



MINUTES OF ST TERESA OF CALCUTTA MAC BOARD MEETING
Thursday 7th May 2020 at 1.00pm held Virtually

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)
 Susan Hughes, Co-Opted Director (SH)

Apologies: None

In Attendance: Gerardine Lawson-Lotarew, Senior Governance, SIPS
 Glen Alexander, CSEL (GA)
 Mark O'Connell (MOC)
 David Bagley, DRB (DB)
 Collette Burge, CFO (CB)

Minute No	Opening Prayer
STM043/1920	Welcome & Apologies The Chair welcomed everyone to the meeting and no apologies were received. MH was experiencing difficulty joining the meeting and would join as soon as possible.
STM044/1920	Declarations of Interest No declarations were made.
STM045/1920	Urgent Additional Items None reported
STM046/1920	Chairs Actions The Chair reported to Directors that following the completion of the recruitment process for the Interim Accounting Officer, Colin Crehan, Head Teacher at Holy Trinity Catholic School had been successfully appointed. The Chair thanked all Directors for their contribution to the process and the Chair also extended thanks to GA and CB for their support on the transitioning process. The Chair also extended thanks to the Clerk and to John McCaul for their support. It was Resolved: the appointment of CC to the post of Interim Accounting Officer was approved by the Board. The Chair reported to Directors Andrew Kennedy had been invited some time ago to join the MAC Board and the Chair was delighted to report the application had been agreed and Andrew would be joining the Board. ACTION: Clerk to update membership records <i>MH joined the meeting at 13.07</i> For the purposes of clarity the Chair confirmed the appointment of Colin Crehan and Andrew Kennedy to MH and MH was in agreement.
STM047/1920	Urgent Additional Items None
STM048/1920	Minutes of previous meeting held on 26th September 2019, 20th January 2020 – Circulated prior to the meeting The Chair confirmed to Directors the minutes from the previous meetings and any confidential minutes would be deferred and approved at the next non-virtual Board Meeting. It was

	<p>Resolved: the minutes of the meetings held on 26th September 2019 and 20th January 2020 would be deferred to the next non-virtual meeting.</p> <p>The Chair reported that some of the actions from the previous meetings had been completed and further discussions would take place at the next non-virtual meeting to confirm closure.</p>
STM049/1920	<p>CFO Report – Papers circulated prior to the meeting</p> <p>CB presented the management report to Directors and highlighted the following:</p> <ul style="list-style-type: none"> • The MAC ended the 2018/19 Financial Year with a cumulative surplus of £375,714. In addition to this, there was £107,858 relating to capital surplus which was being carried in the Fixed Asset Fund, making a total of £483,572 reserves available at the end of the 2018/19 financial year. At the year-end a total of £159,549 had accrued for Pupil Premium for the 2 months July and August. The Local Authority had already paid the 2 months Pupil Premium as part of an agreement with the ESFA. This increased the MAC's carry forward balance. The accrual was reversed out in the 2019/20 financial year. • The projected cumulative surplus at the end of the 2019/20 financial year would be £353,732 due to reduced levels of expenditure expected during the Summer Term as a result of the pupils not being in school. • Archbishop Ilsley's budget projection had improved but there was a projected deficit at the end of the year of (£12,704). Whilst this was an improvement on last month, the school had suffered significantly from the loss of letting revenue. The in year deficit was (£209,032), approximately £80k of this related to lettings income and £40k related to additional income. The majority of the balance in year relates to the Pupil Premium accrual adjustment of £71,215. • Holy Trinity had a projected cumulative surplus balance of £130,873. This reflected the savings to be made during the Summer Term and the school only had an in year deficit of (£7,713). This would have been in year surplus if the Pupil Premium adjustment had not been made. • Holy Souls Catholic Primary had a projected cumulative surplus balance of £117,351. This projection allowed for the MAC top slice and the Pupil Premium reversal. This surplus was likely to increase slightly prior to the year end. • The MAC budget had now been entered onto the finance system and the journals have been actioned to pick up the charges for HR and Payroll for all schools. There was currently a projected surplus balance of £118,211, however, no occupancy costs had been charged to the MAC. It was recommended that a charging policy was reviewed to credit Archbishop Ilsley with an amount for occupancy costs. <p>CB reported to Directors regarding the issues with catering provision at Archbishop Ilsley during the current COVID19 pandemic. CB reported the catering facilities had to be paid for as furloughing was not allowed. CB further reported capitation expenditure had been halted. <i>In response the Chair expressed sympathy for Archbishop Ilsley with the school having been affected in this way and the Chair confirmed the MAC may have to review how the school would be supported in the future.</i></p> <p><i>A Director sought clarification regarding the salaries of Holy Trinity staff as the March monthly salary details could not be identified from the information</i> in response CB confirmed the salaries had been posted.</p> <p><i>A Director noted in key note 7 the in year deficit of (£129,840), but the projected surplus was £353,732 and sought clarity how this had come about</i> in response CB confirmed there was a carry forward balance of £375,714 and in addition there was £107,858 relating to a capital surplus.</p> <p>The Chair invited any further questions and in the absence of any questions the Chair thanked CB. It was</p> <p>Resolved: the CFO report was reviewed and accepted by Directors.</p>

