



**MINUTES OF ST TERESA OF CALCUTTA MAC BOARD MEETING**  
**Thursday 7<sup>th</sup> February 2019 at 4.00pm 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)

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


**Apologies:** Mary Higgins, (MH)

Min No		Action
	<b>Opening Prayer</b>	
STM009/1819	<b>Welcome &amp; Apologies</b> The Chair welcomed everyone to the meeting and apologies were received from MH and these were accepted.	
STM010/1819	<b>Declarations of Interest</b> None declared. Agreed that the clerk would provide the declaration forms at the next meeting for members to sign and for the matrix to be prepared for the website.  <i>Action: GLL to arrange completion of declarations by members and preparation of the matrix for the website.</i>	GLL
STM011/1819	<b>Urgent Additional Items</b> The Chair proposed a separate discussion on the future of the leadership of the MAC and this would be included as a confidential agenda item at the end of the meeting after GA had departed.	
STM012/1819	<b>Minutes of Previous Meeting held on 24<sup>th</sup> January 2019 – Circulated prior to the meeting</b>  MOC provided an update on the articles and reported the only issue was with the caretaker's house, who the property belonged to and whether it could be incorporated into the school land. Letters had been prepared for staff and suppliers, policies were being reviewed with the website in hand. TUPE was scheduled for 12.2.19, the articles were waiting for the DfE to confirm and the RSC had been advised. MOC reported that Michelle Smith and Collette Burge had advised on moving contracts on 1.4.19 MOC extended his thanks to them. GA advised members that there may be an issue around the car parking and access at Archbishop Ilsley which may need reviewing if charges were raised.	

	<p>The minutes were reviewed and amendments agreed as follows: -</p> <ul style="list-style-type: none"> <li>• Amend Mark O'Connor to Mark O'Connell</li> <li>• Amend minute STM003/1819 remove Office Manager and insert PA.</li> <li>• Amend minute STM006/1819 remove 'not' para 1</li> <li>• Amend minute STM006/1819 replace £48.72 with £58.72 para 2</li> <li>• Amend minute STM007/1819 page 6 change FMG to FMGS (Financial Management &amp; Governance Self-Assessment)</li> </ul> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• STM003/1819 – Completed</li> <li>• STM007/1819 – Carry forward</li> <li>• STM007/1819 – Completed</li> </ul> <p><b>The Chair asked MM if anything further had been discussed at the latest governing body meeting of Archbishop Ilsey</b> to which MM responded that she had informed members where the MAC was looking at finance.</p> <p>The minutes were reviewed and it was</p> <p><b>Resolved:</b> <i>The minutes were accepted with the amendments to be made and would be signed as a true representation of what occurred at the meeting and these would be retained by the MAC following the amendments.</i></p>	
STM013/1819	<p><b>Update on CFO Post – Verbal Update</b></p> <p>GA reported that the advert had gone to the three Head Teachers and there was still an issue around the application forms. <b>A member confirmed that there were two Archdiocese forms including one for senior leadership posts which was the one that should be used.</b> GA reported that the papers would need to be prepared on 14<sup>th</sup> February so he was asking Helen Burrows if it was possible to use her PA to support the process.</p>	
STM014/1819	<p><b>Finance – Verbal Update</b></p> <p>MOC advised members there was nothing further to report but the Board would need to meet within the next few weeks to assess what the budget. MOC reported it would be rational to work on 5 and 12 month budgets and what restructuring and planning was needed over the next 5 months so that the Board was ready for September, this would include reviewing how long SLAs would be retained or whether it was appropriate to renegotiate these and any contracts, confirming this would be a significant piece of work for the CFO.</p>	
STM015/1819	<p><b>DRB Presentation to the Steering Group – Minutes from the Steering Group Meeting held on 30.1.19 circulated at the meeting</b></p> <p>GA reported to members that DRB had attended the Steering Group Meeting. GA confirmed that DRB provided financial services to Archbishop Ilsey and Holy Souls. GA said that he felt reassured things were moving in the right direction in particular with the top slice. They had talked about the roles in the MAC in particular the CFO and Chief Operating Officer with the COO dealing with everything non-educational. GA reported that one other post for consideration was an Estates Manager. DRB had provided information on roles which GA would send to members. <b>A member enquired if the plan was to continue using DRB at Holy Souls and Archbishop Ilsey</b> to which GA responded that DRB could provide an external check but no costs had been obtained for this service yet. <b>The member confirmed that any contract would need to go through a formal tendering process, but added that they had observed what DRB had presented and everything they had said was what was already being done.</b> <b>A member said that there were other service providers available and in terms of value for money these providers should be considered. Members discussed continuing with the current service and agreed this was the best option at the moment to ensure continuity. The Chair agreed that achieving value for money was essential but also recognised that having the continuity of service was important. Members said that making decisions now without the CFO in post would be an issue,</b></p>	

