

**DOMINIC BARBERI MAC**

**DRAFT MINUTES OF THE 37<sup>th</sup> DIRECTORS MEETING**

**HELD ON WEDNESDAY 19<sup>TH</sup> SEPTEMBER 2018, AT 6.30PM, AT ST. GREGORY THE GREAT**

	<p><b>Present:</b> Paul Concannon (F) (PC), Gerald Crown (P) (GC), Fraser Long (F)(FL) Executive Principal, Judith Schmidt (J) (JS), Fr. Mervyn Tower (F) (FMT), Adrian Waters (Director Pope Francis MAC) (AW)</p> <p><b>In Attendance:</b> Adam Hardy (AH - Director – Diocesan Education Service), Virginia Moffat (VM - Procurement Officer -DBMAC (for items 1-3) Georgina Paton (GP - Chief Business and Finance Officer – DBMAC (for items 1-4)), and Kathy Smith (Company Secretary) (KS)</p> <p>The meeting was quorate and opened at 7.10pm with prayer.</p>	
<p><b>1</b></p>	<p><b>Welcome, Apologies, Declarations of Interest/Annual Register of Interest/Any urgent items of AOB (notified to the Chair in advance)</b> PC welcomed everyone, apologising for the late start of the meeting due to Ofsted feedback; following their visit to St Gregory the Great Catholic School (SGTG). There were no apologies given, everyone was present.</p> <p><b>Verbal declaration of Business/Pecuniary interests/Annual Register of Interest - All</b> There were no business or pecuniary declarations of interest declared in any item on the agenda. All those present had completed the Annual Register of Interest; to be posted to the website.</p> <p><b>Urgent items of AOB</b> GP asked for a pay issue to be considered.</p>	
<p><b>2</b></p>	<p><b>Minutes of last meeting held on 11<sup>th</sup> July 2018</b> Page 2- Catholic Life – date of joint INSET was amended from 8<sup>th</sup> January to 7<sup>th</sup> January 2019. Subject to that amendment the minutes were <b>agreed</b> as a correct record of the meeting, signed by the Chair and filed.</p> <p><b>Matters arising</b> There were no matters arising not included on the agenda.</p>	
<p><b>3</b></p>	<p><b>Cleaning Contract Update (VM)</b> 'Business Case for Procuring Cleaning Services' had been circulated prior to the meeting. Directors requested an update on the printing contract and kitchen updates whilst VM was present. Directors questioned why VM was pursuing a procurement process for cleaning, VM advised that it had been identified as an action following last year's audit. Directors noted that the cost is around £619K over 3 years, across the 7 schools within the DBMAC.</p>	

VM reported that she had spoken to each school to identify their cleaning requirements and whether those requirements are being met by their current contractor.

- St Joseph's Thame (SJT) were dissatisfied with their current supplier and wished to put the contract out to tender.
- St John Fisher (SJF) have a caretaker who manages the cleaning and the school is happy with current arrangements.
- Our Lady's Cowley (OL) have a caretaker and his wife who work well and manage other additional tasks on top of the cleaning. VM pointed out that the current supplier is DF Williams and the contract had not been reviewed for over three years. Directors tasked GP and VM with investigating whether the caretaker couple are a part of that contract or employed separately. PC confirmed that the school are very happy with the services supplied by the Caretaker and his wife and would not want to lose that relationship.
- St Gregory the Great (SGTG) stated that service is poor across the site, with less cleaners available than previously as a maintained school. However the contract was never specified to include the primary section and there is now significantly more space for the cleaners to cover.
- St Thomas More (STM) are satisfied with their current arrangement, however, the contract has rolled forward over many years and should be offered to tender.
- Our Lady of Lourdes (OLOL) are satisfied with their cleaners, however, the service is due to be offered for tender.
- St Joseph's Carterton (SJC) had raised a number of issues with their current contractor, which had since been addressed.

VM advised that she would work with individual schools identifying their cleaning requirements, and proposed keeping schools within the same locality together, to allow an opportunity to select local suppliers within the tender process. Directors requested that VM ensure that Principals were kept involved and that they buy into the solution rather than be fitted with a solution. VM was asked to go ahead and begin the tender process and to report back into Finance, Resources and Audit Committee (FRAC) on a regular basis whilst the process is ongoing.

#### **Printing Contract Update**

VM distributed a copy of 'Update on Printer contract' to those present, confirming that printers had been installed within the majority of schools over the summer break. Installation went well at SGTG but there were some issues with SJC and OLOL, due to a mix up over delivery dates between 'Turn it on' and 'Sharp' contractors. VM confirmed that all schools except SJT had now had new printers installed, a date of 20<sup>th</sup> September had been arranged with SJT to complete the installation.

