

DOMINIC BARBERI MAC

MINUTES OF THE 36th DIRECTORS MEETING

HELD ON THURSDAY 11 JULY 2018, AT 4.30PM, AT ST. GREGORY THE GREAT

	<p>Present: Paul Concannon (F) (PC), Gerald Crown (P) (GC), Fraser Long (F)(FL) Accounting Officer and Father Mervyn Tower (F) (FMT)</p> <p>Apologies: David Forster (F) (DF) (Chair) and Peter Morrissey (F) (PM)</p> <p>In Attendance: Sam Adams (IT Manager/DBMAC) (SA) and William Despard (brigantia) (WD) both present for item 8 presentation on GDPR), Georgina Paton (Chief Business and Finance Officer – DBMAC) (GP), Sean Tucker (Acting Head of School) (ST) (present for School Improvement SGTG), Kathy Smith (Clerk) (KS) and Adrian Waters (Director Pope Francis MAC) (AW)</p> <p>The meeting was quorate and opened at 4.30 pm with prayer.</p>
<p>1</p>	<p>Opening prayer/ welcome, apologies - PC PC welcomed everyone, advising that he would be chairing the meeting this evening in DF's absence. PC advised that both DF and PM are standing down as Directors at the end of this academic year. PC welcomed AW and ST explaining that AW is Vice Chair of the PFMAC which had been asked to support the DBMAC, and once the necessary paperwork had been finalised AW would become a Director of the DBMAC.</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 on School Improvement at SGTG ST advised that his SLT had worked incredibly hard over the last six months, as evidenced at the recent parent's meeting held to inform on school improvement. ST confirmed that the temporary SLT structure implemented in January 2018 would continue until September 2019 to give consistency to the school. ST explained that SLT had focused on reviewing and implementing school systems and processes, including performance management and leadership and management over the last six months, and are now in a better position to increase the pace of improvement across the school. ST added that he would encourage academy representatives to visit the school more often, to monitor improvement and build relationships with staff across the school.</p> <p>ST advised of the key areas for improvement as:</p> <ul style="list-style-type: none"> • Outcomes • Teaching and Learning Assessment • Personal Development, behaviour and welfare • Leadership and Management

	<ul style="list-style-type: none"> • Post 16 Provision • Effectiveness of Early Years Provision • Catholicity, spiritual, moral, social and cultural development <p>ST added that the school is fully staffed for September 2019. Directors asked how many teachers in the school are not specialists in their subject. ST confirmed that the majority are, including agency and supply staff, and that he was careful to ensure good teachers are placed in front of students. ST reported that he can now cover up to 4 absent members of staff within the current teaching staff structure from September 2018.</p> <p>ST advised that next week staff would carry out a uniform check and would begin to enforce the wearing of correct uniform; using the sanction of litter picking for those not adhering to it. ST advised that funding is available for families who cannot afford to pay for it.</p> <p>ST confirmed that the School Improvement Plan had now been RAG rated and will be presented to the SIB at its next meeting on 16th July, and will be reviewed on a 6 week cycle to identify progression. ST reported that he is currently updating the SEF and he had received the Primary SEF/SIP from Hannah Forder-Ball.</p> <p>ST observed that any additional funding that may become available would be spent on decorating the school, some painting would be carried out over the summer break. Directors asked for an update on the plan put forward by Carl Simpson prioritising works on the school site. GP advised that funding had been set aside for it but the work had to be finished in September.</p> <p>ST fed back on the progress of the new school website, confirming that it should be available around October 2018. Directors thanked him and his team for their continued hard work and his verbal report.</p>	CS
3	<p>Minutes and Confidential Minutes of last meeting held on 21st March 2018</p> <p>The Minutes and Confidential Minute were agreed as a correct record of the meeting, signed by the Chair and filed.</p> <p>Matters arising</p> <p>There were no matters arising not included on the agenda.</p>	
4	<p>Catholic Life (Fr. MT)</p> <p>FMT reported back on the success of his meetings with Principals of schools within the DBMAC, confirming that the next meeting will take place on 13th July. FMT commented on Section 48 training presented to schools in June indicating how Catholic life is incorporated throughout the school including governance, and how the information given was welcomed and appreciated.</p> <p>Directors asked if Principals attend FMT's meeting, FMT explained that he attends their meeting. FMT confirmed that he had met with the Chaplaincy Team at SGTG and they had discussed Section 48 acknowledging room for improvement. A joint INSET day is planned for 8th January 2019 with both Primaries and the Secondary School.</p> <p>FMT added that staff need to have more understanding of Catholic Life and how they can incorporate it within their lessons. FMT commented on the parent evening and how well ST had led parents giving a clear Catholic steer. Directors thanked FMT for his verbal report.</p>	

