

BD/31(10)

**DOMINIC BARBERI MAC**  
**MINUTES OF THE 30<sup>th</sup> DIRECTORS' MEETING**  
**HELD ON WEDNESDAY 19<sup>th</sup> JULY 2017 AT ST. GREGORY THE GREAT**

	<p><b>Present:</b> David Forster (F) (Chair) DF Paul Concannon (F) PC Gerald Crown (Parent) GC Fraser Long (F) FL Marcella McCarthy (Principal) MM Sue McGarry (Staff) SMcG Peter Morrissey (F) PM Father Mervyn Tower (F) MT</p> <p><b>Apologies:</b> None</p> <p><b>In Attendance:</b> Adam Hardy (Diocesan Education Service) AH Maureen Jackson (Governance Manager) MJ Elizabeth Lutzeier (EL) Georgina Paton (Business Finance Manager) GP Judy East (Acting Clerk) JE</p> <p>The meeting opened at 6.30 pm.</p>	
<b>1.</b>	<p><b>Welcome, apologies</b> DF welcomed all to the last meeting of the year, in particular AH and EL. It was noted that Sue Smith was on holiday.</p>	
<b>2.</b>	<p><b>Declarations of interests and pecuniary interests</b> No further declarations of interests or pecuniary interests were declared.</p>	
<b>3.</b>	<p><b>Declaration of any urgent matters arising since publication of the Agenda</b> There were no urgent matters.</p>	
<b>4.</b>	<p><b>Minutes of the meeting of 24<sup>th</sup> May 2017</b> Minor adjustments to the Governance matters were made :</p> <p>P.6, item 3, para. 4, "Safeguarding the IT system" should read "IT Safeguarding systems". With this amendment the minutes were approved.</p>	
<b>5.</b>	<p><b>Actions arising from the meeting of 24<sup>th</sup> May 2017</b> <i>Matters Arising :</i></p> <ul style="list-style-type: none"> <li>• <u>Local Academy Committee Minutes</u> : These should be sent to MJ, who</li> </ul>	

hopes to strengthen the process for the new academic year – the first Directors’ meeting will look at this. The IT Manager will be able to advise on storage of Minutes.

- Governor Hub : Governor Hub had been suggested – agreed there was need to be clearer next year about what academies should be doing.

**6. Finance, Staffing, Resources Committee**

(a) Report from Finance Committee : PM reported on the meeting held on 21<sup>st</sup> June, which had received a progress report on the school and looked at the budget position going forward : Directors noted that the budget needs to be approved. PM reported that the school is failing to achieve its budget targets for 2016/17, and needs to be more self-sufficient. The budget before Directors had been put together to show in detail how the next couple of years will be managed. For 2017-18 there is a balanced budget but there are still some elements which need to be identified within staff savings. 2018/19 is challenging also because there is a bigger deficit to make up and savings haven’t yet been identified: there is a need to discuss management of the school to find the savings (£360K) over the next 2 years. Directors agreed that sensible key assumptions had been made with regard to staff and vacancies, and that a strategic review is called for to identify next steps, noting that there are also planned savings from outsourcing.

(b) Directors agreed that there needs to be a strategic review of the school and of the DBMAC and decided to set up a Working Party of 6 members. The following volunteered: GC, DF, AH, PM, Tony Guest, and Rob Bennett. It was agreed the WP discussions will be treated as Confidential. The first meeting will be on 8<sup>th</sup> August at Coleshill.

A few late amendments were also noted :

- Our Lady of Lourdes – to make the budget balance their Principal is working part-time until September 2019, although she would prefer to be full-time. The local Committee agree, and would like this to start September 2017, although this has not been included in the budget.

*Q. Can it be afforded?*

A.. GP suggested approving the f/t post and trying to find the savings throughout the year – this was agreed, but also that the school should be set a target to break even : GP said the school would need to deliver a 3% saving; Directors agreed whilst noting that a small increase in pupil numbers should be achievable now that the school is rated as Good and this would give the saving.

- St Joseph’s, Thame – want to budget an additional amount of £4K to purchase a Literacy resource programme.. Directors noted that the school would still deliver the 3 savings and approved the proposal.
- St Greg’s – One in-putting error was noted. Also noted that an RE teacher had been put in who is spare – this would simply be a case of changing lines on the budget.

