



MINUTES OF ST TERESA OF CALCUTTA MAC BOARD MEETING

Thursday 4th June 2020 at 1.00pm **held Virtually**

- Present:** Frances McGarry, Foundation Director (FM)
 Mary Higgins, Foundation Director (MH)
 John Ryan, Foundation Director (JR)
 Sean Devlin, Foundation Director (SD) - Chair
 Susan Hughes, Co-Opted Director (SH)
- Apologies:** Mary A Mills, Foundation Director (MM)
 Rachel Girling, Head Teacher, Holy Souls Catholic School (RG)
- In Attendance:** Glen Alexander, CSEL (GA)
 Mark O'Connell (MOC)
 Collette Burge, CFO (CB)
 Colin Crehan, Interim Accounting Officer (CC)
 Gerardine Lawson-Lotarew, Senior Governance, SIPS
 Helen Burrows, Head Teacher, Archbishop Ilsey Catholic School
*(Attended for **STM071/1920** only)*

Minute No	Opening Prayer
STM067/1920	<p>Welcome & Apologies The Chair welcomed everyone to the meeting and apologies were received from MM and RG and these were accepted. It was noted that during the current COVID 19 pandemic the Board agreed to hold Board Meetings in place of the committee meetings with Board meetings focusing on issues addressed by the Committees. It was therefore agreed this meeting would focus on standards and SD as Chair of Standards Committee would chair this meeting. It was</p> <p><i>Resolved: All Directors agreed SD would chair the meeting</i></p> <p>The Chair expressed wishes that everyone was well under the current circumstances and that school staff were well given the uncertainty ahead. The Chair wished thanks to be extended on behalf of the Board to all schools staff.</p>
STM068/1920	<p>Declarations of Interest No declarations were made.</p>
STM069/1920	<p>Minutes of previous meeting held on 26th September 2019, 20th January 2020, 7th May 2020 and 21st May 2020 – Minutes not circulated The Chair confirmed that approval of the minutes from the meetings held on 26th September 2019, 20th January 2020, 7th May 2020 and 21st May 2020 and any confidential minutes would be deferred and approved at the next non-virtual Board Meeting. It was</p> <p><i>Resolved: the minutes of the meetings held on 26th September 2019, 20th January 2020, 7th May 2020 and 21st May 2020 would be deferred to the next non-virtual meeting.</i></p> <p><i>The Chair referred to the Standards Committee Minutes from 14th November 2019 and requested an update on action SC006/1920. GA had been requested to provide a report detailing current and previous years 12 and 13 numbers on</i></p>

	<p>courses for Holy Trinity and Archbishop Ilsey. In response GA confirmed this would be sent to the Board Directors as soon as possible. ACTION: GA</p>
<p>STM070/1920</p>	<p>MAC expansion – Verbal Update</p> <p>GA advised Directors there was little to report, GA confirmed an email had been sent to St Josephs and St Chads and GA had received a response from St Josephs. GA was attempting to arrange a virtual meeting to introduce CC to the schools. GA reported during the current climate schools had other pressing issues and priority was not being given to joining the MAC. GA confirmed a meeting had taken place with the HT of the Rosary, but as previously reported joining the MAC was not currently a priority. In response a Director concurred that the current situation was difficult for schools but when schools re-open and teaching and learning finally began and the initial hurdles had been overcome it may be time then to establish what could be done, even if this was virtually. There needed to be a strategy that all Head Teachers agree to with work on the curriculum and mutual support. The Director added the MAC should not be a distraction from the school objectives. If there was potential for a mutual support meeting via Zoom the MAC would want the three schools who were about to join the MAC to meet with GA, CC, HB and RG and have a single educational objective they could collaborate on.</p> <p>In response GA clarified the issue was the lack of responses from the schools to enable the matter to be progressed but GA would try emailing these Head Teachers again.</p> <p>MOC reported receipt of a draft copy of St Chads academy order. MOC reported St Chads was currently supporting 100 families a week with food distribution. With regard to St Joseph’s MOC advised Directors contact would be made with the school tomorrow (5.6.20). MOC confirmed the issue would be with the consultation process due to the current COVID 19 situation and this consultation process would have to be carried out virtually.</p> <p>MOC reported that in relation to the Rosary no confirmation of the consultation process had been received and perhaps AK could provide Directors with an update in due course. MOC continued and clarified the school improvement strategy needed to be completed and questioned whether GA and CC were working on this. There was trust capacity funding to bid for and timings were critical if the three schools were to join the MAC together. The TCAP would be submitted at the time the schools were put forward to the HTB, so MOC believed this would not get through for July. In response GA confirmed discussions had taken place with CC and schools had been emailed to try to begin discussions about school improvement but GA could not put the TCAP together unless the schools engaged with GA.</p> <p>In response AK as Chair of the Rosary governing body confirmed the Rosary was supporting a number of families currently with 120-140 food parcels. The governing board had stepped away from discussing the MAC because it was felt appropriate to let the Head Teacher focus on the school. There was still a strong intention to proceed with joining the MAC and the governing body was aware things were not moving as quickly as they need to but as it stands the governing body do not wish to push the Head Teacher because of the current workloads particularly with SEN and the number of safeguarding issues.</p> <p>MH as Vice Chair of the Rosary governing body concurred with AK and confirmed the school was under pressure. The overall wellbeing of the school staff was important and it would be inhumane at this point to bring in other agendas. There was a need to introduce children back into school. MH added that there was a 40% increase in safeguarding issues at the school.</p>

