



**Minutes of the St Teresa of Calcutta MAC Board Meeting held on
Thursday 29th June 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 (Attended virtually)
Andrew Kennedy, Foundation Director (AK)
Susan Hughes, Co-Opted Director (SH)
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)

Minute No	
	Opening Prayer
STM139/290623	Welcome & Apologies The Chair welcomed all to the meeting, SD attended virtually by prior agreement and no apologies were received.
STM140/290623	Declarations of Interest DW had previously declared a business interest in Michael Duffy Partnership Limited
STM141/290623	Urgent Additional Items The Chair reported that MM had one safeguarding item to raise in the meeting and this could be included under the CSEL Report item 9 on the agenda.
STM142/290623	Chairs Urgent Actions – Verbal update The Chair reported a letter had been sent to JR thanking JR for his service to the STOMAC Board and Father Jonathon would be offering a mass for JR. In addition, the Chair expressed thanks to AK, MM and MH for their contribution to the local governing boards from which they had now stepped down. The Chair referred to item 10 on the agenda BDES monitoring and confirmed this would be covered under the CSEL report item 9 on the agenda. Progress regarding Board membership would also be discussed, and this was already included on the agenda.
STM143/290623	Membership Update – Verbal Update The GP reported all terms of office had now been renewed. The Chair confirmed there were two foundation Director vacancies on the Board. The Chair and the CSEL had met with a potential candidate and there was a further candidate from the St Ambrose Barlow Parish who appeared suitable. MH had agreed to meet with this candidate. The CSEL confirmed there was also a third candidate and they had since decided not to take the membership forward due to time commitments.

	<p>The Chair reported that following the departure of JR, DW had agreed to become a member of the Remuneration Committee. There being no questions it was</p> <p>Resolved: <i>the Board approved the membership of DW to the Remuneration Committee.</i></p>
STM144/290623	<p>Minutes of the previous meeting held on 20th April 2023. <i>Any confidential minutes to be tabled at the meeting</i> – <i>Circulated prior to the meeting</i></p> <p>The minutes from 20th April 2023 were reviewed and the following amendments were agreed:</p> <ul style="list-style-type: none"> • Page 3 STM129/200423 Bishop Chandler to be amended to Bishop Challoner • Page 2 STM127/200423 amend AK to MH who was appointed as Chair of the Resources Committee. No further amendments were made and it was <p>Resolved: <i>the minutes were approved to be signed by the Chair and retained by the MAC</i></p> <p>Actions: STM126/200423 Chairs Action - Code verification process resolved prior to the meeting. CLOSED STM127/200423 Membership Update – Included on the agenda under minute STM142/290623. CLOSED STM129/200423 CSEL Report Cyber Security Training for SD. Carried forward STM132/200423 Equality Statement Included on the agenda under minute STM148/290623. CLOSED STM132/200423 Equality Statement, Gender Pay Gaps – Carried forward STM132/200423 Greener Governance Included on the agenda under minute STM161/290623. CLOSED</p>
STM145/290623	<p>Receive Committee Minutes – <i>Papers circulated at the meeting</i></p> <p>Resources Committee – MH reported from the Resources Committee meeting and highlighted the following:</p> <ul style="list-style-type: none"> • Approval of the draft budget. MH reported there were still some unknowns regarding the pay awards. • All schools had an in year balance • Holy Souls was tight because of the drop in pupil numbers • There had been a discussion about mobility of staff between schools and mobility clauses in contracts. • The committee discussed a proposal regarding the engineering curriculum at Holy Trinity School. • A presentation was delivered to the committee on the ICT sub-strategy. <p>One amendment was made to the minutes under RC115/1506223 and Standards was changed to Resources.</p> <p>Standards Committee – SD reported from the discussions held at the Standards Committee and highlighted the following: -</p> <ul style="list-style-type: none"> • Information about schools was provided by the SSIL and this was discussed, in particular the amount of information to be provided to the committee given that the MAC would be expanding and how this information should be presented. It was agreed this would be no more than one to two sides of A4 to be presented to the committee at the start of the new academic year. • Discussed attendance and what was being done to improve this across all schools. <p>SD highlighted that OFSTED were looking at all children following the same curriculum including SEN and pupil premium. A Director confirmed this was correct but there may be situations where advice from a specialist would be required. However the aim was for all children to access the same learning.</p>