**Comment :**

St Gregory The Great : GP reported that with reference to the 2018/19 budget

the EFA suggested that if school applies to re-schedule the loan it could potentially be split equally over the two academic years. ( 2017 – 2019) This would enable, amongst other things, the movement of the accounting system from a server to the cloud, estimated costs to be c £6-7K.

SGTG's budget was approved whilst noting (i) the risk around pupil numbers (ii) that there will be half the number of children in Y4 than there are in Y3. Noted there are some "ghost" children for which the school is funded and in Y6 it is not clear whether all children will transfer

*Q. St Greg's has not met the saving it should have made – why? Is next year's saving realistic?*

A. Next year St Gregory's is forecast to break even. The school continues to receive subsidy from DBMAC funds but there is determination to get away from this in the 3<sup>rd</sup> year. Income is based on 120 pupils coming in but staffing at the moment is based on c151. EL pointed out that once the number of students coming in is known a freeze can be put on new staffing appointments. It was noted that concern has been expressed by other group members, Capital Budget is c£66K. There is need to bring forward capital funding which has not been spent and it is proposed to spend what there is in-year, with £20K brought forward as reserves. Funds will be spent on priorities identified by the condition surveys.

**Directors approved the Budget as presented and amended.**

(b) TBC Minutes of 21<sup>st</sup> June : Minutes were received and noted.

(c) Approval of 2017-18 Budget : Taken under item 6(a) above.

(d) EFA – repayment of loan : Noted that a telephone conference had been held this afternoon. EFA requires a Business Plan and Annexe

*Q. What would happen if we paid it all off?*

A. If we left it as it is at the moment we would only have £25K left for the final repayment. There was a suggestion that original schedule for loan repayment remain in situ but the consensus supported rescheduling the repayment in two equal tranches.

(e) Working Party Report on use of Cricket Road building : Already discussed.

(f) RPA Insurance report : Noted that all the local Academies have agreed the insurance. The DBMAC will move to implementing this from 1<sup>st</sup> September, which will give a saving of £40K.

The following were noted :

- Appraisal will be done in October
- Terms of Reference for Pay and Finance & Resources Committee were agreed
- Savings on insurance and other savings

The Committee had also discussed meetings taking place with the Anglican Arch-Diocese.

PM was thanked for all his Committee work this year and thanks were also passed to GP.

*Q. Is the emergency funding application factored into the figures?*

A.GP has in-put because has assumed there should be money coming in. Entry review is taking place this year.

*Q. If the Working Party looks at cost savings across the MAC can they consult with academy committees about anything major?*

	<p>The main focus will be this building and St Greg's – the focus is not really on the other schools at this stage.</p>	
<p><b>7.</b></p>	<p><b>Audit Committee</b></p> <p>(a) <u>Report from Audit Committee</u> : GC thanked SM, GP, and MJ for all their work since November. There was now control over the policy and processes across the MAC and the next step would be review the Primaries to make sure the policies are on the Websites and implemented. Next year the Committee will look at how the MAC is monitoring the academies in terms of reporting, Safeguarding, and how the local governing body escalates things to Directors – whilst noting that some schools have excellent practice.</p> <p>There is more work to do on the Risk Register and a need to work with the academies to make them realize they have to do it. GPreported that Fire Assessments were being carried out.</p> <p>It was reported that a new IT Manager will be starting on Monday and will be evolving IT strategy to include information sharing within the DBMAC. It was noted it is for local academies to ensure websites are compliant.</p> <p>(b) <u>TBC Minutes of 6<sup>th</sup> June</u> : TBC Minutes of 6<sup>th</sup> June were received and noted.</p> <p>(c) <u>Health and Safety Policy</u> : It was noted that no changes were needed and Directors approved the Policy.</p> <p>(d) <u>Safeguarding</u> : Some major concerns were raised at the last meeting and clarity is needed over what level of safeguarding issues should go to Directors. Schools have expressed concern about bad behaviour and the amount of time needed to manage this and the lack of money to assist with measures – this has not yet been resolved and is an on-going issue. MM pointed out that the issue is about more <i>extreme</i> behaviour rather than simply bad behaviour. It was noted also that a lot of agencies are no longer there, or there is a very long wait for referrals. Also, schools are dealing with challenging children and parents and there is a shortage of Home/School Link Workers : it was agreed that there is a need to adapt to working within this changing environment.</p> <p>Directors passed on their thanks to GC for his work and to all those involved with the Committee.</p>	
<p><b>8.</b></p>	<p><b>Curriculum and Standards Committee</b></p> <p>(a) <u>TBC Minutes of meeting of 28<sup>th</sup> June</u> : Minutes had been circulated. MJ reported that the Principals had met and agreed a schedule of meeting dates for the coming year year and were very positive about their intentions. It was noted that the Chairs draft the Agendas with input from MJ. . DF said that an Annual Schedule of Business for the Principals' meetings is in hand.</p> <p>(b) <u>Inspections – OFSTED and Section 48</u> : Noted that Our Lady of Lourdes is now a Good school. There were 4 development points :</p> <ul style="list-style-type: none"> <li>(i) Spelling</li> <li>(ii) Maths (more problem solving questions)</li> <li>(iii) Look at other subjects as well as English and Maths</li> <li>(iv) British values – children can't articulate them.</li> </ul> <p>The inspector had been positive about both the local governing body and the MAC.</p> <p>SM reported that the Section 48 draft had arrived today and there was nothing untoward.</p> <p>(c) <u>Key Stage 2 results</u> : GC reported that in comparison with the gainst National Average figures, Our Lady'sCowley, and Our Lady of Lourdes are the 2 best</p>	

