

DOMINIC BARBERI MAC

MINUTES OF THE 34th DIRECTORS MEETING

HELD ON THURSDAY 18 JANUARY 2018, AT 6.30PM, AT ST. GREGORY THE GREAT

	<p>Present: Paul Concannon (F) (PC) Gerald Crown (Parent) GC David Forster (F) (Chair)DF Adam Hardy (Diocesan Education Service) (AH) Fraser Long (F) FL Peter Morrissey (F) (PM)</p> <p>Apologies: Father Mervyn Tower (F) (FMT)</p> <p>In Attendance: Rob Bennett (Chair of St Gregory the Great) (RB) Judith Fitzgerald (Chair of Finance and Staffing Committee at St Gregory the Great) (JF), Elizabeth Lutzeier (National Leader of Education) (EL) Georgina Paton (Chief Financial & Business Officer) (GP) Kathy Smith (Clerk) (KS)</p> <p>The meeting opened at 6.30 pm.</p>	
1	<p>Opening prayer/ welcome, apologies - DF DF welcomed everyone, including AH and RB, stating that JF would be late and then opened the meeting with prayer.</p>	
2	<p>Declarations of Urgent Business arising since publication of the Agenda (advised to the Chair in advance) - DF Directors agreed to discuss the Governance Review under Any Other Business.</p>	
3	<p>Verbal declaration of Business/Pecuniary interests - All There were no business or pecuniary declarations of interest declared in any item on the agenda.</p>	
4	<p>Minutes of the meeting of 13th December 2017 and matters arising – DF The minutes of the 13th December 2017 meeting were agreed as a correct record of the meeting and signed.</p> <p><u>Matters arising</u> Admissions Policy – DF confirmed that the policy had been sent to the Diocese. Directors asked if the policy included 6th Form admissions; DF to check.</p>	DF