STM050/1920	<p>Reports from Committees</p> <p>The Chair confirmed there had been no Committee meetings due to the COVID 19 but dates had been circulated for two further meetings of the Board on 21st May 2020 and 4th June 2020. The Chair suggested these meetings would focus on finance and standards and the Chairs of the relevant committees could chair these meetings with any Board Director attending. The Chair asked for confirmation Directors were in agreement with the proposed dates. It was</p> <p>Resolved: members approved the meeting dates on 21st May for finance and 4th June for standards.</p> <p>The Chair proposed that Colin Crehan the Interim Accounting Officer should be invited to the next meeting on 21st May and CC should also attend future meetings when available. ACTION: Clerk to invite CC to the meeting on 21st May 2020 and all future meetings</p> <p>The Chair proposed it would be sensible to hear from Head Teachers regarding the current COVID 19 situation in their schools. In response SD confirmed invitations had been sent to Head Teachers to attend the last Standards Committee meeting which had been cancelled, so they could attend the meeting on 4th June 2020 to provide an update. ACTION: Clerk to invite Head Teachers to the meeting on 4th June.</p>
STM051/1920	<p>CSEL Report – Verbal Update</p> <p>GA reported to members as follows: -</p> <ul style="list-style-type: none"> • Archbishop Ilsley and Holy Souls were running provision • GA was in contact with the Head Teachers • Responsibilities delegated to the SENCO and safeguarding leads • Work was being organised regularly for pupils and this was being chased, however this was proving difficult. • GA had spoken to MOC regarding the growth strategy and contact had been made with St Chads and St Josephs. • GA confirmed discussions had taken place with Anne Norris re The Rosary but this school would not be joining from September. • GA had spoken to the Head Teacher of Holy Trinity regarding building strategy in the MAC. • GA confirmed there were some safeguarding issues to report. <p>The Chair thanked GA and requested growth strategy was covered under item 11 on the agenda and safeguarding under item 10. The Chair welcomed the collaboration between Archbishop Ilsley and Holy Souls.</p> <p>GA confirmed that he had responded to requests for information from a school regarding possible conversion to academy status at a later date.</p> <p>The Chair reported attending a monitoring meeting on 16th March with the BDES but no report had been received yet. GA confirmed the feedback on the day was positive and all questions had been answered satisfactorily. The Chair sought clarification from MOC if there was any feedback. In response MOC confirmed there was currently no feedback due to COVID 19 as staff were out of the office, so there may be a delay until staff return to the office.</p> <p>The Chair reported discussions had taken place at the meeting on 30.1.20 regarding administrative support and a paper had been circulated. The Chair sought approval for the IT Support proposal and for GA to liaise with Colin Crehan to move this forward. It was</p> <p>Resolved: all Directors unanimously agreed to the proposals submitted by GA in relation to the staffing of IT Support.</p> <p>The Chair extended the thanks of the Board to CB for the work undertaken on this item.</p> <p>The Chair sought clarification if Directors were in agreement with the proposal for the business post in response a Director raised concerns whether this was a Business Manager's position as well as having a CFO as the Director believed the Accounting Officer was the Business Manager and therefore sought clarification of the role of the Business Manager</p>

