



**Minutes of the St Teresa of Calcutta MAC Board Meeting held on
Thursday 20th April 2023 at 1.00pm at St Joseph's House, Acocks Green,
Birmingham**

Present: Frances McGarry, Foundation Director, Chair
Mary Higgins, Foundation Director (MH)
Sean Devlin, Foundation Director (SD) Vice Chair
Andrew Kennedy, Foundation Director (AK)
Susan Hughes, Co-Opted Director (SH)
John Ryan, Foundation Director (JR)
Mary A Mills, Foundation Director (MM)
David Whale, Co-Opted Director, (DW)

In Attendance: Professor Paul Ryan, CSEL
Collette Burge, CFO
Liz Walker, PA to the CSEL (PA)
Gerardine Lawson-Lotarew, Assist Governance Manager (AGM)
Ben Taylor, School Improvement Lead, STOMAC (BT)

Minute No	
	Opening Prayer
STM123/200423	Welcome & Apologies The Chair welcomed all to the meeting, no apologies had been received. The Chair welcomed Ben Taylor the new School Improvement Lead for the MAC and invited BT to introduce himself. BT introduced himself and gave Directors a brief overview of his career and experience. BT left the meeting at 1.10pm
STM124/200423	Declarations of Interest No declarations were made.
STM125/200423	Urgent Additional Items No urgent additional items were tabled.
STM126/200423	Chairs Urgent Actions – Verbal update The Chair reported there had been issues with the IT and the STOMAC email accounts. The Chair highlighted that GDPR training had been delivered in September, and this had emphasised the need for separating business email accounts from personal ones. However, the recent issue had resulted in Directors being locked out of their email accounts. A secondary ID system had been put in place and the Chair expressed concern that Directors may not be able to manage future issues with IT and support would be required. The Chair welcomed advanced announcements in relation to IT issues and support being put in place for Directors. Further discussion was held around two code verifications. It was agreed the CSEL would look at this issue. ACTION: CSEL
STM127/200423	Membership Update – Papers circulated prior to the meeting The AGM reported the Diocese had queried some Director's applications for renewal of their terms of office. Directors raised concern that applications had been sent but had not been received by the Diocese. The Directors discussed the renewal procedure and whether there could be a scaled down version or alternative process for the renewal. MH advised the Board she would be speaking to the Diocese about the application. The AGM and the Chair would liaise with the Diocese. ACTION: Chair/GP Following discussions and Director's clarifications on the continuation of membership it was agreed the CSEL would liaise with the Diocese in relation to the recruitment of Directors for the Board. The

	<p>CSEL would also look at an action plan with the Diocese to manage the succession planning for the Board. ACTION: CSEL</p> <p>The AGM raised the issue of DW's term of office which was due for renewal in July 2023. The Chair sought DW's agreement to continue in a co-opted position for a further one-year term which DW agreed. There being no further questions it was</p> <p>Resolved: the Board approved the co-option of DW for a one-year term until, 5th July 2024.</p> <p>JR advised Directors that he had decided not to continue as a Director of the Board, and he would not therefore be renewing his term of office after 30th April 2023. The Board expressed thanks to JR for the work done and wished JR well for the future. There being no further questions it was</p> <p>Resolved: JR's term of office would end on 30th April 2023.</p> <p>The AGM advised the Board a new Chair would need to be appointed to the Resources Committee. This issue of financial skills was discussed, and it was agreed the CSEL would include this in the succession planning discussed earlier in the meeting. In the meantime, AK offered to act as the interim Chair of the Resources Committee until a permanent arrangement could be implemented. Following discussion it was agreed that MH would be the interim Chair of the Resources Committee until the first meeting of the new academic year 2023-2024. There being no questions it was</p> <p>Resolved: MH would be appointed as the Chair of the Resources Committee until the first meeting of the new academic year 2023-2024.</p> <p>The Board discussed future dates of the Resources and Standards Committee meetings and it was agreed to move the Resources Committee meeting from 8th June 2023 to 15th June 2023 at 10.00am.</p>
STM128/200423	<p>Minutes of the previous meeting held on 2nd February 2023. Any confidential minutes to be tabled at the meeting – Circulated prior to the meeting</p> <p>The minutes from 2nd February 2023 were reviewed and no amendments were made. It was</p> <p>Resolved: the minutes were approved to be signed by the Chair and retained by the MAC</p> <p>Actions: STM102/011222 STOMAC Strategic Plan – CLOSED STM115/020223 CEO Report – CLOSED STM119/020223 Policies – CLOSED STM119/020223 Greener Governance – CLOSED</p> <p>Resources Committee Minutes 9th March 2023 – Circulated prior to the meeting</p> <p>The minutes from the Resources Committee Meeting had been circulated prior to the meeting. There being no questions it was</p> <p>Resolved: the Resources Committee minutes were accepted by the Board</p> <p>Standards Committee Minutes 9th March 2023 – Circulated prior to the meeting</p> <p>The minutes from the Standards Committee meeting had been circulated prior to the meeting. There being no questions it was</p> <p>Resolved: the Standards Committee minutes were accepted by the Board</p>
STM129/200423	<p>CSEL Report – Papers circulated prior to the meeting</p> <p>The CSEL presented the report and highlighted the following:</p> <ul style="list-style-type: none"> • Teachers Strike Action – The CSEL reported school leaders would be balloted on strike action. The initial pay offer was rejected by the NEU There were further strike dates planned for 27th April and 2nd May and the CSEL would ensure the Board was kept advised of any school closures. • Local Governing Boards - The CSEL had attended all local governing board meetings.