<p>Central Services Provision – GP confirmed that providing schools with a list of central functions that they buy into is ongoing.</p> <p>Budget reports – GP advised that reports would be going out shortly, task is ongoing.</p> <p>Regional Growth Fund Grant – GP confirmed that the school does not qualify for a funding grant.</p> <p>BDES training session – AH and DF will co-ordinate a training session across the DBMAC. AH confirmed that there are a lot of dates and times already scheduled for Section 48 training at Don Bosco.</p> <p>PAN 120 –RB asked for clarification with regard to the process of amending the PAN, DF advised him to contact Jacky Merralls for more detailed information; AH will also discuss with Rebecca. Directors discussed whether they may need to cap primary numbers if the PAN is reduced and agreed to discuss further implications at their next meeting.</p> <p>HR – Directors questioned HR arrangements when Pam Rodgeron (PR) leaves her HR post next month. GP advised that much of PR’s job description was strategic and the School Business Managers already deal with day to day HR issues. Directors noted that Principal’s may need some HR training and can contact Hampshire HR directly should that be necessary. Rosemary Gelder (PA to the Acting Headteacher) is also involved in day to day HR issues and there is an Oxfordshire County Council health referral scheme available.</p> <p>Clerking for the DBMAC Board – Directors agreed that temporary arrangements will continue and that Virginia Moffatt will co-ordinate clerking cover for the interim.</p> <p>New documentation – DF advised that the Solicitors involved in pulling the documentation together were unable to attend the meeting this evening. Directors agreed to approve the paperwork by email correspondence; DF will circulate. RB asked why the DBMAC felt a need to change the constitution. DF clarified that as a result of the governance review, with the requirement for Catholic schools to become academies and the possibility of amalgamations between MACs, the Diocese felt it should be reconsidered; making it more streamlined and easier to clarify roles and responsibilities. AH advised that the new Scheme of Delegation is available on the BDES website.</p> <p>Meeting of Chairs of Local Academy Committees held on 16th January – DF distributed notes of the meeting to those present. The Finance Link meeting is scheduled for 14th March at 6.30pm at Our Lady’s. GP confirmed that she will produce a monthly budget report and Anthony has already begun to visit schools to advise them.</p>	<p>AH/DF</p> <p>RB</p> <p>AH Agenda next meeting</p> <p>VM</p> <p>DF</p> <p>GP</p>
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5	<p>St Gregory the Great Matters:</p> <p>(a) Report from Elizabeth Lutzeier on School Improvement (EL)</p> <p>‘School Improvement Progress report ECL 18th January 2018’ had been previously circulated to those present. EL confirmed that low, middle and high attainers are achieving at a lower level than expected. An analysis of the mock exams will be presented to the next Curriculum and Achievement Committee for further discussion. EL confirmed that Heather Pallier has taken over as raising standards leader and will be meeting with Heads of Department to discuss individual students’ results and interventions. EL reported that having come back after the Christmas break, the school is buzzing and is a very different school, behaviour and teaching and learning is improving.</p> <p>Attendance</p> <p>EL advised that the school has around 200 students with 90% or less attendance and a new strategy had been put in place. Letters to relevant parents will be sent out during January raising concern at the lack of attendance for their child. Reward letters will also be sent to those who improve their attendance. Heads of Year will be more proactive in monitoring attendance better and setting up competition between year Groups/Tutors. Directors discussed what action to take if attendance does not improve, and agreed to holding students back a year, if they have not yet reached the required standard to move into the next Year Group. EL confirmed that PM targets will be reviewed mid- year to ensure that challenging targets have been set.</p> <p>(b) Senior Staffing Update (FL)</p> <p>EL reported that Hannah Forder –Ball is now required urgently in the Primary section to focus on progress and attainment in both Key Stages (KS). Directors acknowledged the huge contribution she had made to Safeguarding and school uniform in the secondary school.</p> <p>‘St Gregory the Great Shadow Structure’ for Senior Leaders was distributed by DF. Directors noted that some tasks had been re-allocated around a new Senior Leadership Team and questioned whether the capacity is sufficient. EL confirmed that initially some staff were resistant but are now fully engaged and driving improvement. RB affirmed EL’s view on staff noting that having spoken to staff their morale is good. An internal recruitment process is underway for Senior Teachers, 6 applications had been received. There were gaps in SEN and Pupil Premium provision, however, Sally Kally gave a long handover and the new SENCo is making good progress. All teachers will now take responsibility for their own SEN within their classroom, rather than leave it totally to Senior leaders. EL reported that she would be meeting with David Turner (Science) and HP to discuss improving progress.</p> <p>EL outlined the following priorities to take forward in 2018 in order as follows:</p> <ol style="list-style-type: none"> 1.Pupil Premium (PP) 2.Attendance 3.Performance Management (PM) 4.Staff Attendance 	Curriculum and Achievement Sub Committee
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<p>Directors noted that PP documentation requires some work, and Heather Pallier or Adrian Rees could lead on that in terms of progress. Staff attendance analysis will be available and discussed at Finance and Staffing Sub Committee on 8th February. EL confirmed that Heather Pallier will take the lead on staff absence and will be the main contact to carry out 'return to work' interviews within a structured process. EL is currently working with Sean Tucker on PM in terms of trouble shooting and curriculum.</p> <p>GP advised that temporary acting up staff would require a job description and grade for the Board to formally adopt and pay. The Board agreed that acting staff should continue in the role for as long as required. EL will report back on PP and Attendance to the next Board meeting. EL advised that behaviour is much improved, the school is calmer and more respectful, adding that improving attendance is part of behaviour and there are some strategies which can be passed on to staff dealing with attendance. The focus can now move to Teaching and learning given the improvement in behaviour.</p> <p>(c) Financial and Business Planning (FL and GP) The following reports had been circulated prior to this meeting:</p> <ul style="list-style-type: none"> • St Gregory the Great Revised Budget • DBMAC budget monitoring report for the 3 months ended 30th November 2017 • Two year budget summary 2017/18- 2018/19 – income and expenditure • Original budget income and expenditure <p>GP advised that the revised budget will bring savings of £300K, based on a reduction in teaching staff due to reduced student numbers; those teachers will go via natural wastage or identified temporary agency staff. GP stated that there are some support staff whose pay does not match their job description and in some cases there is no clear line management structure for support staff; a draft structure has been prepared. Directors were clear that a further saving of £250K is required.</p> <p>Directors asked if the reductions required could be actioned sooner, GP explained that the school is running with vacant posts, and that there is no clear mapping of TA support against allocation. Directors once again raised concern that the primary and secondary budgets at St Gregorys are not separated out, agreeing that it needs to be actioned. GP confirmed that further savings would be made. Directors tasked GP with producing a forecast identifying what actual savings are required to ensure the school meets its loan obligation.</p> <p>Directors directly asked GP if the DBMAC can pay off the outstanding loan at the end of this financial year, GP confirmed that it would be a in a financial position to do so. Directors asked if this was dependent on making further savings of £250K, GP confirmed that it was not dependent on further savings.</p> <p>GP advised that some key posts would have to be replaced as not all vacant posts can be filled by redeployment. GP reported on the Payroll Officer and ICT Technician, both posts should be replaced when their current incumbants leave.</p>	<p>AR/HP</p> <p>Finance and Staffing Sub Committee</p> <p>EL</p> <p>GP</p>
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	<p>Directors were aware that Sam Adams is employed at St Gregory's for 2 days a week and 3 by the DBMAC as IT manager. GP and Directors agreed to recruit an ICT Technician and a Payroll Officer and asked GP to action.</p> <p>(d) Premises maintenance (RB) RB advised that the budget for St Gregory's for premises is tight. Directors agreed that it was a false economy not to replace the caretaker. GP advised that the budget contains funding for 1x37Hour per week/52 weeks per year on a Grade 4 to address low level maintenance issues on the school site. There is also allocation within the budget for another caretaker on a G5 who is more senior to the other one. Directors questioned what 2 full time caretakers would actually do on the school site. GP explained that there is opening and closing the school, along with lettings which need to be managed. Directors asked how much capacity Carl Simpson had, and requested he formulate a strategic plan for maintenance of St Gregory's; GP will inform CS. JF and RB left the meeting at 8.38pm</p> <p>The following DBMAC policies had been previously circulated:</p> <ul style="list-style-type: none"> • Asbestos Policy – Safety Code of Practice • Asbestos Management Plan <p>Directors approved the asbestos policy and management plan</p> <p>(e) Case for new combination oven (GP) Directors agreed that the case for a new oven was proven and GP should go ahead and action that purchase.</p>	<p>GP</p> <p>GP</p> <p>GP</p>
<p>6</p>	<p>St Joseph's Carterton- Ofsted report and parental communications (DF/FL) Directors were aware of the poor Ofsted outcome for St Josephs', DF circulated an email sent to him from Chris Milligan, a parent from St Joseph's requesting immediate action to take the school forward. Directors were keen to receive a report from the Principal informing them of the action plan and how senior staff would be addressing the Ofsted concerns. DF will contact the Principal for a copy of the action plan and then circulate to all Directors.</p>	<p>DF</p>
<p>7</p>	<p>Strategic PR for the DBMAC, especially SGTG and SJC (DF) Directors discussed how they could improve communication between the DBMAC, its schools, parents, staff and local communities. AH stated that the newsletter received earlier in the week from St Gregory's was a good start and highlighted good positive news, and directed Directors to seek advice from Christine? at the Diocese.</p>	
<p>8</p>	<p>AOB as notified in advance to Chair (ref item 2) 'Update on Governance Review January 2018' had been previously circulated to Directors prior to this meeting. Directors had already discussed some of those recommendations throughout the meeting, on that basis, DF advised those present to read the document and direct any feedback/comments to him.</p>	<p>All Directors</p>

