

DOMINIC BARBERI MAC

MINUTES OF THE 35th DIRECTORS MEETING

HELD ON THURSDAY 21 MARCH 2018, AT 6.30PM, AT ST. GREGORY THE GREAT

	<p>Present: Paul Concannon (F) (PC), Gerald Crown (P) (GC), David Forster (F) (DF) (Chair), Fraser Long (F)(FL) Accounting Officer and Father Mervyn Tower (F) (FMT)</p> <p>Apologies: Adam Hardy (DES) (AH) Peter Morrissey (F) (PM)</p> <p>In Attendance: Lisa Smith (Principal – St Joseph’s Carterton) (LS) and Kathy Smith (Clerk) (KS)</p> <p>The meeting was quorate and opened at 6.30 pm with prayer.</p>
<p>1</p>	<p>Opening prayer/ welcome, apologies - DF DF welcomed everyone, advising that LS would be reporting on progress at St Joseph’s following their recent Ofsted, and that item would be taken prior to item 2 on the agenda.</p> <p>Declarations of Urgent Business arising since publication of the Agenda (advised to the Chair in advance) - DF There were no urgent matters raised for discussion</p> <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>
<p>2</p>	<p>Report from St Josephs’ Carterton (Lisa Smith in attendance) LS reported that staff and children are very busy, there is a lot going on. The school was placed in the category of ‘Requires Improvement’ (RI) on the basis of weak safeguarding in the Early Years Foundation Stage (EYFS). Staff had since received further safeguarding training, actions plans had been formulated for EYFS and are regularly monitored. LS advised that prior to the Ofsted visit, Beth Owen had requested copies of the Self Evaluation (SEF) and School Development (SDP) but had not asked for a rapid action plan indicating that this is not a school requiring improvement</p> <p>Alison Beasley (Local Authority Designated Officer – LADO) had recently visited and awarded the same judgement as she had in June 2017, which is Good with Outstanding features. Alison noted that procedures were much tighter and rigour was apparent, however, despite that good report in June the Ofsted Inspector downgraded the school. LS explained that when Ofsted inspected they found a number of minor incidents occurring, including: trip hazards in the EYFS outdoor garden, parts of the fence were not secure and the gate was locked. LS advised that the good news is that issues raised in the LADO’s report would be minor and easily fixed.</p>

LS advised that as of September 2017, there are a number of new academy representatives (ACR) at the school, all keen and enthused to support the school. FL confirmed that ACR there were very supportive of the school and took real care of staff and children. LS confirmed that ACR were tightening up on systems and processes within governance and take a good proactive role.

LS stated that there had been a lot of changes in school during September and the Ofsted visit in November had not given enough time for ACR to embed their governance and activities. The Oxfordshire County Council Early Years Team had been in school, to support and guide; a SDP and Phonics action plan had been drafted. LS reported that she is planning to watch phonics being taught to ascertain what is good practice and then to share that with staff. LS confirmed that Beth Owen (Ofsted Inspector) would be back in school on 26th April 2018 to review the school's Pupil Premium (PP) and that PP funding for this year would be around £37K.

Teaching and Learning

LS explained that teaching and learning had not been consistent across the school and she and staff are aiming to make it so. The DfE had visited the school yesterday and observed good practice; staff are establishing non –negotiables with the children. LS advised that she is currently SENCO for the school in addition to her Principal's duties, the school has 18% children with SEN, a high proportion of that need is social and emotional need. However, Directors were pleased to hear that the new SENCO commences at the start of May 2018, providing further capacity to the Senior Leadership Team. Directors asked if additional SEN funding is available; FL advised that schools have to pay the first 25 hours of support, there would be additional funding available for a child of complex/high needs.

'School Improvement Partner (SIP) Preliminary Visits Report' from Christine Walker had been previously circulated, Christine visits 2 days a week, which will be reviewed toward the end of the summer. LS and Christine will work together under Christine's work ethic. LS will ask Christine to write a weekly report for AH, DF, FL and LS.