	<p>A Director raised the issue of withdrawal rooms with sensory provision. A Director responded that it would depend on the needs of the children, it was about what children were accessing and what were they missing.</p> <ul style="list-style-type: none"> • SD continued and reported on the use of BROMCOM. The CSEL confirmed this was a project for the summer and the need to migrate schools onto a single platform. Once all schools were on the same platform the data could be harnessed. • Safeguarding reviews were taking place. • Staffing was in a good position. The CSEL added there were some vacancies and work was ongoing to fill subjects but there were the usual issues with subject shortage areas such as science and maths. The CFO confirmed an ECT had been appointed at Archbishop Ilsley. • Looked at the sub strategy for school improvement and the final draft would be tabled at the first Standards Committee meeting of the new academic year. <p>SD requested whether the information on the GCSE outcomes could be ready within a couple of days when known so when staff return in the autumn term, they could be praised for what had gone well and this information would help inform any other decisions that need to be made because of the outcomes.</p> <p>MH reported a meeting was being held with the SEND co-ordinators in all schools next week. There being no questions it was</p> <p>Resolved: the committee minutes were received and accepted</p>
STM146/290623	<p>2023/2024 Budget Forecast for Approval – Papers circulated prior to the meeting The CFO reported the draft budget had been presented to the Resources Committee on 15th June 2023 and this had been approved.</p> <p>The budget forecast return was due on 31.8.2023 and the CFO was currently looking at 2024-2025. Once the return was completed it would be sent to the Board. The Chair thanked the CFO and sought clarification if there were any other issues to report.</p> <p>The CFO highlighted the following:</p> <ul style="list-style-type: none"> • Assumptions made on teachers’ pay award at 5% and anything above this would come from the MAC budget. • There was a flat rate award for support staff which would be funded by the MAC budget. There being no further questions it was <p>Resolved: the budget forecast for 2023-2024 was approved.</p>
STM147/290623	<p>CSEL Report – Papers circulated prior to the meeting The CSEL reported the last twelve months had not been an easy landscape and the CSEL extended thanks to the Board and all Directors who had assisted.</p> <p>Governance Review - The CSEL reported there should be an external review of governance, and this had been discussed previously. The Chair added that this was discussed at the recent monitoring meeting and the BDES team were asked to recommend a provider with a proven track record of delivering value for money and effective use of director time. Self-review indicated that the priority was to get the Board to full strength.</p> <p>The CSEL clarified the governance review would be via an online audit tool. The Chair sought clarification whether the Board would get something out of the time invested in completing this. In response the CSEL confirmed the proposal was to complete the self-</p>

assessment tool. The Chair suggested that if the Diocese could recommend someone who they had experience of that had previously done an excellent job on this for other MACs, then the Board would gladly welcome any recommendation.

OFSTED – The CSEL reported that OFSTED were proposing changes on how school inspections were carried out to reduce pressures on Head Teachers. Further information was outlined in the CSEL report.

LGB Governor Visits – The Chair acknowledged it was good to see governors visiting schools. The Chair enquired whether governors were walking around the schools and seeing children in the classroom, the Chair had previously done this and had never not been impressed by what had been seen. The Chair enquired whether schools were reluctant to invite governors to visit classrooms and shadow leaders on learning walks and if this had been done since covid. It was agreed the CSEL would provide further information in relation to which governors were visiting schools and seeing their learning experience.

ACTION: CSEL

Permanent and Fixed Term Exclusions – The CSEL referred members to page 4 and 5 of the report and confirmed where there had been permanent and fixed term exclusions for all schools.

