



MINUTES OF ST TERESA OF CALCUTTA MAC BOARD MEETING
Thursday 27th June 2019 at 1.00pm at
Archbishop Ilsley Catholic School

Present: Frances McGarry, Foundation Director (FM) - Chair
 Mary A Mills, Foundation Director (MM)
 John Ryan, Foundation Director (JR)
 Sean Devlin, Foundation Director (SD)
 Susan Hughes, Co-Opted Director (SH)

Apologies: Mary Higgins, Foundation Director (MH)

In Attendance: Gerardine Lawson-Lotarew, Senior Governance, SIPS
 Mark O'Connell (MOC)
 Glen Alexander, CSEL (GA)
 Michelle Smith, CFO (CFO) (in attendance for item **STM052/1819 only**)

Min No	
	Opening Prayer
STM046/1819	Welcome & Apologies The Chair welcomed everyone to the meeting, apologies were received from Mary Higgins and these were accepted.
STM047/1819	Declarations of Interest None declared.
STM048/1819	Urgent Additional Items One confidential item was tabled for discussion.
STMO49/1819	Chairs Actions The Chair reported she had been in contact with all the schools within the MAC and she had followed through on the Chair's actions from the previous meeting held on 16 th May. <ul style="list-style-type: none"> • The Chair reported the letter to the CFO had been completed. • The letter from the Board to schools would be discussed during this meeting. • The Chair advised members that clarity was needed in relation to the support available to the Board and the CSEL. • The Chair reported discussions had taken place with regard to the style of report required from the CFO for the Board. <p>The Chair also confirmed the CFO had previously requested named Board members she could refer to when needed and these had been confirmed to the CFO as JR for Finance matters and SD all other issues.</p>

STMO50/1819	<p>Membership Update The Chair reported there had been no changes to the membership of the Board and no changes to the local governing boards was reported.</p>
STMO51/1819	<p>Minutes of Previous Meeting held on 16th May 2019 – Circulated prior to the meeting – Confidential Minutes to be tabled at the meeting.</p> <p>Members reviewed the minutes and the following changes agreed: -</p> <ul style="list-style-type: none"> • page 3 under STM042/1819, paragraph 6 'SFA to read EFSA'. • Page 5 under STM043/1819 bullet point 4 'SH to be changed to SD'. <p>Action: GLL to amend the minutes from 16th May 2019 and present these at the next Board meeting for signature.</p> <p>Actions: STM022/1819 – Declarations matrix – COMPLETED</p> <p>STM022/1819 - Declarations - Form outstanding from SH – CARRY FORWARD</p> <p>STM029/1819 – Top Slice – GA reported he understood the largest school in the MAC would carry the larger proportion of the top slice and this was Archbishop Illey. The Chair said that during the original discussions the per pupil contribution for Archbishop Illey had been disproportionate and clarification had been sought on this figure. Further information had been received and the proportion was significantly different. The Board had challenged this and sought clarification about the accuracy of the information and how there had been such a variance. The Chair was clear that any information presented to the Board needed to be presently clearly and diligently to enable members to make decisions. Presenting the information in a simple format that was clear was essential to ensure the Board had the necessary information and detail to exercise their responsibility for diligence and oversight. The Chair therefore sought clarification whether the information regarding the top slice had been presented to the CSEL in response GA confirmed he was still unable to ascertain why the figures had changed and could not provide members with the reason for the change, unless there had been a miscalculation with the original data. Following discussion, it was agreed to close this action but the CSEL should note the members' concerns regarding accuracy of data. – COMPLETED</p> <p>STM039/1819 – CFO Letter – COMPLETED STM039/1819 – The letter was ready but required the headed paper - CLOSED STM039/1819 – Administrative support for MAC - CARRY FORWARD STM042/1819 – Scheme of Delegation, Risk Register and Financial Handbook - INCLUDED ON THE AGENDA STM042/1819 – Schools Risk Register – CARRY FORWARD STM042/1819 – Confirmation of Finance Report style for MAC – COMPLETED STM042/1819 – Minutes of Board Meeting to be sent to CFO – COMPLETED STM042/1819 – Named Board members for CFO, JR Finance and SD Other - COMPLETED STM042/1819 – CFO to provide folders to members - COMPLETED STM042/1819 - Risk Register for MAC meetings - COMPLETED</p> <p>Resolved: The minutes were accepted as a true representation of what occurred at the meeting and these would be amended where indicated and presented at the next meeting for signature and to be retained by the MAC.</p>