	<ul style="list-style-type: none"> • Attendance – The CSEL referred Directors to the attendance dashboards and reported attendance was still not at pre-covid levels. Currently this was 91.45%. Attendance had been included as an action point in all MAC school improvement plans. • NSF and Catholic Formation – A Director suggested more information on the Rosary. The CSEL reported on the network around safeguarding, SEND, attendance. The first meeting of staff voice was on 15.5.23. A Director suggested that where safeguarding and attendance cross across two sites there needed to be collaboration. • Appointments – The CSEL reported the successful appointment of a Data Manager at Holy Trinity who was taking up the post in May. The postholder would be seconded to the MAC Central team for one day per week. • OFSTED Reports – The CSEL confirmed the reports for St Chads and The Rosary had come through and these would be tabled at the next Board meeting. The Directors raised issues about the Rosary OFSTED report and subsequent actions following this. • Recruitment – The CSEL reported changes to staffing following retirements etc. Also, a contract had been secured with TES and the school was advertising a deputy head teacher post. The recruitment was being managed at the MAC. A Director raised a question about the leadership structure at Archbishop Ilsey and the CSEL confirmed the HT was reviewing this. • Finance – The CSEL reported this was included within the report and there was nothing further to add. • Project Growth & Academisation – The CSEL confirmed having met with a school governing board and staff. Any delay to joining the MAC was due to capacity with the Diocese being able to support the process. The CSEL was waiting for the timeline for schools to join the MAC this would hopefully be January 2024. • Training – SD confirmed his cyber security training was outstanding. ACTION: CSEL • School Improvement – The CSEL reported the MAC would be continuing with using Julie Price Grimshaw to continue the work on school improvement. • Safeguarding – My Concern audits had been done for all schools. The CSEL reported The Rosary was the last school to get the external safeguarding audit on 15.5.23. • HR – The CSEL reported anonymously the ET case was still ongoing with a significant amount of work being done by the CFO and team. • EFSA Deployment – The CSEL reported the school resource management advisors would look at the MAC procurement, resources etc and where the MAC could make savings. • SCITT with Bishop Challoner College – The CSEL reported the MAC had been approached to be a principle partner in the SCITT. • Marketing – The CSEL reported the MAC was looking at marketing presentations with one preferred provider who was completing some work on this, and this would be tabled at the next Board meeting to enable the Board to look at the work being done. <p>A Director enquired about the primary numbers for September 2023 and what were these. In response the CSEL confirmed the MAC had been advised these were robust. The Board discussed admissions for the new academic year and the impact on staffing and the challenges. There being no further questions it was</p> <p>Resolved: the CSEL Report was presented and accepted by the Board</p>
STM130/200423	<p>SEND Audit and Recommendations – Circulated prior to the meeting</p> <p>The CSEL reported a piece of work had been commissioned looking at the six schools in relation to SEND provision. MH reported attending the SEND network with the special needs co-ordinators in schools and MH had met four out of the six.</p> <p>The CSEL reported there were three main areas training staff, communications, and educational psychologist. The recommendations had been circulated prior to the meeting and these three areas were common to all schools in the MAC.</p>