9	<p>Dates of Forthcoming meetings (DF) DF had emailed and updated list of meetings for discussion and agreement, dates as follows: Finance and Audit – 28th February at 6.30pm at St Gregory LINK meeting for Academy Reps – 14th March – location TBC Full Board – 21st March at 6.30pm at St Gregory’s Training on the new SoD, HR and Catholicity responsibilities – TBC Principal’s meetings – TBC</p>	
10	<p>Review of the effectiveness and impact of the meeting Directors were concerned at the lower level of challenge within some DBMAC schools, and how to ensure Academy Reps attend training.</p> <p>Should the Board formulate a standard agenda across DBMAC schools to ensure items that should be covered are and thereby add to the effectiveness of the Local Academy Committee (LAC).</p> <p>Directors questioned how they could monitor the accountability of Local Academy Committees.</p> <p>Some Directors felt that not enough time had been spent on the budget item during this meeting.</p>	
	Meeting closed at 8.46pm with a prayer.	

KS 20th January 2018

**Appendices (documents and reports discussed)
Actions from 18 January 2018 Meeting**

	Outcome
Check Admissions Policy to see if it includes 6 th Form (DF)	
Co-ordinate BDES training sessions (AH/DF)	
Check the process of amending the PAN with Jacky Merralls (RB)	
Add PAN as an Agenda item to the next Board meeting (Clerk)	
Co-ordinate Board clerking cover (VM)	
Circulate new documentation to all Directors (DF)	
Produce and circulate a monthly report to all schools (GP)	
Analyse mock GCSE exam results at Curriculum and Achievement Sub Committee	
Lead on staff absence and report back to the next Board meeting (AR/HP)	
Report back on attendance levels to the next Board meeting (EL)	
Produce a financial forecast identifying further savings (GP)	

Draft a site maintenance plan for St Gregory's (CS)	
Action the purchase of a new combination oven (GP)	
Circulate a copy of St Joseph's Carterton School's Action Plan (DF)	
Read and comment on the 'Governance Review' paper circulated for this meeting (All Directors)	

Actions from 13 December 2017 Meeting

	Action (with completion date)	Outcome
	MJ to submit Admissions Policy to Diocese	Completed
	FL to contact Alison Beasley at the LA to undertake a Safeguarding audit at SJ	Completed
	FL/GP discuss what schools should expect from central services	Ongoing
	GP to send an email to all Principals informing them of the current financial position within the DBMAC	Ongoing

Actions from 13 September 2017 Meeting

	Action (with completion date)	Outcome
	DF to undertake Safeguarding visit with Chair of SGTG LAC	Ongoing
	GP to prepare application for a regional growth fund grant	Completed
	GP to arrange documentation for EP	Completed
	MJ to work with BDES to set up appropriate training sessions, this action has moved to DF	Ongoing