



MINUTES OF ST TERESA OF CALCUTTA MAC BOARD MEETING
Wednesday 20th March 2019 at 1.00pm at
Archbishop Ilsley Catholic School

Present: Frances McGarry (FM) - Chair
 Mary A Mills (MM)
 Mark O'Connell (MOC)
 Glen Alexander, (GA)
 John Ryan, (JR)
 Sean Devlin, (SD)
 Susan Hughes, (SH)
 Mary Higgins, (MH)

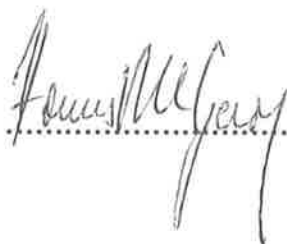
In Attendance: Gerardine Lawson-Lotarew, Senior Governance, SIPS

Min No		Action
	Opening Prayer	
STM021/1819	Welcome & Apologies The Chair welcomed everyone to the meeting and no apologies were received.	
STM022/1819	Declarations of Interest None declared. Members completed the Declarations of Pecuniary and Personal Interests and these were handed to the clerk to prepare the declarations matrix for the MAC website.	GLL
STM023/1819	Urgent Additional Items GA requested that the top slice was discussed.	
STM024/1819	Minutes of Previous Meeting held on 7th February 2019 – Circulated prior to the meeting Actions: STM003/1819 - Completed STM007/1819 - Completed STM010/1819 - Completed Resolved: <i>The minutes were accepted and signed as a true representation of what occurred at the meeting to be retained by the MAC.</i>	
STM025/1819	Update on progress towards April 1st conversion – Verbal Update MOC reported the current progress and confirmed the outstanding items should be resolved in time for conversion to take place on 1 st April 2019. MOC confirmed the main issue was the caretaker's house and lease at Archbishop Ilsley and the solicitors and the LEA were pursuing this. The Chair thanked everyone for the contribution made to the conversion in particular the work done by MOC. MOC confirmed the deadline for paperwork was Friday 22 nd March 2019, but other legal documents had been received some weeks ago. The Chair added that Archbishop Ilsley had been accommodating in ensuring papers were forwarded	

	<p>by special delivery so deadlines had been met and confirmed the transfer had to be signed by a governor and a MAC Director and it was Resolved: MM would sign for Archbishop Ilsley and SD for Holy Trinity. MOC reported the Articles signed were not the BCC version, so there would be a requirement to go back to the Charity Commission and establish what was best practice, and these would need to be changed later which would be at a cost but this would be minimal. MOC advised members that best practice was not to have staff as Board members and the terms of reference must include involvement of the CSEL.</p> <p>A member enquired in relation to Archbishop Ilsley and the issue of the lease and whether the problem was with the playing fields or the caretaker's house to which MOC responded that the issue was the lease which included the house and the lease was for 125 years. A member sought clarification as to when a decision would be made to which MOC responded that the MAC would know by Monday next week as long as the Local Authority confirmed there was no issue it would not be an issue for the DfE.</p> <p>A member enquired whether the directors would like a celebration of the conversion in the form of a mass etc. or would directors prefer not to recognise the conversion or delay any celebration to which the Chair responded that it would be appropriate to achieve the conversion first. Members engaged in a discussion about the proposal for a celebration and agreed this would be something that could be organised post conversion.</p>	
STM026/1819	Update on CFO post – Confidential Minute not for publication	
STM027/1819	<p>Succession planning - AO/Senior Executive role – Confidential Minute not for publication</p> <p>MOC left the meeting at 2.20pm</p>	
STM028/1819	Holy Trinity School – Confidential Minute not for publication	
STM029/1819	<p>Finance – Paper circulated at the meeting GA reported on the top slice and confirmed this was based on 3.25%, however the schools were looking at 2.5% as the top slice. GA understood that the 3.25% would cover all costs. GA reported that some areas of savings had been made and referred members to the paper circulated outlining the top slice at 1%, 2%, 2.75%, 3% and 3.25%. Members engaged in a robust discussion about the top slice and confirmed that the original discussions in January had centred around a top slice of 3.25% and members were concerned that this had been reduced to 2.75%. Members were anxious to establish where the changes had taken place since January 2019 that had altered the figures and members requested that GA seek clarification from the CFO in relation to pupil costs and why there was such a large variance in pupil ratio costs between schools.</p> <p>GA reported that the Head Teachers wanted to secure approval of the budget so he would ask the questions necessary via email and a decision would need to be made. Members agreed that based on the figures presented by GA at the meeting the Board could make a decision to agree the 2.75% top slice until the end of August 2019, but it would probably be 3.25% from September and it was not likely to be more than this, however the MAC would need to know where the buffer was in the figures presented and was there anything available to cover the 'unexpected'. Members also wished it noted that this top slice was one of the lowest for an academy. GA agreed to speak to the CFO regarding 5 months of top slice at 2.75% and 3.5% from September and clarify the costs per pupil, and what buffer had been built in it was therefore</p> <p>Resolved: the top slice was agreed at 2.75% until August 2019 and this would increase to 3.25% from September 2019.</p>	GA