performing schools and there has been a massive jump in performance year on year at St Joseph's, Carterton. Schools in the MAC are doing very, very, well and examples of good practice should be shared. SMG pointed out that cohorts make a difference, as does the Special Needs Register, etc. The academic standards committees of the local academies will be looking at the data and should then report back to Directors. The Diocese will be meeting with the RSC this will address the issues about cohort, etc.

It was noted that – the DfE will address the Directors because they are accountable –. Therefore Directors should know exactly how the schools are performing. There needs to be a narrative to accompany the results :- on-going monitoring and progress tracking in schools means every Head should be able to predict.

(d) Appointment of External Reviewers for Principal Performance Management : DF reported that Paul Walmsley will be doing Performance Management (HT PMAG) for the Principals. As a Board, Directors should be setting Objectives for the key areas of expectation. AH said that the Diocese has grave concerns where schools are under-performing and in these situations the HT PMAG needs to take account.. Across the Diocese it is expected that all governing bodies will take a close look at their external consultants and decide if they are fit for purpose as some have been out of school for a long time. Every Catholic school should have their targets bespoke to the school.

*Q. Should Directors see targets for individual Principals?*

*A. Generally speaking. Consistency is crucial – i.e. the same person doing the Primaries. The Diocese will be encouraging schools to use Assistant Headteachers. It may be worthwhile having a Director on each academy committee who is involved in HT PMAG.*

(e) Procurement of a SIP for the Primary Schools in next academic year : Virginia has been asked to look into this for next year. Principals were keen to have a common SIP from out of area. AH added that the Diocese is keen on SIPs reporting directly to the Board.

**9. Catholicity and Ethos Committee**

(a) Report from Catholicity and Ethos Committee : It was noted that local academy committees and Governors may be unaware of what their roles are. A governance grid is in process of being drafted and MJ confirmed this would be on the Agenda for the organizing meeting in September but said she would like feedback first from Directors; the grid will also be sent to the Diocese. The document should form a basis for a template for each of the LGBs to use.

(b) TBC Minutes of meeting of 23<sup>rd</sup> May : MT reported that it had been a good meeting. Terms of Reference and membership was discussed. It is an important Committee and it was proposed that the Committee should comprise 2 Directors, every academy Principal, all RE leads, + Catherine and Fran. The Committee meets 3 times a year and every school should be represented.

Other points –

- To ensure that everyone interviewed for a job, particularly non-Catholics, is fully aware of what they are signing up to in coming to a Catholic school. GP confirmed that a Catholic Life question is always asked. AH advised that there should be Director and Diocesan involvement in jobs with protected Catholic status, ie Principals, Deputy Principals, RE Coordinators and Chaplains and someone on all recruitment panels who should have undergone Safer Recruitment training.
- MT proposed having a retreat, looking at spirituality and getting to know each other. Directors agreed that an INSET day in January 2019 should be used for a Catholic Ethos Day, and thereafter every January.

(c) Catholic Life : Discussed under item 9(b) above.