VM updated Directors on the outcome of a contract at OLOL with RICOH, which she had not been aware of and thus it had not been included in the contract process. VM explained that the

VM/GP

VM

VM

	<p>contract was accompanied by a heavy termination cost. JS added that OLOL had been quoted a cost of £1.7K for cleansing services for that particular printer and had declined that service. VM explained that she would contact the newly appointed Data Protection Officer, to contact RICOH and ask them what they were going to do with the data currently on that printer; Directors were clear that they would not be paying for cleansing services. VM confirmed that termination costs were now down to £700, equating to 2 terms rental.</p> <p>Directors questioned whether the savings of £17.2K per annum indicated in the report, were actual or projected. VM advised that they were estimated savings, and that further savings could be made if colour printing is reduced.</p> <p>Directors acknowledged that it is easier to control black and white/colour printing now that all printers are linked to 1 server. Directors requested VM report back to FRAC once the contract was settled in.</p> <p><b><u>Kitchen works</u></b></p> <p>VM distributed a report including before and after photographs for SGTG, OLOL and SJF and explained what work had been carried out in those kitchens. Directors asked if schools were happy with the outcome and whether that had improved the provision of food for children. VM confirmed that thus far schools were satisfied with the work carried out and that improvements in provision had been made.</p> <p>VM advised of a situation with the kitchen at STM who are now receiving their lunch provision from another school as SGTG could not continue with previous arrangements. VM confirmed that a meeting had now been scheduled to discuss STM requirements, with a view to agreeing a proposal to take forward allowing the school to provide their own school lunches. Directors asked VM to keep the FRAC updated on progress. Directors thanked VM for her reports and she left the meeting at 7.45pm.</p>	<p>VM</p> <p>VM</p>
<p>4</p>	<p><b>Budget Update (GP)</b>  <b>Matters arising from Finance, Resources and Audit Committee meetings of 16<sup>th</sup> May and 27<sup>th</sup> June 2018</b></p> <p>GP referred to ‘Consolidated budget paper for DBMAC Board 11 July 2018’ previously circulated for the Board meeting in July, KS will circulate to AW and JS. GP confirmed that the teacher’s pay award had now been finalised and some grant funding is still available. Directors questioned whether this was next year’s budget they were discussing; GP confirmed she was discussing all of them.</p> <p>GP advised that the teacher pay rise of 3% is more than was budgeted for, Directors asked what the average pay award is. GP advised that she had assumed a 2% rise across the budget, on the basis that there are varying percentages allocated across staff groups.</p> <p>Directors asked if the loan repayment to the ESFA had been paid, GP confirmed that it was due to go out in August but had just been taken. Directors asked how the payment is made, GP advised that it is taken direct from the monthly grant and there is a further £100K to repay. AH asked if PC could request that payment be returned when he meets with the ESFA next week.</p>	<p>KS</p> <p>PC</p>

<p>Directors asked if the budget is still showing a £450K surplus in period 12, GP was unable to provide that information as she was referring to period 11 reports previously circulated for meetings at the end of last term. Directors discussed primary schools' in year deficits for SJF and STM, and other schools making more than expected surpluses.</p>	
<p>AH asked what the process was for holding individual schools to account over their budgets. PC advised that most schools had thousands in their surplus and exceed expectations in savings made. JS explained that OLOL had been 'bounced' into paying £50K for the kitchen works, which they could then not spend on their children. PC confirmed that the DBMAC is in a good financial position overall to report back to the ESFA. Directors tasked FL with discussing schools' spending on their staffing budgets at his next meeting with principals. Directors then tasked FRAC with exploring the budget in more depth at their next meeting, requesting a summary for each individual school from GP, for presentation at that committee. AH left the meeting at 8.01pm.</p>	<p>FL FRAC GP</p>
<p>Directors questioned whether this year's budget had been distributed to schools. GP advised that she is currently working on them to produce her budget monitoring report, and that reports would be available the week after next; and would be emailed to Chairs of LACs. GP confirmed that this year's planned budget would be available by the end of next week. Directors tasked GP with exploring the 5 Year budget adjustments, providing a commentary for the Finance, Resources and Audit Committee meeting next week, and requested that Directors, Principals, Chairs and schools receive a copy of those budget papers. Directors requested that GP adjust the working budget to include teachers' pay and identify its impact on the original budget.</p>	<p>GP GP GP</p>
<p>GP advised that Anthony Swindells is leaving and the agency staff who came in to replace him temporarily did not return following their first day. Directors instructed GP, for the second time, to instruct SBMs to download a copy of their school budget to give to the Principal and Chair, given that they have that facility available to them. Where a school does not have an SBM, GP should ensure she send a report to that school. GP confirmed that she had trained SBMs in downloading those reports.</p>	<p>GP GP</p>
<p><b>Management Letter</b></p>	
<p>'Draft Interim Management Letter for the period ended 31 August 2018 dated 05 September 2018' had been circulated prior to the meeting. PC reminded Directors to read the report and note that risks are currently being chased; the audit is scheduled for w/c 5<sup>th</sup> November 2018.</p>	
<p><b>Capital Expenditure – Kitchens update</b></p>	
<p>Covered by VM Procurement Officer under item 2.</p>	
<p><b>Prioritising works on SGTG Site</b></p>	
<p>'DBMAC draft 10year PPM' spreadsheet had been circulated prior to the meeting. CS had downloaded all of the actions taken from the Ridge conditions survey onto a spreadsheet to highlight the work that is required. GP advised that an operational meeting had been set up with Heather Pallier to discuss prioritising that work; Directors deferred this item to FRAC.</p>	<p>FRAC</p>
<p><b>Approve Finance Manual</b></p>	
<p>'The Dominic Barberi Multi Academy Company Finance Manual (version 1.1 expiry date August 2018)' had been previously circulated prior to the meeting. GP advised that gifts and hospitality above a monetary amount of £25 should be declared and recorded to the Company Secretary</p>	