NSF and Catholic formation – The Head Teacher panel and the CSEL were working on an annual programme of catholic life as a family ready for September.

Recruitment – The CSEL reported several staffing changes at Archbishop Ilsey and additional resources to develop the sixth form, currently this had 106 students. Louise Grant was leading on the sixth form. ***A Director sought clarification about the school nurse not being replaced and whether there were other staff with the relevant qualifications to address the medical issues.*** It was confirmed there were other staff suitably medically trained in the school with advanced first aid training.

School Improvement – The CSEL reported Holy Trinity would introduce a new Engineering Curriculum in September 2023 and in the process enhance the quality of digital provision to support pedagogy in several different subject areas. This formed part of Holy Trinity's ambitious vision to enhance its curriculum offer for KS3, KS4 and potentially KS5 pupils. This development would be funded through accumulated cash reserves to benefit the educational prosperity of pupils in school and potentially across the MAC. Holy Trinity was also committed to meeting the requirements for the latest DFE 'Digital Technology Standard' by 2030.

The CSEL reported a new acting AHT had been appointed at St Chads from September.

The CSEL reported to the Board that at St Josephs the whole school priority was to ensure pupils' and staff's mental health and wellbeing was supported. Work had continued the pilot scheme called 'Raising Attainment with Wellbeing'. Further online training had been done by the HT and three mentoring support sessions had been held and a face-to-face visit was planned for July. Since the last update the school had received the 'Wellbeing Pioneer School' badge early and had subsequently been added to the RAW training materials as an example of good practice. School had delivered three parent inspire workshops around the theme of anti-bullying as part of this project and the Wellbeing

Champions had delivered another assembly on this, with two other Caritas schools, to all three schools. They were also working on re-writing the school's anti-bullying policy.

The CSEL reported that Julie Price Grimshaw had started with the MAC in September 2022 and had visited all primary schools in relation to the SIP/SEF and would finish this work with primaries in September. However, Julie Price Grimshaw would remain in place to offer support to the SSIL.

Attendance – The CSEL reported attendance was increasing to pre-pandemic levels. More detailed information by school was contained within the report pages 12-13.

Safeguarding – The CSEL reported a review of safeguarding had now been completed at all schools.

HR – The CSEL reported one school was in the process of making a third and final Ill Health Retirement Application for a member of staff on long-term sick. Irrespective of the outcome, the next process was to escalate to the CSEL and Local Governor panel.

Project Growth, Academisation – The CSEL reported from Page 16 and reported that agreement had been reached with the LGBs of the next six schools to join the MAC. The timeline to be agreed with the Regions Group. The tender process was in place for the award of the due diligence contract and the draft central team structure was in development. The CSEL added the DfE had added additional steps into the process if the school was RI. It may be necessary to see the school rapid improvement plan.

DSL Meeting – MM circulated a paper to Directors and reported the following:

- A working party was being formulated to look at 'My Concern'.
- The group had looked at safeguarding and issues surrounding schools.
- Two Governors at Archbishop Ilsey had given a talk to the school in relation to knife crime. This would be delivered to parents of years 6 and 7.
- MM had tabled a paper in relation to the cycle of improvement proposal for 2023-2024 with proposed costings. The CSEL enquired if this was in addition to the service already provided by Julie Davis. In response MM confirmed this would be costings following Julie stepping away.

The CSEL clarified this was a management issue regarding costs and the SSIL had requested MM to present this in terms of what was needed to support DSLs training. The CSEL confirmed this would be looked at. **ACTION; CSEL**

MM left the meeting at 2.30pm

St Joseph's House – The CSEL referred Directors to page 16 of the report and St Joseph's House. The CSEL was in discussions with Canon Jonathon Veasey regarding the use of the upstairs area, essential to meet the needs of our growing MAC.