	<p>The Chair acknowledged an excellent piece of work, and this was good to see what the MAC was doing collectively. The Chair suggested implementation would not be easy but having a clear steer for the way forward was a first step.</p> <p>A Director confirmed the special needs co-ordinators had real concerns around speech and language needs and a request to the MAC to employ a speech and language specialist, but these were difficult to find. This was not about the articulation around vocabulary. The issue was the schools could not get the resources in from agencies and children were missing out on SEN support because the resources were being spent on those with the most complex needs. The Director suggested another area was mental health and it would be good to have access to an educational psychologist. A Director highlighted there had been funding available that came out of COVID.</p> <p>The CSEL acknowledged the difficulty because these services would be procured externally but the CSEL felt this would not be the most efficient or effective way to get what was needed.</p> <p>Directors were concerned about the impact on head teachers and deputy head teachers time which should be spent on all pupils.</p> <p>A Director enquired if the MAC was looking at setting up a resource base. In response the CSEL confirmed the MAC was not because the MAC would have all the costs and potentially no benefits and the local authority would have the ability to call on the use of the base. In response the Director accepted the local authority would be able to call on places but questioned whether this would happen. There being no further questions it was</p> <p>Resolved: <i>the Board accepted the report and the recommendations</i></p>
STM131/200423	<p>Board Self Review and BDES Monitoring – Verbal Update.</p> <p>The Chair requested this item was re-tabled at the next Board meeting, and it was confirmed the next BDES monitoring visit was due to take place on 23rd May 2023. MH left the meeting at 2.30pm.</p> <p>The Board discussed the issue of a marketing campaign to encourage parents to send children to catholic schools.</p>
STM132/200423	<p>Review Equality Statement</p> <p>It was agreed the CSEL would look at this and this would be tabled at the next Board meeting. ACTION: CSEL</p> <p>The CSEL referred to the gender pay gaps and agreed this would be tabled at the next Board meeting. ACTION: CSEL</p>
STM133/200423	<p>Risk Register – Verbal Update</p> <p>JR reported this had been discussed at the Resources Committee meeting in March and there were some areas that required updating:</p> <ul style="list-style-type: none"> • Cybersecurity was important and good work was being done in this area. • Finance • Internal Scrutiny • OFSTED <p>The CSEL reported work had been completed around OFSTED and cybersecurity. It was confirmed the current risk register was available to Directors on GovernorHub.</p>
STM134/200423	<p>Directors Training and Visits – Standing Item</p> <p>SD confirmed he had yet to complete the cybersecurity training.</p> <p>The CSEL confirmed visits were recorded in the CSEL report.</p>
STM135/200423	<p>Policies for Review – Circulated prior to the meeting</p> <p>Capability Policy 2023 – This was presented and the CSEL confirmed the policy had been transferred to the MAC template. There being no questions it was</p> <p>Resolved: <i>the Capability Policy was presented and approved.</i></p>

	<p>Disciplinary Policy 2023 – This was presented and the CSEL confirmed the policy had been transferred to the MAC template. There being no questions it was</p> <p><i>Resolved: the Disciplinary Policy was presented and approved</i></p> <p>Grievance Policy 2023 – This was presented and the CSEL confirmed the policy had been transferred to the MAC template. There being no questions it was</p> <p><i>Resolved: the Grievance Policy was presented and approved</i></p>
STM136/200423	<p>Greener Governance, sustainability, and climate change strategy – Circulated prior to the meeting</p> <p>The Chair confirmed the NGA guidance had been circulated by the AGM and was available on GovernorHub. The Board discussed the carbon footprint and a Director highlighted there was a carbon tracker available schools could complete. The CSEL had the link for this and agreed to look at this. ACTION: CSEL</p>
STM137/200423	<p>Any Other Business</p> <p>A Director highlighted that there was a science subject review by OFSTED so this should be looked at.</p> <p>The Rosary was looking at ‘Building the Kingdom’ as part of the curriculum development so someone needed to look at this. The Board discussed this and continuity of learning for children.</p> <p>JR reported in relation to the school condition grant and JR, via the Resources Committee had supported work at St Chad, so the Board needed to be aware of this.</p> <p>Confidential Minutes 13th October 2022, 1st December 2022, and 2nd February 2023 – Not for publication. CSEL, CFO and LW left the meeting at 3.00pm.</p> <p>The confidential minutes were reviewed, and no amendments were made.</p> <p>Confidential Minute – Not for Publication</p>
STM138/200423	<p>Date and Time of Next Meeting</p> <ul style="list-style-type: none"> Thursday 20th April 2023 at 1.00pm
	Closing Prayer
	There being no further business for discussion the meeting was closed at 15.15.

Chairs Signature: **Date:**

BOARD ACTIONS LOG 2022-2023

Minute	Detail	Item	Progress
STM126/200423	Chairs Urgent Actions	The Chair welcomed advanced announcements in relation to IT issues and support being put in place for Directors. Further discussion was held around two code verifications. It was agreed the CSEL would look at this issue	
STM127/200423	Membership Update	The GP and the Chair would liaise with the Diocese re changes and application process. The CSEL would liaise with the Diocese in relation to the recruitment of Directors for the Board. The CSEL would also look at an action plan with the Diocese to manage the succession planning for the Board. ACTION: CSEL	
STM129/200423	CSEL Report	Training – SD confirmed his cyber security training was outstanding.	
STM132/200423	Equality Statement	It was agreed the CSEL would look at this and this would be tabled at the next Board meeting. The CSEL referred to the gender pay gaps and agreed this would be tabled at the next Board meeting.	
STM132/200423	Greener Governance	The Board discussed carbon footprint and a Director highlighted that there was a carbon tracker schools could complete. The CSEL had the link for this and agreed to look at this. ACTION: CSEL	

Minutes of the STOMAC Board Meeting 20.04.2023 Chairs Initials: Date :