	<p>(page 12). Directors <b>approved</b> the manual. GP advised that the manual is available on the DBMAC website.</p> <p><b>AOB – Pay Issue – Confidential item</b></p>	
<p><b>5</b></p>	<p><b>Results – Primary SATS, Secondary ‘A’ Level and GCSE (FL)</b></p> <p>FL confirmed that Mary Watts (MW), an effective School Improvement Partner (SIP) had been engaged to work with the primary schools including SGTG and had visited all the schools at least once to assess what support was required. MW is also offering to review schools’ SDP/SEF/RAP to ensure they are accurate and fit for purpose. Directors noted that risk assessments had been completed for all schools, except SJC which is a work in progress.</p> <p>FL distributed ‘DBMAC Primary Schools End of Key Stage Results July2018’ to those present. The table included GLD, Phonics, Year 2 (Reading, Writing and Maths) and Year 6 (Reading, Writing, Maths and EGPS) for each individual primary school. Directors thanked FL for an easy to read report in which results above national, In-line with national and below national 2017 were identified.</p> <p>OLC – all results above national          OLOL – JS advised that the Year 6 teacher assessments were over inflated, targets were not pushed. The school has taken action in bringing in a Literacy Consultant and exploring options to improve Maths.          SGTG – in line with and above national          SJF – 2 new pupils and 3 EHCP pupils were disapplied. MW is going back into this school to offer further support. Directors <b>agreed</b> that an action plan is required for this school to move progress and attainment forward.          SJC – this is a school with high mobility due to a number of service families moving in and out of the area, this school is improving          SJT – only just missed out on phonics          STM – all in line with or above national</p> <p>Directors questioned what had driven that improvement in SJC. FL advised that Christine Walker had been their SIP, and confirmed that staff were more confident which impacted on childrens’ contentment and well being and therefore their progress and attainment.</p> <p>Directors discussed how they could pick up on schools who were not performing in-line or at national figures, questioning what the indicators are. Directors discussed the benefits of setting up a forum where school chairs could meet to share good practice, and to better understand how governors can impact on results. This would function alongside the DBMAC Curriculum Committee.</p>	<p><b>FL</b></p>
<p><b>6</b></p>	<p><b>GDPR Update (GC/FL)</b></p> <p>There was nothing further to report at this time.</p>	
<p><b>7</b></p>	<p><b>Action Plan and Ofsted update for SGTG (ST)</b></p> <p>This item was deferred to the next meeting given that Ofsted had visited SGTG on 18<sup>th</sup> September and fed back prior to this meeting. This would give Sean Tucker (ST) time to prepare a report.</p>	<p><b>Agenda next meeting</b></p>

