



**MINUTES OF ST TERESA OF CALCUTTA MAC BOARD MEETING**  
**Thursday 25<sup>TH</sup> July 2019 at 1.00pm at**  
**Archbishop Ilsley Catholic School**

**Present:** Frances McGarry, Foundation Director (FM) - Chair  
 Mary A Mills, Foundation Director (MM)  
 Mary Higgins, Foundation Director (MH)  
 John Ryan, Foundation Director (JR)  
 Sean Devlin, Foundation Director (SD)

**Apologies:** Susan Hughes, Co-Opted Director (SH)  
 Michelle Smith, CFO (CFO)  
 Mark O'Connell (MOC)

**In Attendance:** Gerardine Lawson-Lotarew, Senior Governance, SIPS  
 Glen Alexander, CSEL (GA)  
 Collette Burge, Business Manager, Archbishop Ilsley (CB)  
 David Bagley, DRB (DB)  
 Richard Barron (RB)

**Did not Attend:**

Min No	
	<b>Opening Prayer</b>
STM061/1819	<b>Welcome &amp; Apologies</b> The Chair welcomed everyone to the meeting, apologies were received from Sue Hughes, Michelle Smith and Mark O'Connell and these were accepted. The Chair reported that JR would be arriving late.
STM062/1819	<b>Declarations of Interest</b> MM declared she was Chair of Archbishop Ilsley LGB. FMG declared she was a member of the Admissions Committee at Holy Souls Primary School and FMG was also an observer on the Resources Committee at Holy Souls Primary School.
STM063/1819	<b>Urgent Additional Items</b> CFO, LGB which would be discussed under item 7 and Diocesan matters.
STMO64/1819	<b>Chairs Actions</b> The Chair reported the policies would be on the website by 1.8.19. All policies had been confirmed by the Board and the late posting had been due to administrative issues. The Chair confirmed the Directors names would also be posted on the website together with the attendance record for the Board meetings. <b>JR arrived at 13.04</b>  The Chair enquired if members had seen the introduction on the website and in response GA confirmed he had reviewed this and he would be making some changes to the introduction. GA advised members the admissions resolution would need to be published on the website with GA confirming the resolution had been passed by Archbishop Ilsley Catholic School and Holy Souls Primary School.

	<p>Members discussed the Data Sharing Agreement and the need for this to be agreed. All the MAC schools would have a privacy notice regarding data sharing and this should include the sharing of information with the Diocese. GA reported to members all Head Teachers would ensure they ratify the Privacy Notice within their schools.</p> <p>Members discussed the clerking service for the Board and LGBs and the need for consistency in relation to documentation and actions agreed by the Board where these should be disseminated to LGBs. <b>SD enquired whether Holy Trinity had an LGB in place</b> and in response GA said he did not know. <b>MH added it would be appropriate to keep the content of the website to a minimum to facilitate easy navigation whilst ensuring the content was appropriate and compliant.</b></p>
STMO65/1819	<p><b>Minutes of Previous Meeting held on 27<sup>th</sup> June – Circulated prior to the meeting – Confidential Minutes to be tabled at the meeting.</b></p> <p><b>Actions:</b>  <b>STM039/1819</b> – UAI - Closed  <b>STM042/1819</b> – CFO Report – Carried forward  <b>STMO51/1819</b> – Risk Register – Closed</p> <p><b>STM052/1819</b> – Activation of member's email accounts – GA reported email addresses was still an issue and he would be resolving this as a matter of urgency. - <b>Carried forward</b></p> <p><b>STM052/1819</b> – Calendar/timetable of events – <b>SD enquired if this had been completed</b> and in response GA confirmed no progress had been made on this item. GA reported there were a number of items to include in the calendar including the autumn term review of results and spring term planning. <b>The Chair enquired about MAC reporting requirements</b> and in response MM said this was done through the Resources Committee. <b>SD requested that dates of reports and when these needed to be prepared should be included together in the calendar together with all meeting dates and the EFSA deadlines also needed to be included.</b> Members engaged a discussion about the proposed content for the calendar and the need to ensure there were no clashes with meetings throughout the year. GA confirmed the Board Meeting dates had been set and he would work on establishing dates for the other meetings. - <b>Carried forward</b></p> <p><b>STM054/1819</b> – Admissions – To be tabled at Archbishop Ilsley GB Meeting – Completed  <b>STM054/1819</b> – Admissions – To be tabled at Holy Souls GB Meeting – Completed  <b>STM054/1819</b> – Admissions – To be tabled at Holy Trinity GB Meeting – Carry forward  <b>STM054/1819</b> – Admissions – Diocesan Resolution signed and returned to Diocese. – Completed</p> <p><b>Resolved:</b> <i>The minutes were accepted as a true representation of what occurred at the meeting and the minutes were signed to be retained by the MAC.</i></p>
STMO66/1819	<p><b>Confidential Minutes 7<sup>th</sup> June 2019 – Presented at the Meeting - Not for publication</b></p>
STMO67/1819	<p><b>Finance – Papers presented at the Meeting</b>  <b>Dave Bagley and Collette Burge joined the meeting at 14.30</b></p> <p>DB outlined the process for presenting financial information to the Board. DB reported he was not currently aware of the confirmed balances the schools received from the LEA and these would be finalised by the end of July 2019. DB also said he could not report what charges were on the ledger and he had approximated an amount for Archbishop Ilsley and Holy Souls. DB explained the top slice and the MAC accountability. DB reported from September the accounts would be restructured and some anomalies were factored in when putting the accounts together. DB presented the reports to members and highlighted the following:</p> <p>All Schools</p> <ul style="list-style-type: none"> <li>• Carry forward balance was not earmarked.</li> <li>• Capital balance received from the Diocese</li> <li>• Extrapolated information for employees</li> </ul>