	<p><b>but DRB would need to be made aware that the continuity of service was in discussion. It was therefore Resolved: that the services of DRB would be retained for a further period of 12 months.</b></p> <p>GA added that DRB had suggested the top slice should be based on the ESG and school budget share but all other funding should come in full to the schools i.e. pupil premium. <b>A member reported that the DfE has published information on this in particular the use of money for education purposes.</b></p>	
STM016/1819	<p><b>Risk Register – Standing Item</b> Nothing reported</p>	
STM017/1819	<p><b>Website Update – Verbal Update</b> GA reported he had met with the IT Managers at Holy Trinity and Holy Souls and they had obtained tenders for the creation and maintenance of the website. GA presented two proposals to members:</p> <p>Proposal A</p> <ul style="list-style-type: none"> <li>• £350.00 to set up the website</li> <li>• £50 per hour to do uploads</li> <li>• £50 per year to continue hosting</li> </ul> <p>Proposal B</p> <ul style="list-style-type: none"> <li>• When one website was updated all others were automatically updated simultaneously, therefore the MAC would update their website and this would automatically update the school's websites.</li> <li>• Universal media feed – if one school tweeted it would go onto the MAC website</li> <li>• Provision of a safeguarding tool</li> <li>• No confirmed costs yet</li> </ul> <p>GA suggested to members that compliance was essential and the conversion grant should be used for this purpose and recommended proposal A. <b>A member sought clarification who was hosting the domain website</b> to which GA responded this would be Archbishop Ilsey. <b>The member asked if the MAC would own the rights to what was on the website if the MAC was to disengage in the future as this required consideration</b> to which GA responded that the MAC would own the domain names but he would verify this and report back. <b>A member said that £50 to host was reasonable but £50 per hour to upload would depend on how many uploads were being done.</b> The Clerk advised members that in relation to governance they could access Governor-Hub which would be a resource tool for governors, although certain governance information would still need to go onto the school website, however members could access papers and other documents in Governor Hub without the need for emailing.</p> <p><b>A member said that Proposal B may be something that could be considered at a later date and one of the issues with the website would be having someone to maintain it.</b> GA said that one of the benefits of this proposal was policies could be loaded onto the website and there was a tick system to confirm staff had read them, this could then be made available for OFSTED to confirm policies had been read. GA also reported the need for GDPR compliance and only one quote had been provided for this so far which was for £2495 for the three schools. <b>A member said that they were aware that Warwickshire Council were providing this service for £600 per MAC so this may be worth considering.</b> GA agreed that other providers should be sourced and further quotes obtained. MOC agreed to provide a contact for Warwickshire.</p> <p><b>Action: MOC to provide contact for Warwickshire Council.</b></p>	MOC

STM018/1819	<p><b>Policies for Review</b>  <i>The Chair reported that she had met with Michelle Smith regarding the policies. A member had made reference to which policies should be CES policies and the Chair said she wanted to ensure policies were implemented and everyone knew of their existence and staff were working to them and more importantly that they were compliant. SD confirmed all policies were in existence and it was important that staff knew these were in place. The Chair said that she had seen policies in a folder at Holy Souls and she wanted to ensure that the same practice was in place at other schools. The Chair also confirmed she was seeking assurance that the new Safeguarding Policy had been implemented.</i></p> <p><i>A member enquired whether staff in the schools were on CES contracts. The Clerk responded that she believed the schools were on CES contracts but this should be checked with Schools HR Services.</i></p>	
ESTM019/1819	<p><b>Any Other Business</b>  <i>A member queried the cost of the HR and payroll service provided to the schools and suggested that savings could be made in this area. The member was alerting the Board to this to identify what was available to which GA responded that it would be appropriate to invite the Business Managers to one of the Board meetings to provide an overview of what the costs for the current services were and what the schools received for this money. A member confirmed that the HR and Payroll contracts were with the LEA and these may have been signed already for the coming year to which GA responded that the priority was to complete the conversion and then review what else was available possibly in July. The Chair enquired if the Board wanted to have a brief discussion on this item at the next meeting, and it was agreed that this would be postponed for the moment as there were other priorities but it would require further discussion once up and running and it would be for the CFO to look at. GA asked if the CFO would be invited to future meetings to which MOC responded that there would be academy business meetings.</i></p> <p><i>The Chair reported on a successful meeting at Holy Souls from the previous night and Colin Crehan has done an excellent job so the Chair requested that thanks were recorded to Colin for his work on this.</i></p>	
STM016/1819	<p><b>Date of Next Meeting:-</b></p> <ul style="list-style-type: none"> <li>• 20<sup>th</sup> March 2019 1.00pm</li> </ul>	
	Closing Prayer	
	There being no further business for discussion the meeting was closed at 17.19	

Chairs Signature:  ..... Date: 27/9/21 .....

**BOARD ACTIONS LOG 2018-2019**

<b>Minute</b>	<b>Detail</b>	<b>Comment</b>	<b>Recommendation</b>
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
STM007/1819	AOB	FMGS to be added to agenda for 7.2.19	COMPLETED
STM010/1819	Declarations of Interest	GLL to arrange completion by members of the Declaration Forms and preparation of the matrix for the website.	NEW
STM017/1819	Website	MOC to provide contact for Warwickshire Council.	NEW