The Chair fully understood the pressures faced by schools but the Board needed to pursue the MAC expansion.

MOC sought clarification whether anyone was aware if solicitors had been engaged to work on the transfer of the Rosary and in response GA confirmed a meeting had taken place in February 2020 with the solicitors. MOC sought clarification what discussions had taken place with the DfE regarding the Rosary and in response AK confirmed none had taken place.

GA reported the paperwork had been sent before February 2020. MOC sought clarification if the consultation had been carried out and in response AK confirmed the consultation with the governing body had taken place but not with the community.

MOC confirmed that with all the current work going on in school and with what has still to be done the transfer could not be put through in the next couple of months so MOC advised that consultation was set up for September 2020 and get the submissions for October 2020 to HTB. MOC reiterated the school improvement strategy would be required plus the trust capacity application for the three schools coming in so it was critical to establish a practical timeline. MOC suggested leading on the facilitation of discussions and linking and discussing with the DfE project leads working with schools for the October HTB. GA sought clarity on MOC's definition of project leads and what this meant. In response MOC confirmed the DfE allocated an administrator for the process. **The Chair sought approval from Directors for MOC's proposal and the Board look for an October submission.** It was

Agreed: All Directors agreed the submissions for transfer of the schools to be processed from September with submissions to the HTB in October

A Director acknowledged that whilst the proposal was agreed the Director would like to see a timeline of key actions if the Board was agreeing to a new timeline. The Director added that prior to COVID19 the Director had the impression there was no enthusiasm for expanding quickly and felt there was a lack of MAC self-evaluation. The Director was concerned as a member of a primary school local governing board that there were no primary school colleagues in the MAC and the Director felt this was a risk. The Director felt the Board was working less closely now than when it was a Steering Group. The Director accepted the proposal was necessary but the Director would like to see a timeline of five key actions of who did what and dates.

The Chair agreed a 100% commitment was required and there was no reason why Head Teachers could not be talking together between the primary schools before finalisation of the transfer. MOC agreed to work with GA and CC on the timeline, but GA expressed concern about engagement of the schools. In response MOC agreed to communicate with the schools. **The Chair requested that the timeline was established within the next two weeks** and in response MOC confirmed this could be done within the next couple of days. The Chair thanked MOC and requested the timeline was shared with Directors. **ACTION: MOC/GA/CC**

STM071/1920

Standards in each School

Holy Trinity Catholic School – CC reported from the papers previously circulated and highlighted the following to Directors:

- Holy Trinity had followed a six phase model for secondary schools from lockdown to 12th June 2020.

- The school was predicting a wonderful set of outcomes and improvement on 2018-2019.
- Total Progress 8 +0.54, Average attainment 8 45.29. CC reported the cohort had come in significantly higher on entry and securely on average 4.3.
- Progress was positive on all aspects and has remained consistent and positive in some areas.
- Year groups looking at performance in progress to 0.55% so the school was delighted.
- Attention to learning was stronger
- Students had benefited from a higher quality of teaching for longer and had started year 11 stronger.
- The school had included a new cycle of subject review and minimised to every six weeks, checking with the Head of Department on areas to improve and added SLT support.
- By January all course work was completed so the school was aware of where it should be with vocational subjects. Year 11 had a good idea of outcomes because of what had been banked in year 10 and the school was at the point it expected to be.