5	<p>Report from Executive Principal</p> <p>FL advised that he is meeting with the Principals on 13th July when he will gather their SATs results. FL confirmed that STM's SATs results were brilliant given the concerns raised prior to the tests when extra support had been put in.</p> <ul style="list-style-type: none"> • STM Maths 96%, reading 93% and Writing 85% and combined 85% • OL results 80% combined and 45% greater depth in Maths • SJT Reading 89%, Writing 75%, SPAG 86% and 71% combined • Hannah had also released results for SGTG Primary KS1 which were good. <p>FL advised that Mary Watts is assessing all primary schools in the DBMAC, all schools had now been scheduled in, with extra visits to STM. FL confirmed that Sue Tomkiss would be leading Principals Performance Management and he would be meeting with her on Friday to set up dates for the next academic year. Directors thanked FL for his verbal presentation.</p>	
6	<p>Standing items</p> <p>Safeguarding</p> <p>Directors noted that the Annual Safeguarding Report is due in September, and acknowledged that they had not analysed reports across the DBMAC to ensure all schools were compliant.</p> <p>Health and Safety</p> <p>GC advised that health and safety reporting had been discussed at the recent Finance Committee, resulting in Directors requesting that SBM's report their data into the DBMAC. FL is exploring models and software options to assist this process.</p> <p>Directors agreed to discuss the necessity for Safeguarding and Health and Safety Link Directors at their next meeting, given that DF as current Safeguarding Director is now leaving at the end of the academic year.</p>	Agenda next meeting
7	<p>Policies</p> <p>Adoption of CES HR policies from 1st September</p> <p>Directors acknowledged that the DBMAC would adopt all CES HR policies from 1st September 2018.</p>	
8	<p>Presentation on GDPR from Brigantia</p> <p>WD and SA both arrived at 5.30pm, welcome and brief introductions followed. 'GDPR GAP Assessment for Dominic Barberi Multi Academy Company (brigantia) had been circulated prior to the meeting. WD explained that given there was no central system in place he had been tasked with visiting a number of schools to complete a Gap assessment, to facilitate the DBMAC's requirement to meet demands set out by the GDPR, and to adhere to requirements to effectively process and store personal data. WD confirmed that he had reviewed existing policies, developed an implementation plan and developed a security framework in line with ISO 27001.</p> <p>WD outlined the summary of findings, which were RAG rated, the majority as Medium Risk with a number of items as High Risk, and confirmed he would update the Privacy Notices for implementation to take place as soon as possible. WD stated that clear documentation, policy and process needs to be evident, and asked whether teachers, leadership and management and Directors are aware of their responsibilities; if not, training should take place. WD had observed the use of different email systems across the schools, stating that gmail accounts should not be used as they are not secure enough. The following remediation is required:</p> <ul style="list-style-type: none"> • Appoint a Data Protection Office • Define a procedure to deal with data access requests • Define a procedure to deal with data update requests 	

	<ul style="list-style-type: none"> • Provide awareness training for all staff, leadership and management and Directors • All should be aware of the expectations placed on them <p>WD had identified implementation steps within his report, pages 40 – 45, including a list of policies to draft, raising awareness at all levels within the school, drafting a data inventory and data asset register, data retention, Privacy, managing data, security and breaches.</p> <p>Directors discussed employing a Data Protection Officer across the DBMAC, and had requested quotes which had come in at £6K, £7K and £10K, noting that integra’s quote included delivery of policies. Directors agreed that GC would take the GDPR lead and meet with FL to plan next steps. Directors thanked SA and WD who then left the meeting at 5.55pm.</p>	GC/FL
9	<p>Finance and Staffing</p> <p>Approval of Budget 2018-19</p> <p>‘DBMAC Board 11 July 2018 Consolidated Budget paper’ had been circulated prior to the meeting. GP advised that the Finance, Resources and Staffing Committee had met on 27th June 2018 and tasked her with finding savings within the budget for Years 2 and 3 which would deliver a £200K surplus. GP advised that she had completed that task and figures were included in the budget report. Directors noted In year surplus for 2018/19 as £240K, for 2019/20 as £229K, for 2020/21 as £198K. PC confirmed that funding discussions relating to SGTG are ongoing with the Regional Schools Commission (RSC) with a view to the Financial Notice being lifted later in the year. Directors voted to approve the budget, the vote was carried and the budget approved.</p> <p>Extension of contract of Executive Principal</p> <p>Directors agreed to extend the contract until the end of December at the same rate of pay: GP to action.</p> <p>Senior Leadership plans for SGTG</p> <p>Directors noted that SLT for SGTG had been discussed earlier within ST’s report.</p> <p>Recruitment of Governance Manager/Company Secretary</p> <p>Directors acknowledged that the post had been advertised and given that no applications were received, agreed to recruit to the post if a suitable candidate became known to them, noting that an interview process would still go ahead.</p>	GP
10	<p>Capital Expenditure and contracts</p> <p>Kitchens</p> <p>‘St Thomas More Kitchen’ had been circulated prior to the meeting. FL advised that following a discussion with the school he had sent Christine Walker (CW) to look at the kitchen and come back with recommendations. CW had advised of an alternative option without spending such a huge amount of money. Directors agreed that FL should explore further with the school, noting that any work required could be carried out over the summer break. FL confirmed that he had looked over the current contract with Caterlink, who are threatening to withdraw their services, and should that be the case then Caterlink would be in breach of contract. ST left the meeting at 6.10pm.</p> <p>‘Issued identified in the Condition Survey’ had been circulated prior to the meeting. Directors discussed those priorities budgeted at £51,500 and agreed that they should be actioned as soon as possible: GP to action.</p> <p>Cleaning</p> <p>‘Cleaning Contracts’ had been circulated prior to the meeting’. Directors noted that the paper listed companies employed by schools identifying issues and cost. However, Directors are aware</p>	FL GP