	<p>position being proposed. In response CB confirmed the Business Manager would undertake the operational work associated with finance and HR.</p> <p>The Chair added the MAC did not have a project manager for the planned expansion and guiding potential new schools through the conversion process and the MAC had been slow with progress in this area. The Chair confirmed the MAC would like to see progress over the next three months.</p> <p>A Director sought clarification regarding the Accounts Manager and was this the Accounting Officer in response a Director confirmed the Accounts Manager was CB.</p> <p>A Director noted that GA was leaving in September and the MAC Business Manager would be taking overall responsibility for finance at Holy Trinity, Archbishop Ilsley and Holy Souls and this would lead to the termination of the contract with DRB. Therefore, the Director supported the implementation of the Business Manager's post.</p> <p>Directors engaged in a discussion about the Business Manager and Project Manager posts and how matters had progressed as a consequence of the situation with the Business Manager at Holy Trinity and the MAC having a need for a business lead and support around the project role. MOC highlighted it was not unusual for the CFO to 'step up' from the day to day role and for someone else to do the day to day management. A Director confirmed they were encouraged to see the structure suggestions and in principle this was the right approach. The Director added it would be appropriate to see the proposal 'knitted' into the budget for next year.</p> <p>DB joined the meeting at 1.36pm</p> <p>CB reported the Business Manager's post was being advertised next Thursday 14th May. The Chair confirmed the recruitment process required the MAC involvement as well as that of MOC. MOC confirmed there was currently changes taking place within the LEA so the MAC may be able to secure someone from the LEA. The Chair proposed approval for continuing with recruitment of a Business Manager. It was</p> <p>Resolved: all Directors agreed to the recruitment of the Business Manager.</p> <p>MOC sought clarification of the Board's thoughts in relation to administrative support. In response the Chair confirmed the formalisation of a MAC Central team would be a priority. The Directors engaged in a discussion about the admin support and in particular the support for the CSEL and the Board. Discussions took place regarding the CFO reporting line and where the Business Manager would be located, it was agreed the post would be located at Archbishop Ilsley working with the CFO but responsible to the CSEL. CB suggested the CFO would work one a day a week at Holy Trinity and Holy Souls and the remainder of the time at Archbishop Ilsley. The Directors discussed the reporting lines for the post and agreed in principle that it was sensible for CB to line manage the Business Manager as the MAC required a MAC Central team with its own identity supporting schools.</p> <p>The Chair sought volunteers for the interview panel for the Business Manager's post and in response MH and JR volunteered. It was</p> <p>Resolved: MH and JR would formulate part of the Business Manager interview panel.</p>
<p>STM049/1920 (2) Agenda item continued</p>	<p>Finance (Continued) – Dave Bagley had previously joined the meeting at 1.36pm</p> <p>DB reported from the management report which had been previously circulated and highlighted the following:</p> <ul style="list-style-type: none"> • Note 7 – DB reported the challenge was being able to confirm charges during the closedown and how the primary and EY funding was to be disseminated. Holy Souls and Holy Trinity had made savings. Holy Trinity started with a £138,606 surplus and an in year deficit of £7,733 the school would end the year with £130,873 surplus. • Holy Souls had £100,475, an in year surplus of £16,876 and the school would end with a surplus of £117,351.

	<ul style="list-style-type: none"> • The MAC had £48,163 and an in year surplus of £70,048 and will end with a £118,211 surplus • Archbishop Ilsley had a surplus of £196,328 with an in year deficit of (£209,032) and a deficit of (£12,704). <p>A Director queried why there were no payroll costs shown for Holy Trinity in March in response DB confirmed these had been formally posted in the wrong period but they had been accounted for.</p> <p>A Director noted the deficit and sought clarification whether DRB were confident this deficit could be 'caught up' in response DB confirmed the deficit would be caught up as there were exaggerated savings impacting in the summer term.</p> <p>A Director noted the cash flow balance had started at (£161,538) and finished at £345,737 and sought clarity on this in response DB confirmed the reason was the account had only been open for a few months but it was a positive balance at the end of the year.</p> <p>GA queried that the Board had agreed to give back any surplus within the MAC to the schools, however the MAC reserves needed to be 'built up'. In response the Chair confirmed the schools had requested this but it was dependent upon costs. The Head Teachers support the central services and these were currently low. GA advised the Board needed to see the individual school budgets as soon as possible and the Chair was in agreement. CB reported Archbishop Ilsley and Holy Trinity budgets had been completed and were ready to be presented to the local governing boards. A Director sought assurance whether there was anything the Board needed to be concerned about within the budget and in response DB reported the projections for next year's budgets had increased so it was important to look at these and get them modelled. The Chair thanked DB.</p> <p><i>DB left the meeting at 13.39</i> <i>JR left the meeting at 14.00</i></p>
<p>STM046/1920 <i>Agenda item continued</i></p>	<p>Chairs Action</p> <p>The Chair reported the CSEL recruitment had been deferred and this was now being re-arranged and discussions were taking place with the BDES. The Chair sought confirmation from members of their availability on 13th or 14th May, although the BDES were available on 13th May the Chair would seek a change to 13th May to accommodate Directors if this was possible. MM, MH, SH confirmed availability on 13th and 14th, MOC 14th and SD 14th. ACTION: Chair to discuss with BDES to seek change to 13th May.</p>
<p>STM052/1920</p>	<p>Risk Register – Standing Item</p> <p>The Chair reported the focus would be on safeguarding during the pandemic and how the school was responding on a daily basis.</p>
<p>STM053/1920</p>	<p>Safeguarding - Standing Item</p> <p>A Director noted the three schools had worked hard looking after vulnerable children. One school had been finding many parents with financial worries and these were being signposted by the school to the relevant agencies. Schools were looking after their vulnerable children by making phone calls and parents were delighted. It had been heart-warming to see schools working together.</p> <p>Directors discussed in depth the current situation relating to COVID 19 and the availability of support within the community including food banks.</p> <p>MOC reported pupils attending school across the Diocese varied considerably. Some parents were trying to introduce children to school and some schools had no pupils, whereas some had attendance of up to 40. MOC confirmed the DfE concern was vulnerable pupils and what was happening to them. It was therefore essential that safeguarding systems were robust and record what schools were doing.</p> <p>Safeguarding Policy – The Chair reported the Safeguarding Policy had been updated and now included an appendix (6) which gave the safeguarding information for each school. The Chair reminded Directors the Policy must be regularly updated with any changes to the information contained in appendix 6, but also schools must be vigilant in ensuring the school websites</p>

