



**MINUTES OF ST TERESA OF CALCUTTA MAC BOARD MEETING
Thursday 24th January 2019 at 4.00pm at
Archbishop Ilsley Catholic School**

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

In Attendance: Gerardine Lawson-Lotarew, Senior Governance, SIPS
Christopher Chambers, SIPS (Observing)

Apologies: Ms Susan Hughes, (SH)

Min No		Action
	Opening Prayer	
STM001/1819	Welcome & Apologies The Chair welcomed everyone to the meeting, apologies were received from SH and these were accepted. The Chair took the opportunity of welcoming Gerardine Lawson-Lotarew to the meeting as the new Senior Governance Clerk to the MAC.	
STM002/1819	Minutes of Previous Meeting held on 10th January 2019 – Circulated prior to the meeting The minutes were reviewed and it was Resolved: <i>The minutes were accepted and signed as a true representation of what occurred at the meeting and these were retained by the MAC.</i> The Chair reported to members that SIPS Education had been contracted to provide the clerking service to the MAC with effect from 1 st April 2019 with SIPS providing interim support between 24 th January 2019 and 31 st March 2019.	
STM003/1819	CFO Appointment – Papers circulated prior to the meeting <u>Job Description & Person Specification</u> <ul style="list-style-type: none"> Members engaged in a discussion about the job description and person specification for the Chief Financial Officer vacancy and outlined the strategic importance of this role within the MAC. The JD and PS were reviewed and it was agreed that the final documents would be available by Monday 28.1.19. <p>Actions: <i>Revised Job description and Person Specification to be available by Monday 28.1.19</i></p>	JR

- **Application Form**

Members discussed the Application for Employment Form to be used and it was agreed that the CES Application Form would be used on this occasion.

- **Advert**

GA reported that he had sent mock adverts to members; ***the Chair suggested that one sentence, referring to large numbers of disadvantaged pupils be omitted or replaced by a statement more representative of pupil diversity.*** GA responded the advert he had presented had been used in another school and it had been approved by the Archdiocese ***to which the Chair responded that she considered it appropriate to include numbers of disadvantaged pupils in a full profile but not when it was the only attribute highlighted. It was agreed that the sentence would reflect the diversity of our schools and communities.***

Members discussed where the advert should be placed and it was agreed it would go through the CES and not just an advert on the school websites.

- **Interview Panel**

A member enquired if the interview panel had been agreed ***to which the Chair responded that this would comprise of MOC, FM, MH and GA.*** Members sought clarification on the questions to be included in the interview ***to which the Chair responded that this would include general questions based on the job description, some questions from the application forms which was to seek clarification on the content of the form and the panel would be asking direct questions rather than securing learnt responses. The Chair said that the questions would be prepared between panel members.***

- **Dates of Interviews**

Members engaged in a discussion about the appointment process and whether there was a requirement for interim support prior to 1.4.19 and how costs should be allocated to one of the three schools within the MAC. GA indicated that there was an individual undertaking this role in the interim. ***Members discussed the contract of employment and whether this should be with one of the schools in the MAC, and furthermore who was the employer. In terms of costs the members believed that the cost could be covered from the conversion grant. Further discussions took place with regard to appointing on an interim basis and members agreed this would be from 1.4.19-31.8.20.***

Members agreed that it would be appropriate to have administrative support for the process and it would require someone with organisation skills. It was suggested that the PA at Archbishop Ilesley was utilised.

Timelines

Members agreed the timelines for the appointment process would be as follows: -

- Advert to be ready 31.1.19-1.2.19
- Closing date for applications 14.2.19 12.00 noon
- Shortlisting 14.2.19 (pm)
- Final questions 14.2.19
- Interviews 28.2.19 – Panel to meet at 09.00 with candidates from 10.00.

All the above would take place at Archbishop Ilesley School.

STM004/1819	<p>Spreadsheet in relation to School Support and Conversion Allocation, Income and Expenditure – Verbal update Discussed under STM005/1819</p>	
STM005/1819	<p>Conversion Grant and Sponsorship Money – Verbal Update GA reported that the sponsorship money was delegated to Archbishop Ilsley and Holy Trinity and it was their responsibility to determine how the money was spent.</p> <p><i>The Chair reported that safeguarding issues at Holy Souls had been fully addressed within weeks of the Ofsted judgement. However, managing the aftermath, including some parental disquiet and staffing turbulence, during the Spring and Summer terms contributed a significant dip in KS 2 results. Improving attainment was the principal focus, since September and the sponsorship grant would be used to support the school improvement.</i></p> <p><i>A member said that the grant money was to deal with the issues at the school/s but it could be spent on training or background costs, the Regional Schools Commissioner was clear the money was to create capacity and achieve outcomes and any funding left would be for the Board to decide how to allocate if the outcomes had been achieved before all the money was spent. Members engaged in a discussion about GA's salary and how this was recovered by Archbishop Ilsley. GA proposed that his salary should come from the sponsorship grant from Sept 18-March 19. MM said that Archbishop Ilsley would need to know the outcome of this.</i></p> <p><i>The Chair reported that “on the ground” the cooperation and mutual support of staff from all three schools were encouraging. Much of the work at Holy Souls, in terms of distributed leadership and succession planning was ably supported by Holy Trinity School and BEP. The benefits of sharing talent and training opportunities across the three schools were already apparent in the positive reports from the staff involved. Archbishop Ilsley did a good job promoting the academy and the Chair reported that she had found a keenness in the community to see it happen with the only issue being the length of time it was taking. Members discussed whether The Rosary would be joining the MAC to which MH responded that no meeting had taken place recently but the Chair may call an extraordinary meeting.</i></p>	
STM006/1819	<p>Feedback from Head Teacher's re top slice proposal – Verbal Update GA gave reported to members that he had spoken with the HT at Archbishop Ilsley and at Holy Souls following a meeting with DRB and they were aware the top slice would be 3%-5%, so GA had suggested 3.25% although he had not been specific about the actual cost. GA reported that for Archbishop Ilsley this would equate to approximately £60k and for other schools approximately £10k. GA said that the Head of Holy Trinity was ok with 3.25% and so was Holy Souls, but Archbishop Ilsley were and GA felt it was a heavy cost for Archbishop Ilsley.</p> <p>MM said that she was looking at taking this to the FGB at Archbishop Ilsley on 30.1.19 but added that Archbishop Ilsley would be paying £31.00 per head more than other schools. MM said that the cost per head at Archbishop Ilsley was £58.72, Holy Trinity was £17.63 and Holy Souls was £25.62. MM added that Archbishop Ilsley did not want to upset other schools and Governors at the school expected the school would pay a bigger cash figure because of the pupil numbers, but it was a large sum. GA responded that the principle was correct but he also said that the school had come through an OFSTED inspection as Good but whilst GA had been Executive Head Teacher he had made 16 people redundant to achieve the surplus and taking £60k out of this would 'wipe out' any carry forward that the HT may have wanted to use for other purposes.</p> <p><i>Members suggested that perhaps the way forward was to establish how much money was needed and work back from there. Members engaged in a discussion about the £80K available and what had been allocated. Discussions took place about the Finance Admin post and whether this</i></p>	