BDES Monitoring – The CSEL reported there were concerns with what was coming out and the time taken for this, and the head teachers had also expressed concern. There being no further questions it was

Resolved: *the CSEL Report was presented and accepted by the Board*

Confidential Item not for publication

	<p>The Chair raised the issue of the MAC HR policies, the escalation process within these and the capacity of the Board to manage these when the MAC expands. In response the CSEL clarified that all policies were fit for purpose, but these would be reviewed in relation to the escalation process. ACTION: CSEL</p> <p>The Rosary & St Chad's OFSTED Reports – Papers circulated prior to the meeting This item had been tabled under AOB but was brought forward in the meeting to be included in the CSEL Report. The Directors discussed the report and in particular the negativity surrounding the referencing to trustees, and this was quite different to the St Chad's OFSTED report. The CSEL highlighted that in all the CSEL Board reports there was an acknowledgement from all the schools recognising the contribution of the MAC.</p> <p>A Director referred to the OFSTED framework section 3.17 which related to what inspectors could say about MACS and trustees. Directors engaged in a further in-depth discussion about the OFSTED visit and the subsequent report and events.</p>
STM148/290623	<p>Board Self Review and Bdes Monitoring This item had been included within the CSEL Report.</p>
STM152/290623	<p>Policies for Review – Circulated prior to the meeting In a change to the agenda the policies for review were brought forward for approval as some Directors had requested to leave the meeting and the policies were presented for approval whilst the full board was in attendance.</p> <p>Scheme of Financial Delegation – Approved</p> <p>Pay Policy 2023 – It was highlighted there was a discrepancy with the spot point salaries when strategic leads should be on a pay scale, and this would require amending. It was therefore agreed to defer the approval of the Pay Policy until the changes had been made. ACTION: CSEL</p> <p>In addition, the Chair requested that a named person in HR who scrutinised the policy should provide a written statement to confirm that it complied with all statutory requirements and local agreements. This statement should be included in the Pay Policy to confirm the policy had been reviewed and approved. ACTION: CSEL</p> <p>Managing Organisational Change Policy – Approved</p> <p>Probation Policy – Approved.</p> <p>There being no questions it was</p> <p>Resolved: the Scheme of Financial Delegation, Managing Organisation Change Policy and Probation Policy were approved. DW and AK left the meeting at 3.00pm</p>
STM149/290623	<p>Review Equality Statement – Circulated prior to the meeting The Equality and Diversity Statement was presented, and the Board engaged in a discussion about advertising of posts and what outlets were used for this. The CFO confirmed posts were advertised through Birmingham City Council and the TES.</p> <p>Directors referred to page 3 and the statement therein 'Job advertisements will be placed in such places and publications as to seek to increase applications from groups currently underrepresented within the workforce.' The Chair suggested that other places such as libraries should be used for this. In response the CFO highlighted that the BCC website would cover all these outlets.</p>