	<p>correctly reflect the safeguarding information. The Chair sought approval for the updated Safeguarding Policy and it was</p> <p>Resolved: <i>the Safeguarding & Child Protection Policy for Schools and Education Services was approved.</i></p> <p>The Chair confirmed the safeguarding of staff was essential and Teachers and schools staff were key workers so it was important to ensure they take care and schools should be maintaining contact with them. The Chair requested privacy was protected when dealing with staffing or pupil issues.</p>
STM054/1920	<p>Acquisition & Growth - Standing Item</p> <p>MOC provided the Board with a verbal update and highlighted the following:</p> <ul style="list-style-type: none"> • The Rosary – the submissions had been sent to the DfE these were just waiting approval of a project lead. • St Josephs & St Chads – Work was being completed on the documentation. One issue being consultation with the community as an element of the families were Eritrean and non-English speaking. Also staff had to be engaged with properly. The documentation to be completed next week to go to HGB in July. Application to be made for Trust capacity fund and any approval this term to be completed as the window closes in July. The Trust Capital Fund allows funding for teaching and learning but the paperwork needed to be completed. • Other discussions taking place with another school. • MOC reminded Directors there was five months to convert and there was no major difficulty with achieving this timeline but there may be an earlier conversion than January and the workload would fall on to CB, the Board and the LGB. Once approved a date needed to be set and arrangements made for phasing in. MOC suggested it would be helpful to identify someone who had capacity to liaise with CB, DfE and MOC. In response CB said the work would be between CB and the Business Manager. MOC added that once the admin was complete this would be when the Project Manager was needed. <p>The Chair thanked MOC for the update and enquired regarding the criteria for funding to support MAC wide teaching and learning: e.g. would developing non-core subject leadership/spreading best practice in curriculum design be funded. In response MOC confirmed the MAC would have to show evidence of research and how the additional funding would improve outcomes</p>
STM055/1920	<p>Policies for Review – Policies circulated prior to the meeting</p> <p>The Chair confirmed that a number of policies had been implemented for use within the MAC schools but these required formal approval from the Board.</p> <ul style="list-style-type: none"> • Accountancy Policy – Approved • Whistleblowing Policy – Approved • Safer Recruitment Policy – Approved • Safeguarding & Child Protection Policy for Schools & Education Services – Approved • Procedure for determining Executive Pay - Deferred • MAC IR35 – Not required as this is in the Financial Handbook • Staff Capability Policy - Approved • Staff Disciplinary Procedure - Approved • Staff Grievance Policy – Approved • Growth & Development Policy - Approved • Scheme of Delegation - Approved • Terms of Reference – Standards Committee - Approved • Terms of Reference – Resources Committee - Approved • School Induction - Approved • Virtual Attendance Policy - Approved
STM056/1920	<p>Any Other Business</p> <p>None</p>
STM057/1920	<p>Date and Time of Next Meetings</p> <ul style="list-style-type: none"> • 21st May 2020 at 1.00pm
	Closing Prayer

	There being no further business for discussion the meeting was closed at 14.40

Chairs Signature: James Mc Garry Date: 27/9/2011

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 Ilesley 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 timeliness 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 members 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 JIR35 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
STM050/1920	Reports from Committees	Clerk to invite Colin Crehan to next meeting and future meetings	NEW CHAIR
STM050/1920	Reports from Committees	Clerk to invite Head Teachers to the meeting on 4 th June	NEW CLERK