8	<p><b>Working Group (Oxfordshire wide MAC) (PC)</b>  <b>Re-brokering for SGTG and SJC – update</b>  The MAC Working Group had only just met prior to this Board meeting. PC will give an update at the Link meeting scheduled for 10<sup>th</sup> October 2018 at Our Lady’s Catholic Primary School.</p>	
9	<p><b>Standing items</b>  <b>Health and Safety</b>  There was nothing to report at this time</p> <p><b>Safeguarding</b>  There was nothing to report at this time</p> <p><b>Policy approval – Gas Safety, Fire Safety, Health and Safety, Accident Management</b>  The following reports had been circulated prior to the meeting:</p> <ul style="list-style-type: none"> <li>• Gas Safety</li> <li>• Fire Safety</li> <li>• Health and Safety</li> <li>• Client list for EVOLVE</li> <li>• Accident Management Systems Review</li> <li>• EVOLVE Quotation for SGTG</li> <li>• EVOLVE Systems</li> <li>• EVOLVE accident book example</li> <li>• EVOLVE accident book info pack</li> </ul> <p>Directors <b>approved</b> Gas Safety, Fire Safety and Health and Safety, PC and MT signed the policies.</p> <p>Directors discussed the EVOLVE system questioning the cost and noting it was a good system. PC asked if Principals had been given an opportunity to discuss and agree the system’s implementation, FL will raise that at the next Principal’s meeting. Directors <b>agreed</b> that if Principals were in favour they would approve the expenditure; FL should report back to FRAC.</p>	FL
10	<p><b>Governance</b>  <b>Code of Practice for adoption</b>  ‘DBMAC Code of Practice for Directors July 2017’ had been circulated prior to the meeting. Directors <b>approved</b> the Code of Practice.</p> <p><b>Appoint Health and Safety and Safeguarding Link Director</b>  The following reports had been circulated for information prior to the meeting:</p> <ul style="list-style-type: none"> <li>• Approved roles and responsibilities of DBMAC Directors</li> <li>• PP and Sports Premium LAC Rep and Director</li> <li>• Role of Link Directors</li> <li>• Roles of Health and Safety Director and LAC Reps</li> <li>• Safeguarding Director</li> <li>• SEND Director and LAC Rep</li> </ul> <p>Directors referred this item to both FRAC and Curriculum Committees for appointment.</p> <p><b>Update of new paperwork</b>  There was nothing further to report at this stage.</p>	Curriculum and FRAC

<b>11</b>	<b>AOB</b> There was no further business.
<b>12</b>	<b>Dates of Forthcoming meetings (DF)</b> Board – 12 <sup>th</sup> December 2018, 27 <sup>th</sup> March and 10 <sup>th</sup> July 2019 Finance, Resources and Audit Committee – 1 <sup>st</sup> October, 28 <sup>th</sup> November 2018 (incl. Pay), 27 <sup>th</sup> February, and 26 <sup>th</sup> June 2019 Catholic and Ethos Committee – 7 <sup>th</sup> November 2018, 6 <sup>th</sup> March and 15 <sup>th</sup> May 2019 Curriculum and Standards Committee – 21 <sup>st</sup> November 2018. 13 <sup>th</sup> March and 3 <sup>rd</sup> July 2019 LINK meetings – 10 <sup>th</sup> October 2018, 16 <sup>th</sup> January 2019 and 19 <sup>th</sup> June 2019  All meetings held at SGTG at 6.30pm
<b>13</b>	<b>Review of the effectiveness and impact of the meeting</b> Deferred to the next meeting.
	Meeting closed at 9pm with a prayer.

### KS 23<sup>rd</sup> September 2018

#### Actions from 19 September 2018

Action (with completion date)	Outcome
Commence tender process for cleaning and keep Finance, Resources and Audit Committee (FRAC) up dated on cleaning, printer contracts and STM Kitchen works <b>(VM)</b> Investigate whether the Caretaker and his wife are employed by DF Williams <b>(GP/VM)</b>	
Provide budget summary for individual schools, and 5 year budget summary adjustments for FRAC, who will then discuss and question all budget papers in depth <b>(GP)</b>	
Send out 'actual's budget report to all schools <b>(GP)</b>	
Instruct SBM's to send out monthly budget reports to Principals and Chair, and where no SBM in place to send reports direct <b>(GP)</b>	
Negotiate return of the loan payment with ESFA <b>(PC)</b>	
Prioritising works on SGTG for in depth discussion at FRAC- add to agenda <b>(KS)</b>	
Form chair forum for curriculum discussions to feed into DBMAC Curriculum Committee	
Prepare action plan for SJF <b>(FL)</b>	
Report back to next Board meeting on Action Plan and Ofsted <b>(ST)</b>	
Provide update on SJC and SGTG re-brokering at Link Meeting on 10 <sup>th</sup> Oct <b>(PC)</b>	
Discuss accident management reporting system at next meeting with Principals <b>(FL)</b>	
Defer Link Director roles to FRAC and Curriculum Committee <b>(KS)</b>	

**Actions from 11 July 2018 Meeting**

Action (with completion date)	Outcome
Plan the next steps for the implementation of the GDPR Action Plan - (GC/FL)	Ongoing
Explore alternative options for the required kitchen works at STM (FL)	Ongoing

**Actions from 21 March 2018 Meeting**

Action (with completion date)	Outcome
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 (PC)	Ongoing
Report back on attendance levels to the next Board meeting (FL)	Ongoing

**DRAFT**