STM030/1819	Risk Register (standing item) No items reported.	
STM031/1819	Website Update No update provided	
STM032/1819	<p>CSEL report on presentations to primaries and MAC liaison – Paper circulated at the meeting</p> <p>GA presented the CSEL report and outlined the following:</p> <ul style="list-style-type: none"> • MAC expansion – The Rosary, St Cuthberts and Corpus Christi. GA reported he was meeting with the Governors of Corpus Christi and St Cuthberts. • MAC finances in particular the top slice • CFO appointment - discussed under minute STM026/1819 • Feedback from Head Teachers – Head Teachers wanted to meet Directors to establish the vision for the MAC and growth. The Chair clarified that meetings in future would take place with the Principals to work on vision and priorities. The Chair suggested that two meetings would take place firstly the MAC business meeting and then one with the Principals to determine the vision and priorities particularly in relation to the vision for education. Following further discussion, it was agreed two meetings would take place on 16.5.19 at 1.00pm which would be a MAC business meeting and a second meeting would be held on 22.5.19 at 2.00pm for the Principals. It was agreed GLL would arrange these meetings. • Feedback from CFO – Clarification sought on the continuation of the note taking arrangements for the Shadow Board. Members confirmed this role had ended. • Future Meetings whether members required a calendar of meetings for the MAC from April 19 to Aug 2020 • Feedback from CSEL – confirmation of meeting with Clare Madden from Lumen Christi and joining BDES CSEL and Academy Chair's meeting 	GLL
STM033/1819	Policies for Review No policies were presented.	
STM034/1819	Urgent Additional Items Discussed under minute STM029/1819	
STM035/1819	Any Other Business None discussed	
STM036/1819	<p>Date and Time of Next Meetings:</p> <ul style="list-style-type: none"> • Thursday 16th May 2019 at 1.00pm – MAC • Wednesday 22nd May 2019 at 2.00pm – Principal's Meeting 	
	Closing Prayer	
	There being no further business for discussion the meeting was closed at 15.06	

Chairs Signature:



Date:

24/9/21



27/9/21

BOARD ACTIONS LOG 2018-2019

Minute	Detail	Comment	Recommendation
STM003/1819	CFO Appointment	JR to prepare revised Job description and Person Specification to be available by Monday 28.1.19	COMPLETED
STM007/1819	AOB – Website	MOC and GA to discuss website requirements and costs.	CARRY FORWARD
STM017/1819	Website	MOC to provide contact for Warwickshire Council.	CARRY FORWARD
STM022/1819	Declarations of Interest	GLL to prepare the declarations matrix for the MAC website	NEW
STM026/1819	CFO Appointment	GA to change appointment letter to reflect the contract would be reviewed in June 2019	NEW
STM029/1819	Finance	GA to speak to the CFO regarding 5 months of top slice at 2.75% and 3.5% from September and clarify the costs per pupil, and what buffer had been built in.	NEW
STM032/1819	CSEL report	GLL to notify members and Principals that two meetings would take place on 16.5.19 at 1.00pm which would be a MAC business meeting and a second meeting would be held on 22.5.19 at 2.00pm for the Principals.	NEW