	<p><i>could be reviewed or whether it was a full-time role, could school posts support work. Members agreed that all colleagues in the schools support one another and in turn support the MAC. Members discussed savings that could be made by not including the Finance Admin post, in the MAC costs and the allocation of the £20,000 deficit across three schools, this could then be presented as an annual cost. Members recognised that the MAC was appointing a CFO so this task would fall to that post for them to ensure management of the budget.</i></p> <p><i>Members discussed the renewal of contracts which was done on an annual basis and in particular HR and payroll contract costs in relation to making savings agreeing that this would be one of the first priorities of the CFO. Members asked if the costs could be identified through contacting BCC with members agreeing that the arrangements for payroll and HR would remain in place for continuity purposes, but members acknowledging that they were aiming to achieve a balanced budget at conversion. The Chair said that the MAC wanted to show that Archbishop Ilsley was not unfairly burdened by the top slice.</i></p> <p><i>Members engaged in a discussion about the Business Manager's roles and clarified that the finance in each school would still be looked after by the Business Managers with the CFO having the strategic lead in advising the Board. A member enquired if there would be a Business Manager for the MAC, to which a member responded that this would be after the CFO was in place. GA noted the financial issues and offered to step down to save costs to the MAC which was noted by members.</i></p>	
STM007/1819	<p>Any Other Business</p> <p>MOC sought clarification if the Steering Group Meeting was still taking place on 30.1.19 to which GA responded that it was, confirming DRB had been invited and there would be an update from Michelle Smith but these meetings would need to diminish. <i>The Chair suggested that the Steering Group was suspended for the moment with the focus being to get through the conversion. The Steering Group had done their job in getting the project to the final stage with a Shadow Board now established. The Chair added that once the CFO was appointed things would run more smoothly and as the Steering Group could not make decisions these meetings were no longer the most effective use of the Head Teachers` time.</i></p> <p>GA suggested that perhaps the Head Teachers of the three schools should attend the Board meeting at some stage. GA added that Michelle Smith had forwarded some documentation for the Board which he suggested was added to the agenda on 7.2.19.</p> <p>MOC reported that the Risk Register Policy had been issued and the Board would be presented with this at each meeting with the areas of significant change being highlighted.</p> <p>MOC said the toolkit had been updated with 60 tasks completed at Holy Souls and 50 at Holy Trinity, passwords had been sent but members were advised not to alter anything. There was a summary of tasks to complete.</p> <p>MOC reported Holy Souls consultation would be in February 2019.</p> <p>MOC had the costs for the local government pension scheme reporting to members that this was 33.5%. The MAC had asked for a comparison of figures from the LEA and this is being queried by the LEA, the MAC was expecting some % increase but they needed to know the full information.</p> <p>MOC reported that the documentation for signing was almost ready but he was waiting for the Articles, the CES was to sign off this week then this would go to</p>	

	<p>Birmingham then available for the solicitors next week, Michelle Smith was arranging the signing days with solicitors. GA enquired if things did not go according to plan was there a deadline to indicate that if the papers were not signed then the TUPE meetings would need to be pushed back to which MO responded that there was no plan but the process was nearly complete it was just the articles that were required and as soon as the articles were done, incorporation would follow and then the bank account and it would be complete.</p> <p>GA reported that he had been looking at the legal requirement for the website and he had obtained quotes. MO responded that the quotes were expensive and the work could be less expensively and it was agreed MO would talk to GA about what he was trying to achieve.</p> <p>Action: MOC and GA to discuss website requirements and costs. MOC requested that the FMGS was added to the agenda for 7.2.19</p> <p>Action: FMG to be added to agenda for 7.2.19</p>	<p>GA/MOC</p> <p>CLERK</p>
STM008/1819	<p>Date of next meetings:</p> <ul style="list-style-type: none"> • Steering Group Wednesday 30th January 2019 4.00pm • Board Meeting Thursday 7th February 2019 4.00pm • Board Meeting Thursday 28th February 2019 1.00pm • Board Meeting Wednesday 20th March 2019 1.00pm 	
<p>There being no further business for discussion the meeting was closed at 17.50</p>		

Chairs Signature:  Date: 

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	NEW
STM007/1819	AOB – Website	MOC and GA to discuss website requirements and costs.	NEW
STM007/1819	AOB – Website	FMG to be added to agenda for 7.2.19	NEW