The Chair concluded the picture looked promising and noted the arrangements for the coursework completion. The Chair thanked CC for all the hard work put into this by colleagues. The Chair conceded there may be some resits but the Chair was not sure what would happen with this.

A Director also extended congratulations to CC and noted the increase in EBAC (page 2 of the report) and sought clarification how this had happened and could CC spread 'the good news'. In response CC reported that because students had come in stronger on entry, options should be options but better teaching in languages was experienced so when choosing options in year 9 the school could advise students. The school did have a teacher that could teach several languages and the HOD had been selected by BEP to deliver languages. Quality teachers were more skilled at planning curriculum and able to forensically plot to fulfil the needs of the students. EBAC had gone up going into year 10 because of the 'love of learning' and passion so momentum was building. Languages were consistent and performance was up with RE.

HB joined the meeting at 13.57

Archbishop Ilsey - HB gave a verbal update and reported on behalf of Archbishop Ilsey highlighting the following:

- Progress 8 was predicted at +0.1
- Attainment 8 44.6
- Combined basics English and maths 4+ 62%, 5+ 40% and 7+ 72%

The Chair sought clarity how this compared to the previous year and in response HB confirmed it was up.

The Chair enquired what P8 was last year and in response HB believed it was -0.1 but this was not confirmed.

A Director noted no A level documentation had been presented, but the Director was impressed with maths and enquired how many students had taken maths at A level last year. In response HB confirmed it was double figures and was similar for this year HB confirmed results were not being predicted as strong as last year but

maths had persistently had a good take up. **The Director sought clarification to what HB attributed this** and in response HB reported there was strong leadership and students got a lot of enjoyment. **The Director noted English literature exceeded English language in results and was this because of the technical nature of the exam regime.** In response HB confirmed the GCSE syllabus in literature was more engaging and language was quite 'dry'. CC added that although English language was going up at Holy Trinity it was not as strong as English literature for the same reasons HB had indicated with technical difficulties and a dry curriculum coverage. Literature did remain strong and the gap was closing.

The Chair enquired how the A Level overall predictions were looking and in response HB confirmed there was an overall improvement. Science had been an issue but the school was looking at improvements in this. Biology had improved last year and separate sciences.

The Chair raised a question about physics and chemistry and in response HB confirmed staffing was available but there were concerns around deployment in physics and chemistry. CC added this was the great unknown and work had been done by Archbishop Ilsley and Holy Trinity by following the model but it still had to be modified and the schools would get the results on 19th August so there was trepidation in secondary schools. HB sought confirmation if Directors were aware there would be no published performance tables this year and in response Directors confirmed their awareness.

The Chair noted the uncertainty about whether prior performance would impact, noting Holy Trinity would be strong but not so much Archbishop Ilsley, but Archbishop Ilsley was in a good position. In response CC confirmed OFQUAL were not looking at the trajectory but would look at results for the last two years. **A Director reported not hearing anything through OFSTED but the Director would keep all advised if anything did come to light.**

HB left the meeting at 14.10

Holy Souls – CC reported that the Head Teacher was unable to join the meeting but a paper had been submitted and circulated to Directors the previous day. The Chair enquired whether Directors had any questions in relation to the report from Holy Souls. No questions were raised by Directors.

STM072/1920

Safeguarding – Verbal Update

GA reported to Directors there were no updates and schools were managing their safeguarding on a daily basis. GA added there was a risk of an explosion of issues in the future.

A Director sought clarification if the LAC and EHPCs were being done and in response GA confirmed they were being completed. CC added the SENCO in each school was working with the local authority on the LAC and EHPCs.

The Chair sought clarification whether the paperwork in relation to safeguarding for those pupils transferring from primary to secondary was being done. In response CC reported for Holy Trinity the school had a list of which pupils to expect in September and the families had been contacted. The forms had been sent to the homes with pre-paid envelopes. CC reported the school had bubbles and the school was making contact on a regular basis. A spreadsheet had been completed which identified pupils had a FSW. CC had spoken to the Rosary Primary School as Holy Trinity had 30 pupils coming across from there. The Head Teacher at the Rosary had emailed a list of questions for Holy Trinity and these would be answered via video and

