



**Minutes of the St Teresa of Calcutta MAC Board Meeting held on
Thursday 2nd February 2023 at 1.00pm at Archbishop Ilsley Catholic School**

- 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)
- Apologies:** John Ryan, Foundation Director (JR)
 Mary A Mills, Foundation Director (MM)
- Did Not Attend:** 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 (GP)

Minute No	
	Opening Prayer
STM110/020223	Welcome & Apologies The Chair welcomed all to the meeting apologies were received from JR and these were accepted. No communication had been received from DW. The GP would contact DW post meeting. Apologies were received from MM post meeting.
STM111/020223	Declarations of Interest FMG had previously declared being a Governor at Holy Souls Catholic Primary School.
STM112/020223	Chairs Urgent Actions Confidential Item not for publication. <i>The CSEL, CFO and PA left the meeting at 13.10 and re-joined at 13.45.</i> The Chair reported there was a change to how the BDES were monitoring MACs. A number of things had to be submitted by Friday and the BDES would decide what MACs needed. This was a light touch approach and the CSEL was preparing the documents required. Safeguarding – It was reported the ESFA had requested information in relation to an historic complaint for one of the MAC schools and the response was due by mid-February. A Director enquired if this request was in relation to the complaint the Board were already aware of. The Chair confirmed it was. The Chair had provided an overview of the information requested and the work undertaken by the schools. The Board were required to show that processes had been implemented. This was an additional workload on the Board and schools in collating the information and it had also had an impact on the wellbeing of the head teacher. Directors engaged in a discussion regarding the anonymous complaint which did not disclose any personal details and the Chair clarified that most of the issues could be deemed as safeguarding and as a result this had to be recorded. The Chair wanted to ensure that Directors were aware this complaint exists. The Chair reported the CSI inspection had gone well at the Rosary and it was praised because of the excellent experience of the children. The official report had not yet been received.

	<p>The Chair reported there had been two requests in relation to CSI inspectors in the MAC relating to the storage of data and whether school based devices were used for this. The understanding was that the MAC would be responsible for this information.</p> <p>The CSEL enquired who organised the CSI training and had the head teachers supported the applications. The CSEL was concerned about the number of inspectors at the school/s and was sought clarification if there was any management control. In response a Director confirmed the head teacher would be responsible for managing this.</p> <p>A Director enquired if the schools were paid for the inspections, and if they were then the equipment could be given to the individuals to use for this specific purpose. In response the Chair highlighted that the MAC would still be responsible for the equipment and its use. The MAC supported the individuals doing this work and the head teacher had discretion on the number of days the individuals carried out the work.</p>
STM113/020223	<p>Membership Update – Papers circulated prior to the meeting</p> <p>There was a discussion about Directors serving as local governors and the Chair highlighted that Holy Souls local had a strong local governing body with a range of experience and skills. Any Director could attend the local governing body meetings of any of the MAC schools. Although Directors are now required to end their membership of the local governing bodies, the Chair would continue to attend Holy Souls meetings to give continuity in the preparation for Ofsted.</p> <p>In terms of Archbishop Ilsley, MM was still a member of the local governing board and the Diocese had given time for the adjustments to be made to the local governing board.</p> <p>The Chair highlighted that James Winterman was the Vice Chair on Holy Souls local governing board and had a background in project management which would be useful to the MAC Strategic Lead and any project work being carried out.</p> <p>The GP highlighted that SH’s term of office would end on 24th February 2023. The GP sought confirmation from SH whether SH would continue for a further term. SH agreed to continue for a further two year term until 23rd February 2025. There being no questions it was</p> <p>Resolved: <i>the Board approved the co-opting of SH for a further term of two years</i></p>
STM114/020223	<p>Minutes of the previous meeting held on 1st December 2022 – Circulated prior to the meeting</p> <p>The minutes from 1st December 2022 were reviewed and no amendments were made. It was</p> <p>Resolved: <i>the minutes were approved to be signed by the Chair and retained by the MAC</i></p> <p>Actions: STM083/131022 - Closed STM083/131022 - Closed STM096/011222 - Closed STM102/011222 - Closed STM102/011222 – MH to forward template from the Catholic Partnership to all Directors - Carry Forward. ACTION: MH STM105/011222 - Closed STM106/011222 - Closed</p>
STM115/020223	<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"> • Planned NEU strike action – The CSEL reported all schools had opened on 1st February. Archbishop Ilsley and St Chads had changed provision to limit disruption. There had been an impact from the effect of other strikes. 57 STOMAC staff were involved. HR had requested notification of those employees on strike and the appropriate deduction from pay made. The head teachers union may be balloting again. • The CSEL referred to LGB visits on page 3. • Exclusions – The total number of permanent and fixed term exclusions were reported from page 4 of the report.