<p><b>10</b></p>	<p><b>Senior Leadership</b></p> <p>(a) <u>Appointment of Principals at OLC and SJC</u> :</p> <p>Our Lady's, Cowley - Principal - Tara Davies  St Thomas More – Principal - Breda Bowles  St Joseph's, Carterton - Principal – Lisa Smith (<i>nb. Parish Priest's reference still awaited</i>)  Vice-Principal – Sheryl ???</p> <p>Appointments at St Joseph's Carterton were ratified on condition that satisfactory Parish priest references were received, and these must be provided to the Chair of the MAC and also the Diocesan Director of Education.</p> <p>(b) <u>Accounting Officer</u> : DF reported that there had been a telephone discussion earlier in the day with the EFA concerning a proposal for the part time role of Accounting Officer on an interim basis. The EFA response had been lukewarm to proposals from the DBMAC; and did not want to see interim measures wanted a time-line. He added that there will be a meeting with the EFA to discuss the situation and AH said he will be available through the Summer. The action taken needs to be put in the Business Plan – GP and DF will draft a rationale.</p> <p>Directors voted in favour to approve the interim appointment; there were no abstentions.</p> <p>(c) <u>Director of School Improvement at SGTG</u> : on behalf of Directors, DF said there is a desire to have the the role to continue into next year and an application for funding has been submitted. Directors were grateful to EL for what she is doing : EL agreed to continue the role, subject to being held to account for impacts.</p>	
<p><b>11</b></p>	<p><b>Academy Committee Reports</b></p> <p>(a) <u>Minutes from SJT, 25<sup>th</sup> May</u> : Noted that in the Minutes of 25<sup>th</sup> May there was an adverse comment from the academy committee in relation to the MAC. It was suggested that it would be useful to have a link Director with the school to resolve issues.</p>	
<p><b>12</b></p>	<p><b>Governance</b></p> <p>(a) <u>Outcomes/Actions of Governance Review</u> :  The results of the Governance Review will be discussed at the next Directors' meeting on 13<sup>th</sup> September, which is largely a planning meeting for the forthcoming year. It would be important that AH attends this meeting.</p> <p>(b) <u>Matters arising from Link Meeting, 11<sup>th</sup> July</u> : A very positive meeting was held last week, which DF chaired. All but one school was represented. The representative from St Joseph's, Thame, offered to host the next Link meeting.</p> <p>(c) <u>Revised Vision, Values and Aims Paper</u> : The paper was received. The Directors' view was that there were no problems. Agreed it would be useful to keep under review.</p> <p>(d) <u>Revised Codes of Practice for Directors and Academy Reps</u> : The Revised Codes of Practice, previously circulated, were approved</p> <p>(e) <u>Description of Governance Arrangements for Website</u> : The Governance Arrangements paper, drafted by MJ, was approved. It was suggested that it might take the form of a Q &amp; A.</p> <p>(f) <u>Training for Directors</u> : A paper on Training for Directors was received. Mention was made of courses run by Modern Governor, the NGA, and Cambridge Education, but AH pointed out that unlike other courses, Diocesan training is free of charge and open to Governors and Directors. It was agreed this should be an Agenda item for September.</p>	

	<p>(g) <u>Director Vacancies</u> : 3 Foundation Vacancies, + 1 Parent and 1 Staff vacancy were noted. DF reported that he has 2 people in mind to fill Foundation vacancies, and discussions are ongoing.</p> <p>(h) <u>Dates for next Academic Year</u> : Revised dates for next year were circulated. It was noted that meetings will be on Wednesdays instead of Tuesdays.</p> <p>MT, EL, GP, and MJ left at 8.50 pm</p>	
<b>13.</b>	<p><b>Other business</b> There was no other business.</p>	
<b>14.</b>	<p><b>Effectiveness and Impact of Meeting</b> It was a positive meeting but unfortunately became rushed due to the amount of business.</p>	
<b>15.</b>	<p><b>Confidential Minutes of meeting of 24<sup>th</sup> May</b> Confidential Minutes of the meeting held on 24<sup>th</sup> May were approved.</p>	
<b>16.</b>	<p><b>Matters Arising from Confidential Minutes of meeting of 24<sup>th</sup> May</b> There were no matters arising from the meeting held on 24<sup>th</sup> May.</p>	
	<p>The Meeting closed at 8.52pm.</p>	