STM052/1819

CFO Report – Reports circulated prior to the meeting

The CFO arrived at 1.40

The CFO requested members to activate their MAC email accounts.

Action: All members to activate MAC email accounts

The following reports had been circulated and members were referred to these Management Report (Consolidated) P9 2018, excluded capital, Aged Creditor Report 2018, Cash flow Report (Consolidated) P9 2018 Cashbook Balance.

Management Accounts – The CFO directed members to the report and highlighted the following:

- Predicated carry forward
- Consolidated management accounts income and expenditure
- Carry forward balance from start-up grant and sponsorship money
- Income from Diocese
- Outstanding creditors at Period 9
- HCSS accounting package
- Approved conversion 4/12th budget uploaded
- Budget forecast return workbook to be ready 31.7.19
- Rates reclaim – MOC advised CFO to speak to Diocese

The CFO sought clarification from members that the format of the reports was as required by the Board **and in response members confirmed the reports were sufficient.**

The CFO confirmed the Risk Register and the Financial Handbook had previously been sent to members. The action against minute STM042/1819 was resolved during the meeting and the CFO distributed the folders to members.

GA and the CFO confirmed they would be completing the FSGS questions. The CFO reported she was looking at the top slice for the next financial year. The MAC had registered with the ICO and confirmed Judicium would be the DPO in relation to GDPR.

Risk Register – Copies had been circulated prior to the meeting for members to review and any questions should be directed to the CFO.

Finance – **MOC asked what the process was for the Board with regard to approval of the budgets and at what point would the Board sign these off** in response the CFO said each school would set a balanced budget and she would present this to the Board once the LGBs had met and ratified these. **MOC said the Board needed to approve budgets and the Board were not aware of when the LGB had their meetings. If the proposal was to set a balanced budget the Board still needed to see proposals and if these were completed after 22nd July, there would be no Board members available. MOC asked about the reserves policy and setting a balanced budget, and if provision had been made in the event of something happening, would there be a ‘cushion’** in response the CFO confirmed all schools had a carry forward with the exception of Holy Trinity. The CFO reported that with regard to Holy Trinity because of staff changes after the budget had been ratified there was some ‘slack’. The CFO reported concerns that the top slice affected Archbishop Ilsey but there was no ‘slack’.

The CFO confirmed that with the Start Up Grant and the Top Slice there would be money within the MAC with £37k in the account from the grant fund.

There was a discussion around the Academies Financial Handbook and the expectations of a reserve with the CFO confirming this was not in the handbook. MOC reported reserves were being scrutinised and in response the CFO clarified any reserves go into the MAC account central and money is taken from there if a school was in difficulty. **Members engaged in a discussion about the reserves and the money held at the MAC and sought clarification whether there would be an expectation schools would repay the money taken from the reserves held by the MAC in response** the CFO confirmed schools would have to repay any money borrowed from the MAC. **Members were clear there should be a reserves policy. Furthermore, members sought clarification how they would receive the budget information and approve this** in response the CFO said an extraordinary meeting would need to be convened and she had requested DRB to have the information ready by 10th July 2019 for Archbishop IIsley and Holy Souls. Holy Trinity was being reviewed by the governing body. **A member enquired about the establishment of the governing body of Holy Trinity as the I.E.B. had been dissolved** in response the CFO said a new Board was in place. **The member noted this information was not on the Holy Trinity school website.**

Action: CFO to arrange for Holy Trinity website to be updated with the governing body information.