	<p>the same would be done for other schools. CC reported Holy Trinity was more advanced in transition planning and Holy Trinity had been collaborative and flexible. CC confirmed the only concern was those pupils with EHPCs who would have had a transition day this was not possible under the current circumstances so the school was looking at a virtual option.</p> <p>A Director extended thanks to CC and confirmed the risk assessments had been updated at Holy Souls Primary School. The Director confirmed the Head Teacher was in regular contact with the local governing board so the LGB were able to confirm the risk assessments had been carried out. The Director added that in terms of the LGBs at other schools in the MAC these schools had convened some form of meeting where the LGB had accepted the risk assessments.</p> <p>A Director highlighted the local governing boards did not have to endorse the risk assessments in relation to pupils returning to school during the COVID19.</p> <p>CC confirmed the process was ongoing at Holy Trinity and the Head Teacher of Archbishop Ilsey had been at Holy Trinity School to cross reference risk assessments and check with the safeguarding lead. CC reported Holy Trinity was in the final stage. CC confirmed the final risk assessments would be approved on Monday-Tuesday next week following which all schools had to make a declaration to the local authority, so on 15th June 2020 year 10 would be phased back. GA confirmed Archbishop Ilsey's risk assessments still needed local governing board approval.</p> <p>A Director requested that the Board was advised of the dates when the local governing boards approved the risk assessments. ACTION: GA</p>
STM073/1920	<p>Policies for Review</p> <p>No policies were presented for review.</p>
STM074/1920	<p>Any Other Business</p> <p>CC gave Directors an update on MAC recruitment confirming approval had already been given for the process as a short term project to review the website. CC confirmed the advert had been sent for publication today in schools.</p> <p>CC confirmed a meeting had taken place with CC, CB, JR and MH via Zoom to discuss the Business Manager's role. CB and CC had remodelled the role and sent this to JR and MH to review in depth. Following this a further meeting took place today and the process was further forward but there was still some work that needed to be done. The group were currently on the third version of the JD which would go to MH and JR next week and it was hoped to have something finalised to present to the Board. CC thanked JR and MH for the challenge with CC recognising there was a need for CC to step out of the education mind-set in the role of accounting officer.</p> <p>A Director concurred with CC and reported it had been a positive meeting the job description was better and more focused with an emphasis on the immediate support required. A Director agreed with JR and CC's comments and added it was important to get the appointment right and to get someone in place as quickly as possible.</p> <p>MOC enquired if the Board was looking to expand and add Directors and in response a Director confirmed there had been a discussion with an accountant who was keen to join who had the relevant technical expertise. The Chair added the Board needed someone with a legal background. MOC sought clarity what progress had been made with finding an additional Director and in response a Director confirmed the interested</p>

party had been spoken to and had agreed to complete the application. MOC advised the Board that the Board should be looking for expertise in school improvement.

A Director reported that in relation to school improvement a MAC monitoring meeting had taken place on 16th March 2020 which had been useful. There had been some useful feedback in relation to education and financial support but the Board had not received any formal feedback as the meeting took place prior to lockdown. The Director confirmed an email had been sent to Adam Hardy who had chaired the meeting but the email had been returned indicating Adam was out of the office. The Director felt it would be useful for the Board to have the notes of the meeting to help with the identification of two or three strands for curriculum improvement.

CC reported working with Neil Clarke (BEP) over the last year and CC wanted to know what the Board's view was for Neil to work with the MAC for a longer term and should Neil attend the Standards Committee meetings. The Chair confirmed Neil Clarke would not attend the Standards Committee meetings but it was agreed to extend the contract for one year and Neil could advise on Head Teacher appraisal. The Chair sought clarification if the role involved working with schools and not just head teacher's appraisals, in response a Director confirmed this was correct. GA confirmed Neil Clarke would provide support on school improvement and appraisals. The Board requested GA to approach BEP regarding the contract extension. **ACTION GA**

Following discussion, it was

Agreed: to extend the contract for Neil Clarke (BEP) for a further 12 months.



Business Manager – There was a further discussion about the Business Manager role with CC expressing concern that the next Board meeting was not until 9.7.2020 and was CC required to seek approval for the role at the meeting on 9.7.2020. In response FMG confirmed there was a recruitment meeting on 11th June 2020 and FMG (as Chair of the Board) was seeking clarification whether Directors were in agreement with JR and MH approving the final process for the recruitment of the Business Manager outside of the Board meeting. It was

Resolved: the Board agreed JR and MH could approve the recruitment process for the Business Manager prior to the next Board meeting, but any decision should be reported to the Board at the meeting on 9.7.20.

