee</p> <p style="padding-left: 40px;">Wednesday 21st June - Finance (annual budget approval)</p> <p style="padding-left: 40px;">Wednesday 5th July - DBMAC LINK Meeting (BIG MAC) St Joseph’s Carterton</p> <p style="padding-left: 40px;">Tuesday 11th July - Board Meeting</p>	MJ
11.	<p>AOB ref item 3 (notified to chair in advance of meeting)</p> <p>None declared.</p>	
	<p>Meeting closed at 8.00 pm with a prayer.</p>	

Actions from 13 December 2016 meeting

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

Actions from 21 March 2017 meeting

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

Actions from 26 April 2017 meeting

	Action (with completion date)	Who	Outcome
1	Director recruitment	MJ	Ongoing

Actions from 10 May 2017 meeting

	Action (with completion date)	Who	Outcome
6	Meeting with EFA to be convened	GP	
6	Collation of responses from LAC's re consultation	MJ	

Appendices (documents and reports discussed)

DBMAC Action Plan for Ofsted
Action Plan from MM
Role Description for DBMAC Directors
Summary of Directors' skills audit May 2017
Proposed calendar: DBMAC Committee meetings 2017/2018