	<p>that many of the schools are happy with their current providers and were reluctant to change them. Directors agreed to defer this item until September 2018.</p>	Agenda next meeting
11	<p>MAC development plans (PC) Report from various meetings PC had reported back on progress with the RSC and DfE earlier in the meeting.</p> <p>Approval of the Action plan/MAC governance for next year The following documents had been circulated prior to the meeting:</p> <ul style="list-style-type: none"> • Oxfordshire Catholic MAC Working Group Terms of Reference version 3 June 2018 • Draft minutes of the Working Group meeting held on 25th June 2018 • Action Plan for the Merger of the Dominic Barberi MAC and Pope Francis MAC <p>PC explained that the Diocese are expecting all Catholic Primary Schools to become academies and to join an Oxfordshire wide MAC. A working group had been set up to explore a model to join the DBMAC and PFMAC together, agreeing a structure to welcome other Catholic schools in Oxfordshire to join. The working group is requesting delegated authority to make decisions with regard to a way forward, to meet and negotiate with the RSC, Diocese, DfE in order to make recommendations to both Boards.</p> <p>Directors voted on authorising that delegated authority to the working group, in line with the terms of reference and action plan, the vote was carried and the delegated authority approved.</p> <p>Communications PC confirmed that the working group would report back to committees and the Board as it progresses.</p>	
12	<p>Governance Election of Chair from 1st September 2018 Given that DF is stepping down and there is a working group in place to join the DBMAC and PFMAC, Directors felt it appropriate to elect PC who is current Chair of the PFMAC, as Chair of the DBMAC.</p> <p>Retirement of Directors and appointment of replacements Directors had noted that DF and PM were stepping down as Directors at the end of the academic year and thanked them both for their commitment and contribution to the Board. Replacement of link roles would be discussed at the next meeting in September 2018.</p> <p>Update of constitutional paperwork FL advised that paperwork is still with solicitors.</p>	Agenda next meeting
13	<p>Local Academy Committees Any Link matters or matters referred to Board There had been none raised for further discussion.</p>	
14	<p>AOB There was no further business.</p>	
15	<p>Dates of Forthcoming meetings (DF) Board - September and December 2018, January, March and July 2019 Finance, Resources and Staffing Committee – November 2018 (incl. Pay), February, May and June 2019</p>	

	All meetings held at SGTG at 6.30pm	
16	Review of the effectiveness and impact of the meeting Deferred to the next meeting.	
	Meeting closed at 6.15pm with a prayer.	

KS 14th July 2018

Actions from 11 July 2018 Meeting

Action (with completion date)	Outcome
Circulate the list of works to Directors for SGTG site as drafted by CS (KS)	
Include the appointment of the Health and Safety and Safeguarding Link Directors on the agenda for the next Board meeting (KS)	
Plan the next steps for the implementation of the GDPR Action Plan - (GC/FL)	
Extend the employment contract for the Executive Principal to the end of December 2018 (GP)	
Explore alternative options for the required kitchen works at STM (FL)	
Action 'issues identified in the conditions survey' costed at £51,500 (GP)	
Invite the DBMAC Procurement Officer to the next Board Meeting to discuss the proposed cleaning contract (KS)	

Actions from 21 March 2018 Meeting

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

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

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

MJ to work with BDES to set up appropriate training sessions, this action has moved to DF	Ongoing
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