The Clerk sought clarification if the Board was proposing to formulate an Audit and Risk Committee. In response Directors confirmed this was part of the terms of reference of the Resources Committee and the responsibility rested with this Committee.

STM075/1920	Date and Time of Next Meetings <ul style="list-style-type: none"> • 9th July 2020 at 1.00pm
	Closing Prayer
	There being no further business for discussion the meeting was closed at 14.35

Chairs Signature:  Date: 

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BOARD ACTIONS LOG 2019-2020

Minute	Detail	Comment	Recommendation
STM052/1819	CFO Report	All Directors to activate MAC email accounts. 26.09.19 – Discussed Directors have not accessed their accounts yet as they remain unreliable. 30.01.2020 This issue was raised and the CSEL agreed to speak to the IT lead at Archbishop Ilsley to resend log on details to Directors.	Carried Forward ALL DIRECTORS
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	Carried Forward GA/CFO/GLL
STM054/1819	Admissions	Admissions to be tabled on the next LGB agenda for Holy Trinity.	Carried Forward GLL
STM067/1819	Finance	MOC to check if the Diocese had the land valuation for the schools	Carried Forward MOC
STM008/1920	Declarations of Pecuniary Interests	Clerk to collect the forms and formulate the Declarations Matrix for the MAC website. As at 30.01.20 there were still three forms outstanding and the Clerk agreed to email Directors for these.	Carried Forward CLERK
STM008/1920	Website compliance and Statutory Policies	GA to review Statutory Policy checklist with Head Teachers and update the Board at the next meeting on compliance and progress.	Carried Forward GA
STM008/1920	Skills Matrix	Clerk to email Directors the NGA Skills Audit for completion and following receipt the matrix was to be completed and presented at the next Board Meeting.	Carried Forward CLERK
STM032/1920	Minutes of Previous Meetings	The Board agreed the minutes from 2.12.19 would be reviewed by the Board meeting on 7.5.2020.	NEW CLERK
STM032/1920	IT Resources	CSEL to prepare the business case for presentation to the Resources Committee	NEW CSEL
STM035/1920	Internal Control Report	Procedure for determining executive pay to be agreed at next Board meeting.	NEW CHAIR/HR LEAD
STM035/1920	Internal Control Report	CSEL to ensure all future CIF bids were notified to the Board	NEW CSEL
STM035/1920	Internal Control Report	CSEL to ensure IR35 at MAC level is established.	NEW CSEL
STM035/1920	Internal Control Report	CSEL to ensure findings/actions within the Internal Control report were actioned and reported back to the Board.	NEW CSEL
STM036/1920	Risk Register	Risk Register to be tabled at next Board meeting for review	NEW CSEL
STM039/1920	Policies	Clerk to circulate the Safeguarding & Child Protection Policy for Schools & Education Services policy to Directors and obtain confirmation the document had been received and read. All other policies to be tabled at the next meeting for approval when quorate.	NEW CSEL/CLERK

Minute	Detail	Comment	Recommendation
STM046/1920	Chairs Action	Clerk to update membership records to reflect new Director Chair to discuss with BDES to seek change to 13 th May.	NEW CLERK CHAIR
STM050/1920	Reports from Committees	Clerk to invite Colin Crehan to next meeting and future meetings	NEW CLERK
STM050/1920	Reports from Committees	Clerk to invite Head Teachers to the meeting on 4 th June	NEW CLERK
STM061/1920	Finance	Music - GA requested to provide information on percentage of FSM students	NEW GA
STM061/1920	Finance	CB to prepare submission for DfE for COVID19 funding.	NEW CB
STM061/1920	Finance	CB to keep MOC advised of progress in relation to contracts review	NEW CB
STM061/1920	Finance	CB to ensure school budgets are submitted to the Board for approval by 2 nd July 2020	NEW CB
STM065/1920	AOB	GA to verify signatures on schools re-opening letters	NEW GA
STM069/1920	Minutes from Standards Committee Meeting 14.11.19	GA to provide report detailing current and previous years 12 and 13 on courses for Holy Trinity and Archbishop Ilsley.	Carry forward GA
STM070/1920	MAC Expansion	MOC/GA/CC to share the timelines with Directors as soon as possible.	NEW MOC/GA/CC
STM072/1920	Safeguarding	The Board require the dates when the local governing boards approved the risk assessments.	NEW GA
STM074/1920	AOB	School Improvement - The Board requested GA to approach BEP regarding the contract extension for Neil Clarke	NEW GA