	<p>In addition, Directors discussed the restriction on certain posts with this being a Catholic MAC.</p> <p>The Chair referred to the local library which had a high diverse usage by the community, and it would be a good to target these areas. There was no requirement to change the statement in the document. The Directors confirmed that when advertising posts consider the most appropriate place to advertise. There being no further questions it was</p> <p>Resolved: the Equality & Diversity Statement was approved</p>
STM150/29062	<p>Risk Register – Verbal Update</p> <p>The CFO reported the current Risk Register had been uploaded onto GovernorHub. There were some changes in relation to the Teacher’s Strike and ICT, however the ratings had not changed.</p>
STM151/290623	<p>Directors Training and Visits – Standing Item</p> <p>The Chair confirmed MM’s visit had been discussed under minute STM147/290623. Also the Director involvement in the appointment of the DHT at Archbishop IIsley.</p> <p>The Chair expressed thanks to the CSEL for the CST access.</p> <p>A Director enquired if there was a training budget for Directors. In response the CFO confirmed there was a nominal budget available.</p>
STM152/290623	<p>Policies for Review – Circulated prior to the meeting</p> <p>This item had been moved to earlier in the meeting as some Directors needed to leave the meeting at 3.00pm.</p>
STM153/290623	<p>Greener Governance, sustainability, and climate change strategy – Circulated prior to the meeting</p> <p>The CSEL reported on the greener governance strategy which was optional and the proposal for the MAC to make a pledge. This would be a project over the summer period and the pledge would be as follows:-</p> <ul style="list-style-type: none"> • Reduce carbon emissions at your school or trust • Put your school’s or trust’ contribution to environmental sustainability on the agenda • Ensure a climate action plan is developed to make this happen. <p>The Chair raised the issue of a primary school pupil voice missing residential education visits and whether it would be worth exploring the use of pupil premium to enable excursions particularly to green environments. This item would be carried forward to the next Board meeting.</p>
STM154/290623	<p>Any Other Business</p> <p>Nothing discussed, the items tabled on the agenda were moved for discussion under minute STM147/290623.</p>
STM155/290623	<p>Date and Time of Future Meetings – Papers circulated prior to the meeting</p> <p>The meetings schedule for 2023-2024 was tabled as follows:</p> <p>BOARD</p> <p>Thursday 12th October 2023 at 1.00pm (*Originally scheduled for 5th October 2023)</p> <p>Thursday 14th December 2023 at 1.00pm</p> <p>Thursday 1st February 2024 at 1.00pm</p> <p>Thursday 18th April 2024 at 1.00pm</p>

	<p>Thursday 27th June 2024 at 1.00pm</p> <p><u>STANDARDS COMMITTEE</u> Thursday 23rd November 2023 at 12.30pm Thursday 7th March 2024 at 12.30pm Thursday 20th June 2024 at 12.30pm</p> <p><u>RESOURCES COMMITTEE</u> Thursday 23rd November 2023 10.00am Thursday 7th March 2024 at 10.00am Thursday 20th June 2024 at 10.00am</p> <p>(*) Post meeting a request had been received to change the Board meeting on 5th October 2023 to 12th October 2023. There being no questions it was</p> <p><i>Resolved: the meeting schedule for 2023-2024 was presented and approved by the Board.</i></p>
	Closing Prayer
	There being no further business for discussion the meeting was closed at 15.30.

Chairs Signature: **Date:**

BOARD ACTIONS LOG 2022-2023

Minute	Detail	Item	Progress	Lead	Status
STM129/200423	CSEL Report	Training – SD confirmed his cyber security training was outstanding.		CSEL	Carry Forward
STM132/200423	Equality Statement	The CSEL referred to the gender pay gaps and agreed this would be tabled at the next Board meeting.		CSEL	Carry Forward
STM147/290623	CSEL Report	LGB Governor Visits – It was agreed the CSEL would provide further information in relation to which governors were visiting schools.		CSEL	NEW
STM147/290623	CSEL Report DSLs	The CSEL clarified this was a management issue regarding costs and the SSIL had requested MM to present this in terms of what was needed to support DSLs training. The CSEL confirmed this would be looked at.		CSEL	NEW
STM147/290623	CSEL Report HR Policies	<i>The Chair raised the issue of the MAC HR policies, the escalation process within these and the ability of the MAC to manage these when the MAC expands.</i> In response the CSEL clarified that all policies were fit for purpose, but these would be reviewed in relation to the escalation process.		CSEL	NEW
STM152/290623	Policies	Pay Policy 2023 – It was highlighted that there was a discrepancy with the spot point salaries when strategic leads should be on a pay scale. This would require amending. It was therefore agreed to defer the approval of the Pay Policy until the changes had been made. In addition, the Chair requested a named person in HR who approves salary changes to be able to provide a written statement to confirm what the Board can do. This statement should be included in the Pay Policy to confirm the salary had been reviewed and approved.		CSEL CSEL	NEW NEW