Directors questioned parental engagement and LS advised that a recent parent survey which took place in February 2018 evidenced 100% satisfaction that the school is safe for their child. LS explained that Carterton has a transient armed forces population and she is concerned over numbers for September, usually 19 or 20 children are admitted to reception, this year allocations consist of 15 first choice, 10 second choice and 7 third choice. Directors questioned the Pupil Admission Number (PAN) which is 30, last year there were 26 intake, mainly service children. Directors thanked LS for her report and asked her to keep them informed of progress and any further support she required. LS left the meeting at 7.12pm.

3 Minutes of last meeting on 18th January 2018

The minutes were agreed as a correct record of the meeting, signed by the Chair and filed.

Matters arising

St Thomas Moore – FL reported that he had asked Mary Watts to carry out a mocksted, as yet there is not sufficient evidence to say it is a good school. Directors noted that pupil data had improved this year and further improvements could be made if a rapid action plan was drafted and implemented.

Directors asked if a Mocksted had been carried out at St Mary and St John's, FL explained that it would follow after SATs, Mary is happy to engage with this process.

Actions from 18 January 2018 Meeting

	Outcome
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Check Admissions Policy to see if it includes 6 th Form (DF)	Complete
Co-ordinate BDES training sessions (AH/DF)	Complete
Check the process of amending the PAN with Jacky Merralls (RB)	Complete
Add PAN as an Agenda item to the next Board meeting (Clerk)	Complete
Co-ordinate Board clerking cover (VM)	Complete
Circulate new documentation to all Directors (DF)	Ongoing
Produce and circulate a monthly report to all schools (GP)	Ongoing
Analyse mock GCSE exam results at Curriculum and Achievement Sub Committee	Complete
Lead on staff absence and report back to the next Board meeting (AR/HP)	Ongoing
Report back on attendance levels to the next Board meeting (EL)	Ongoing
Produce a financial forecast identifying further savings (GP)	Complete
Draft a site maintenance plan for St Gregory's (CS)	Complete
Action the purchase of a new combination oven (GP)	Complete
Circulate a copy of St Joseph's Carterton School's Action Plan (DF)	Ongoing
Read and comment on the 'Governance Review' paper circulated for this meeting (All Directors)	Complete

Actions from 13 December 2017 Meeting

	Action (with completion date)	Outcome
	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	Ongoing
	GP to prepare application for a regional growth fund grant - Ongoing	Complete
	GP to arrange documentation for EP - Ongoing	Complete
	MJ to work with BDES to set up appropriate training sessions, this action has moved to DF – Ongoing	Ongoing

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Catholic Life (Fr. MT)

Fr. M reported that he is exploring Catholic ethos across the DBMAC, and thus far he and FL had met with the Principals of the schools, discussing their strengths and weaknesses, areas for improvement and methods of sharing good practice. Directors asked what activity could schools undertake together and what time would be suitable for all staff to meet together. Directors asked whether schools could join together on an INSET day and agreed to look at booking the first one of the new academic year before schools set their own INSET days and agendas; it did depend on whether schools have already set up a programme for their INSET days next year.

Directors agreed that music is important in bringing people together and perhaps that is a theme to follow up on. Fr. M offered his services as required to the Principals and felt that the meeting had been a good one, positive and constructive. FL stated that the Principals had appreciated Fr. M's presence at their meeting. FL advised that Hannah Forder-Ball is