- Non-education expenditure overspends
- Net expenditure budget was for more expenses than income which indicated setting a deficit budget
- There was a surplus at the end of 4 months but this did not include the MAC.

DB confirmed the MAC Board would have oversight of the accounts and the LGB received the detail.

**JR noted the surplus did not include the MAC and enquired if there were any costs to be accounted for** in response DB confirmed there were, no budget had been set for the MAC but the MAC would have a budget plan next year. DB advised members that information should be data driven and data was being analysed to establish why the budgets were in the position they were. DB added that if the Board had the right forecasts they needed to know that the relevant areas were being addressed. DB added a 3-year BFR return was needed. Year one was sent out to schools and all budgets predicted deficits. The Academies Financial Handbook was clear deficit budgets cannot be set, so DB had taken the budgets off the system and produced a three-year projection. DB clarified the projections for 19/20, 20/21 and 21/22. DB confirmed to members that as a Trust they need to see the projections and establish what needed to be achieved in terms of savings. The options available were restructuring, review contracts, collaboration with other Trusts, outsourcing etc. DB emphasised the Board could only work on the data available at that time and added that the increase in deficit was attributable to not having any further information in relation to the Teachers Funding Grant and whether this would be paid in 20-21 and 21-22. The Board would be able to see the impact of any changes made but the Board had a responsibility to balance the books and where there was a shortfall 'what was the Board doing to address this'.

**A member asked whether the Board should see the deficits when setting budgets** and in response DB clarified the LGB approved the budgets and these were presented to the Board. DB added the Board needed to look at individual school data then benchmark schools individually. GA asked if this should be done now and in response DB said not with the current four-month budget but certainly for next year. **The Chair confirmed she had never approved a deficit budget and the MAC could not spend money it did not have.** In response DB said the MAC had to work together with the schools and the schools needed to take responsibility with the Board holding them to account. The MAC needed to be more prescriptive when setting budgets and a plan of action established which would identify what the schools were doing to address budget issues. DB added the Boards processes were good but the Board needed to do something now and identify what they required going forward, currently the MAC reserves policy was for two months' salaries.


RB raised a number of issues about the report presented and asked questions in relation to other EFA revenue which DB confirmed was pension grants. RB also asked about local revenue income and DB clarified this was CRISP funding.