- School Dashboard – The CSEL reported the biggest issue had been acquiring log-ins and it had been necessary to get permission from all schools to access. The dashboard results would be available for the next Board meeting for the six schools. **A Director requested that these should be tabled at the Standards Committee on 9th March 2023. ACTION: CSEL/GP.** The CSEL reported the next set of dashboards would be attendance.
- NSF and Catholic Formation – The CSEL reported Holy Trinity was looking forward to welcoming 400 MAC colleagues/wider stakeholders for INSET on Friday 17th February. Sr. Judith to talk to all staff during the MAC Retreat.
- Recruitment – The CSEL updated the Board on recruitment at the schools.

Finance - The CFO reported the following:

- Nothing unexpected there was an underspend against utility bills. Budgeted 150%-200% increase but the government help scheme had mitigated the costs and credit notes had been received so the CFO would need to assess if there was a reserve to release.
- There had been additional grant funding notification received. Indicative allocation of £277k for the MAC. 5/12 of the allocation (April - August) this would be paid in June 23. The remaining 7/12 would be paid in November and had been included in the budget for 23/24.
- SCA bids received from all schools with many projects approved due to be completed in the summer term. 2021/22 allocation of £582k had been spent. A further allocation of £582k was expected between May and August. £103k had been for the boilers at Archbishop Ilsey. The CFO highlighted landlord approval was a complication and the project would not be signed off unless the MAC had a project lead who would charge 10%. The CFO reported that Spicers were the preferred providers. **A Director suggested it would be good to have details of the projects that had happened and an impact statement. ACTION: CFO**
- The CSEL reported there was a positive forecast this year with the current working budget forecasting an in-year surplus of £727k.

Project Growth - The CSEL reported there were potentially three schools joining the MAC, three schools had received the authorisation letter. One other school was in the process so the MAC could have four schools. One school was not responding to communications but the CSEL had requested to attend meetings at those schools that were responding.

ICT - The CSEL reported project work in December at St Joseph's House to bring the new MAC central office up to date and in-line with DfE Standards and MAC Digital Strategy. The move to St Joseph's House would take place during February half term.

DfE Technology Standards, the MAC was working towards this. The same with the DfE Cyber Security Standards and meeting these standards continues to be a top priority for the MAC and for every Headteacher.

Outstanding training – The CSEL confirmed the safeguarding training would be set up for JR and DW. **ACTION: CSEL**

School Improvement – A Director requested that the report from Julie Price Grimshaw was tabled at the Standards Committee on 9th March 2023. **ACTION: CSEL**

The Chair initiated a discussion around the school improvement report and aggressive accountability with the need for governors to be prepared. The report required a sharp focus. A discussion took place which was centred around one of the schools in relation to an OFSTED visit.

The CSEL reported that each school identified deep dives. In response the Chair agreed this was excellent if the schools had a number of deep dives. What was effective was what had the school done as a result of the deep dives and what are they doing and how. There was a need