The CFO confirmed the Holy Souls sponsorship money had been transferred. **The Chair requested the Board would need sight of the final accounts in relation to sponsorship monies.**

A member requested a calendar/timetable of events was prepared for the Board to establish the financial timetable and other events that had timelines attached.

Action: GA/CFO/GLL to arrange for calendar to be established.

The CFO reported on the three year budget forecast and gave an overview of this highlighting increases in teachers and support staff pay.

STM053/1819

CSEL Report – Report circulated at the meeting – Part of the CSEL Report was recorded as confidential and not for publication

GA presented the report and highlighted:

- MAC expansion
- MAC Finances
- Schemes of delegation
- Feedback from Head teachers
- update on the DPO
- Updated on the MAC website and feedback from the CSEL

GA also presented a summary of the meeting with the Head Teachers of Holy Trinity, Holy Souls and Archbishop IIsley on 17.5.19.

Members engaged in a lengthy discussion about the expansion of the MAC and potential schools considering joining the MAC. This matter would be kept under review and the CSEL would continue to report to the Board on this issue.

Head Teacher’s Report, Holy Trinity - GA distributed the report to members, no questions were raised.

Section 48 – A member noted the CSEL Report mentioned Section 48 but what about OFSTED in response GA confirmed no inspection was due. MOC clarified the next inspection would be in three years’ time unless something triggered an earlier inspection.

	CFO Post – Confidential Item not for publication
STM054/1819	<p>Admissions – Paper circulated at the meeting MOC presented the paper Delegation of Admissions Responsibility to the LGB of each School in the Academy for discussion and sought approval of the document. It was</p> <p>Resolved: Admissions paper was adopted by the Board and it was agreed to delegate the responsibility for admissions to each school within the MAC.</p> <p>Action: GLL to table this item on the next LGB agenda for Archbishop Illsley School</p> <p>Action: GA to table this item on the next LGB agenda for Holy Trinity and Holy Souls Schools</p> <p>Action: Resolution to be signed and a copy sent to the Admissions and Governance Officer at the Diocesan Education Service - GLL</p>
STM055/1819	<p>Risk Register – Register circulated prior to the meeting Circulated by the CFO for members to note, no questions were raised.</p>
STM056/1819	<p>Safeguarding FMG referred members to the IICSM Report.</p>
STM057/1819	<p>Acquisition & Growth Item was included under Minute STM053/1819.</p>
STM058/1819	<p>Policies None presented.</p>
STM059/1819	Any Other Business
STM060/1819	<p>Date and Time of Next Meetings</p> <ul style="list-style-type: none"> • 26th September 2019 at 1.00pm • 30th January 2020 at 1.00pm • 7th May 2020 at 1.00pm
	Closing Prayer
	There being no further business for discussion the meeting was closed at 15.55

Chairs Signature:  Date: 27/9/21

BOARD ACTIONS LOG 2018-2019

Minute	Detail	Comment	Recommendation
STM022/1819	Declarations of Interest	Declarations to be resubmitted and the matrix to be updated. Declaration outstanding from SH	CARRY FORWARD GLL
STM039/1819	Urgent Additional Items	GA to review the administrative support with the CFO and Head Teachers in relation to how the system of support would work.	CARRY FORWARD GA
STM042/1819	CFO Report	CFO to ensure schools have a Risk Register	CARRY FORWARD CFO
STM051/1819	Minutes of Previous Meeting held on 16 th May 2019	GLL to amend the minutes from 16 th May 2019 and present these at the next Board meeting for signature.	NEW GLL
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 GAC/CFO/GLL
STM054/1819	Admissions	Admissions to be tabled on the next LGB agenda for Archbishop Iisley School Admissions to be tabled on the next LGB agendas for Holy Trinity and Holy Souls Resolution to be signed and a copy sent to the Admissions and Governance Officer at the Diocesan Education Service	NEW NEW NEW GLL GA GLL