DB advised members he was in possession of all the figures behind the data and would be happy to share this. The EFSA would want to see the Trust was setting a balanced budget. **RB asked why it could not be assumed the pension grant would be paid in response** DB said when he had to break down the figures and the employee costs was the largest area, but the net effect was the same. **RB asked how the pension deficit was established** and in response DB confirmed a valuation had been received from the LEA and the schools paid 34% but as an academy the schools paid 20% but then the MAC had to pay a lump sum and pension contributions come out of revenue, hence contributions were not that much different. **RB raised a further question was raised about the value of land** and it was confirmed MOC was checking this with the Diocese to see if they had the land valuation.

**Action: MOC to check if the Diocese had the land valuation for the schools.**

**RB raised a query about valuation of vehicles** and in response DB confirmed these were valued at transfer and this had not affected revenue as this was a generic valuation. DB added that some academies choose not to transfer land and buildings but this had stopped.

	<p><b>A member noted that a lot of the information presented was composite.</b> In response DB confirmed all data looked reasonable so there was no cause for concern but when the Board look at documents presented there was concern and the Board needed to be clear what they wanted from the local governing boards. <b>The Chair responded that the Board prefer to receive all papers prior to the Board meeting to enable time for review and decisions to be made.</b> DB confirmed all the details were on the financial system and required approving. CB added that the CFO can approve these.</p> <p>There was further discussion about the finance system and issues that had arisen with information being incorrectly mapped. RB advised that the Board should have a set format for all schools to follow when presenting information.</p> <p><b>A member enquired if the LEA was aware of the budget</b> and in response DB confirmed they were. It was</p> <p><b>Resolved:</b> the Board ratified the 19-20 budget.</p> <p><i>CB/DB left the meeting at 15.40.</i></p>
STM068/1819	<p><b>Urgent Additional Items</b> Confidential Item not for publication</p>
STM069/1819	<p><b>Local Governing Boards</b></p> <p><b>Holy Souls</b> – The GB had been reconstituted and the terms of references retained.  <b>Archbishop Ilsley</b> – Will reconstitute to have two parent governors and remove the LEA governor. The school would advertise for parent governors in September.  <b>Holy Trinity</b> – GA had followed this up and foundation and parent governors appointed.</p> <p>Members discussed the inclusion of Deputy Head Teachers and Assistant Head Teachers on Local Governing Boards, however the Scheme of Delegation excludes any employee of a MAC academy from filling the role of Chair or Vice Chair, yet these roles should be open to any foundation governor. It was agreed to discuss this issue at the September Board Meeting.</p>
STM070/1819	<p><b>Any other Business</b> MH reported an issue with the Rosary School regarding budgetary information provided.</p>
STM071/1819	<p><b>Date and Time of Next Meetings</b></p> <ul style="list-style-type: none"> <li>• 26<sup>th</sup> September 2019 at 1.00pm</li> <li>• 30<sup>th</sup> January 2020 at 1.00pm</li> <li>• 7<sup>th</sup> May 2020 at 1.00pm</li> </ul>
	<p><b>Closing Prayer</b></p>
	<p>There being no further business for discussion the meeting was closed at 16.15</p>

Chairs Signature:  Date: 27/9/19

**BOARD ACTIONS LOG 2018-2019**

<b>Minute</b>	<b>Detail</b>	<b>Comment</b>	<b>Recommendation</b>	
STM022/1819	Declarations of Interest	Declarations to be resubmitted and the matrix to be updated. Declaration outstanding from SH. The declarations would be reviewed in September 2019.	CARRY FORWARD	GLL
STM042/1819	CFO Report	CFO to ensure schools have a Risk Register	CARRY FORWARD	CFO
STM052/1819	CFO Report	All members to activate MAC email accounts	NEW	ALL MEMBERS
STM052/1819	CFO Report	CFO to arrange for Holy Trinity website to be updated with the governing body information.	NEW	CFO
STM052/1819	CFO Report	Calendar/timetable of events to be prepared for the Board to establish the financial timetable and other events that had timelines attached	NEW	GA/CFO/GLL
STM054/1819	Admissions	Admissions to be tabled on the next LGB agenda for Holy Trinity.	CARRY FORWARD	GA
STM067/1819	Finance	MOC to check if the Diocese had the land valuation for the schools	NEW	MOC