Fr.M

	encouraging her pupils to play the violin, on the basis that music drives most things and can drive Catholicity. The next meeting of the Principals is scheduled for 13 th July. Directors thanked Fr. M for his verbal report and continued commitment.	
5	<p>Report from St Gregory the Great</p> <p>FL reported back on the HMI visit last week, Bethan Owen, the Inspector had relayed her concerns about the speed of improvement, but stated that there is definite improvement. The visit highlighted that students were no longer out of lessons and attendance is targeted to reach 92% by the end of the year. Bethan spoke to students in the school who stated that they felt supported in English, Maths and RE and noted a clear focus on actions and impact within the primary school. Bethan has now requested monthly student progress and attainment data. Directors noted that some senior leaders were not fully supportive of Elizabeth Lutzeier (National Leader of Education) (EL) and felt that FL should ensure that they remember who she is, why she is there and her capabilities.</p> <p>FL advised that ‘hello data’ is now available in all schools at a cost of £450 per school. Directors noted that it produces useful reports. FL confirmed that Principals would ensure their data had been uploaded to the software and then they would send their reports direct to FL. Directors tasked FL with working with Principals to explore what systems and processes they need to promote good teaching and learning for the children, and to report back to the next meeting.</p>	
6	<p>Finance and Staffing</p> <p>Matters arising from Finance and Audit Committee</p> <p>GC raised concern at the lack of health and safety accident/incident reports being received and analysed. Directors felt that schools should be feeding this information to Carl Simpson (Health and Safety Officer DBMAC) to allow him to identify trends. FL was satisfied that schools are collecting data and he had introduced software to assist them. Directors noted that PM had stood down as Chair of Finance and Audit Committee and his term of office ends at the end of this academic year. Directors asked GC to consider taking the role of Chair on.</p> <p>Revised financial projections for SGTG</p> <p>This had been discussed at Finance, Resources and Staffing Committee</p> <p>At period 5, SGTG had an adverse variance of £151.6k, thus projecting a total deficit of £413.1K to find by the end of this financial year. SGTGs target is a surplus of £261.5K. FL advised that not all staff who had left the school were replaced, and the budget for next year had taken account of the loss of a further 12 members of staff. Extra savings had since been identified,</p> <p>Planning for the Future</p> <p>Directors agreed they should start planning for the future now that the MDIF and emergency planning funding had been granted, noting that the emergency funding covers February 2018 – February 2019 for EL and FL.</p> <p>Staffing Issues – includes Confidential item</p> <p>DF informed Directors that Paul Roberts (Principal at St Joseph’s Thame) had resigned due to a health condition; Fr. David is Chair of St Joseph’s reps and had not announced it yet. DF advised that the diocese had delegated the recruitment process to the Governing Body at St. Josephs’ and he wished to be included.</p> <p>Directors discussed centralised services, noting that the River Trust had a central function but it is held in individual schools and not as a central service team located together, and may be a good model to pursue.</p>	<p>FL</p> <p>DF</p>
7	Report from Executive Principal	

	Matters arising from Principal's committee There was nothing further to report.	
8	Standing items Health and Safety/Safeguarding/Policy approval There was nothing further to report.	
9	Governance Update on Governance Action Plan – St Gregory had held a meeting to discuss a new structure for implementation in Term 5. Other schools are undergoing reviews at this point. Governor training – PC had emailed training details of courses to be held at Our Lady's Catholic Primary School during May and June. Update of new paperwork – DF reported that the paperwork is still with the lawyers.	
10	AOB There was no further business.	
11	Dates of Forthcoming meetings (DF) DF had emailed and updated list of meetings for discussion and agreement, as follows: Training on the new SoD, HR and Catholicity responsibilities – TBC Principal's meetings – TBC	
12	Review of the effectiveness and impact of the meeting Directors felt the meeting was effective given that they had been made aware of issues within schools, and were concerned at the lower level of challenge within some DBMAC schools, questioning how to ensure ACR attend training that is on offer.	
	Meeting closed at 8.20pm with a prayer.	

KS 29th March 2018

Appendices (documents and reports discussed)

Actions from 21 March 2018 Meeting

Action (with completion date)	Outcome
Prepare activity programme for joint INSET day across the DBMAC	Fr. M
Ensure Health and Safety data is reported to Carl Simpson	FL
Involvement in recruitment process for a new Principal at SJT	DF

Actions from 18 January 2018 Meeting

Action (with completion date)	Outcome
Circulate new documentation to all Directors (DF)	Ongoing
Produce and circulate a monthly report to all schools (GP)	Ongoing

Lead on staff absence and report back to the next Board meeting (AR/HP)	Ongoing
Report back on attendance levels to the next Board meeting (EL)	Ongoing
Circulate a copy of St Joseph's Carterton School's Action Plan (DF)	Ongoing

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