	<p>to show a duty of care and oversight by governors. The Chair requested this was tabled at the Standards Committee. ACTION: CSEL</p> <p>Safeguarding – The CSEL reported Julia Davey had been commissioned to lead on this. As part of the remit, in the last twelve months, Julia had completed a robust external audit of safeguarding at Holy Schools. This quality assurance process had looked at Safeguarding compliance, policies and procedures, all aspects of safeguarding leadership, staff CPD, managing relationships with parents, contextual issues, safeguarding across the curriculum and pupil and staff voice. A Director raised the issue of safeguarding and sought clarification on safeguarding procedural issues and culture. The CSEL clarified the process.</p> <p>HR – This item had been discussed earlier in the meeting and was a confidential item not for publication. There being no further questions it was</p> <p>Resolved: the CEO Report was presented and accepted by the Board</p>
STM116/020223	<p>Review Equality Statement This item was deferred to the next meeting.</p>
STM117/020223	<p>Risk Register – Verbal Update The CFO reported teachers strikes had been added to the risk register. Cyber security was still a high risk.</p>
STM118/020223	<p>Director’s Training & Visits – Verbal Update A Director distributed a paper on reflections from OFSTED meeting and the Director went through the paper with the Board. The Director highlighted some of the questions that had been asked by OFSTED. A number of subjects were highlighted including safeguarding, attendance, deep dive and the changes in KCSIE 2022. There was also reference to monitoring of T Levels.</p> <p>The Chair reported that detailed paperwork had been received from Holy Souls and SH had been to the school today.</p> <p>The Chair confirmed visiting St Chads and the Chair and Vice Chair had been positive about the MAC and it was a priority for the MAC to have better links with the local governing boards.</p> <p>SD reported visiting Holy Trinity.</p> <p>MH reported visiting Archbishop Ilsey and MH had spent time with the new head teacher looking at year 7 and the links with primary schools. MH had also discussed SLT size and functions.</p>
STM119/020223	<p>Policies – Circulated prior to the meeting Safeguarding Policy 2022 – The safeguarding policy was reviewed by the Board. The Chair highlighted that Directors should have read this and it was useful to have the appendices. The Chair enquired if there were any changes. In response it was confirmed only statutory updates. There being no further questions it was</p> <p>Resolved: the safeguarding policy was approved.</p> <p>Complaints Policy 2022 - The complaints policy was reviewed by the Board. The Chair enquired whether the Board wanted to see a dashboard of the number of complaints. In response the CSEL clarified that the numbers were small. There was a discussion around complaints and whether there was consistency with how these were handled. Also what stage the complaints were at whether these were stage 1 etc. The Chair added that in terms of implementation signing a policy did not make this happen so how did the Board know at which stage the complaints were at. It was confirmed that the policy was available on the schools and MAC websites.</p> <p>The Chair sought clarification how the Board knew the statutory policies were reviewed in line with the review dates. In response the CSEL confirmed that this would be managed so</p>

	there was a table identifying review dates. The Chair acknowledged this would also be useful for the schools. ACTION: CSEL There being no further questions it was <i>Resolved: the complaints policy was approved.</i>
STM120/020223	Greener Governance, sustainability and climate change strategy This item was deferred to the next meeting. The GP agreed to send Directors further information from the NGA on this issue. ACTION: GP
STM121/020223	Any Other Business No further business was discussed.
STM122/020223	Date and Time of Next Meeting <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 15.45.

Chairs Signature: **Date:**

BOARD ACTIONS LOG 2022-2023

Minute	Detail	Item	Progress
STM102/011222	STOMAC Strategic Plan	MH to forward template from the Catholic Partnership to all Directors	02.02.23 – MH to send template to mem
STM115/020223	CEO Report	<p>School Dashboard – To be tabled at the Standards Committee on 9th March 2023.</p> <p>Impact statement to be provided on projects.</p> <p>Outstanding training – The CSEL confirmed the safeguarding training would be set up for JR and DW.</p> <p>School Improvement – The report from Julie Price Grimshaw to be tabled at the Standards Committee on 9th March 2023.</p> <p>Deep Dives – To be tabled at the Standards Committee.</p>	
STM119/020223	Policies	CSEL confirmed that this would be managed so there was a table identifying review dates.	
STM119/020223	Greener Governance, sustainability and climate change strategy	The GP agreed to send Directors further information from the NGA on this issue.	

Minutes of the STOMAC Board Meeting 02.02.2023 Chairs Initials: Date :