

**DOMINIC BARBERI MAC**

**MINUTES OF THE 29<sup>th</sup> DIRECTORS' MEETING**

**HELD ON WEDNESDAY 24 MAY 2017 AT ST. GREGORY THE GREAT**

	<p><b>Present:</b> David Forster (F) (Chair) DF Gerald Crown (Parent) GC Marcella McCarthy (Principal) MM Sue McGarry (Staff) SMcG Peter Morrissey (F) PM</p> <p><b>Apologies:</b> Paul Concannon (F), Maureen Jackson (Governance Manager), and Father Mervyn Tower (F).</p> <p><b>In Attendance:</b> Elizabeth Lutzeier (EL) Georgina Paton (Business Finance Manager) (GP) Judy East (Acting Clerk) (JE)</p> <p>Adam Hardy (Diocesan Education Service) and Fraser Long (F) were not present.</p> <p>The meeting opened at 6.30 pm.</p>	
<p><b>1.</b></p>	<p><b>Welcome, apologies</b> DF welcomed attendees and accepted apologies from PC, PM, and FMT. It was noted that Sue Smith was on holiday.</p>	
<p><b>2.</b></p>	<p><b>Declarations of interests and pecuniary interests</b> No further declarations of interests or pecuniary interests were declared.</p>	
<p><b>3.</b></p>	<p><b>Declaration of any urgent matters arising since publication of the Agenda</b> (To be taken under item (9) Other Business)</p> <p>(i) Update on Primary Schools (ii) Update on EL's role.</p>	
<p><b>4.</b></p>	<p><b>Minutes of the meeting of 10<sup>th</sup> May 2017</b> Minor adjustments to the Governance matters were made :</p> <p>P.2, item 6(a), para. 3, Finance, Staffing, Resources Committee – amend to read “There is likely to be some emergency funding from the Regional Schools Commissioner for SGTG to implement the Ofsted Action Plan for the first year”. Delete remainder of paragraph.</p>	

	<p>P.4, item 8, para.2, Curriculum and Standards Committee – amend “Diane” to “Dianne”. It was noted that MJ has circulated the document on consultation feedback.</p> <p>With these amendments the minutes were approved.</p>	
<p>5.</p>	<p><b>Actions arising from the meeting of 10<sup>th</sup> May 2017</b></p> <ul style="list-style-type: none"> <li>• The Code of Practice has been amended and sent to the Diocese for comment.</li> <li>• Training for Directors – Noted there is need to know what budget is available – MJ is working on this.</li> <li>• The Calendar of dates 2017-18 has been amended and is on this Agenda.</li> <li>• Meeting with EFA – GP has been in touch. Budget for St Gregory’s is not looking good because of a fall in numbers and Sixth Form funding.</li> </ul> <p><i>Matters Arising :</i> Our Lady’s OFSTED Report : DF reported that the final version has been received and the judgement is Good in every heading – DF will congratulate Tara and team.</p>	<p>DF</p>
<p>6.</p>	<p><b>Approval of the final version of the St Gregory the Great post-OFSTED Action Plan</b></p> <p>The final version of the post-OFSTED Action Plan was circulated in advance of the meeting. Priorities are :</p> <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• Improving the effectiveness of Leadership and Management</li> <li>• Behaviour</li> <li>• Teaching and Learning</li> <li>• Progress and Attainment</li> <li>• Reviews (External reviews of Pupil Premium funding/Governance/Safeguarding)</li> </ul> <p>Agreed it was fortunate that the school has a good relationship with the local Press – there had been a failure on the part of the Diocese to share their Press Release with the school. MM had received requests to go on radio but could not take up because she didn’t have the brief – she will feed back about lack of communication.</p> <p>Monitoring will be a focus of the Plan and dates and estimated costs have been put in since last time + an extra item on Management. EL did not agree that the extra item should go in, saying that it was not something OFSTED had asked the school to do. Instead, Directors agreed to have (i) all the items OFSTED asked for and (ii) an internal working document.</p> <p>MM pointed out there was an issue of capacity. Management had been in the original plan, thus there needs to be a resolution of it as she won’t be able to fulfil all the actions unless she has more capacity.</p> <p>It was noted that the DBMAC is being threatened with court action for unpaid invoices, and that the only person at the moment who can authorize them is MM as Accounting Officer – there are significant things which an Accounting</p>	

	<p>Officer needs to do – although there was a recommendation of having an Executive Principal to fulfil the role this has not happened. DF pointed out that EL was appointed to the role with effect from Half-Term.</p> <p>It was agreed that MM needs to lead St Gregory’s and the Primaries, and that therefore increasing her capacity is a priority.</p> <p><i>Q. Is there anything in the Action Plan?</i> A. Costings of c£3500.</p> <p><u>CATs testing</u> : MM said she would like to do it for all of KS3 as Year 7 and probably for Y8 who haven’t yet been tested. This would take up the money to c£4500.</p> <p><u>IT systems for Safeguarding</u> : A number of Primaries are looking into this, along with Hannah. The system should be the same in all Primaries. It was agreed to ask Hannah if her work on this would fit with the 3 Primaries, then it could be rolled out across the MAC.</p> <p><u>Team Teach Training</u> : It was agreed to look into how much capacity there would be to share with other Primary staff.</p> <p>The post-OFSTED Action Plan was approved.</p>	
7.	<p><b>Update report on the Review of staffing structures – feedback from the ACs</b> Feedback from the various schools was circulated. DF needs to write to all the Committees to thank them for their input. It was pointed out that it was a pity it hadn’t been done before the consultation because the outcome might have been quite different</p> <p>MM commented that the review highlighted the issues of the organization with the DBMAC. It was not set up in such a way as to allow committees to have the input which they should have and the system did not allow for input from schools which are components of the whole – there were clear lines of communication. Geography is a limiting factor in terms of getting schools together. It was noted that there is now the beginnings of a structure to allow this to happen and MJ will take forward.</p>	DF
8.	<p><b>Governance</b> Noted that next meeting will be on 11<sup>th</sup> July and that there is a possibility of moving meetings to a different day next year.</p>	
9.	<p><b>Other business</b></p> <p>(i) <u>Update on appointments at St Thomas More and St Joseph’s</u> (Confidential item – see Confidential Minutes)</p> <p>(ii) <u>Update on appointment and role of EL</u> (Confidential item – see Confidential Minutes)</p> <p>(iii) <u>Dates of Forthcoming Meetings</u> : Tuesday 6<sup>th</sup> June – Audit Committee Wednesday 21<sup>st</sup> June – Finance (annual budget approval)</p>	

	<p>Wednesday 28<sup>th</sup> June – Curriculum &amp; Standards Committee</p> <p>Wednesday 5<sup>th</sup> July – DBMAC LINK Meeting (BIG MAC) (All Principals, and Academy Reps. invited) TO BE HELD AT ST JOSEPH’S, CARTERTON</p> <p>Tuesday 11<sup>th</sup> July – FULL Board Meeting</p>	
	<p>The Meeting closed at 8.00pm.</p>	

**Actions from 10<sup>th</sup> May 2017 meeting**

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