



## Archdiocese of Birmingham School Business Manager Network Meetings

April 2018

17 April 2018 at 11am Central Diocese Meeting Venue: Don Bosco House, Coventry Rd, Coleshill B46 3EA	19 April 2018 at 11am North Diocese Meeting Venue: St Gregory's Catholic Academy, Spring Garden Rd, Stoke on Trent ST3 2NQ	25 April 2018 at 11am South Diocese Meeting Venue: St Gregory the Great Catholic School, Cricket Rd, Oxford OX4 3DR
<b>Present</b>	<b>Present</b>	<b>Present</b>
DC – Cardinal Griffin Catholic School	DC – Cardinal Griffin School	DC – Cardinal Griffin Catholic School
GE – St Patricks Catholic Primary School	JW – Church Market Place	MOD – St Josephs Catholic Primary School
AB – St George & St Teresa Catholic Primary School	CB – CTKCC	DF – Blessed George Napier Catholic School
JR – St Marie's Catholic Primary School	SR – CTKCC	DM – Our Ladys Catholic Primary School
KS – St Marys Catholic Primary School	DR – CTKCC	SU – St Thomas More Catholic Primary School
AG – St Annes Catholic Primary School	HW – CTKCC	MS – Blessed George Napier Catholic School
PC – Bishop Ullathorne Catholic School	SB – St Gregorys Catholic Primary School	JC – St Aloysius Catholic Primary School
MA – Cardinal Newman Catholic School	NM – St Gregorys Catholic Primary School	SMG – St Josephs Catholic Primary School
MT – Blessed Edward Oldcorne Catholic School	NC – Our Lady & St Benedicts Catholic Primary School	GP - DBMAC
LB – CREST	TG - Diocese	TG – Diocese
MG – CREST		
SL – St Edmunds & St Patricks Catholic Primary Schools		
RP – JHNCC		
TK – Romero Academy		
AH – St Josephs Catholic Primary School		
LK – SS Peter & Paul Catholic Primary School		

SW – St Thomas Aquinas Catholic School		
LF – Lumen Christi MAC		
TC – Proforms		
JC – Proforms		
KS – Proforms		
JW – ChurchMarket Place		
SM – St Francis of Assisi Catholic School		
SW – Pope John XXIII MAC		
BR – Bishop Cleary Catholic MAC		
TG, SL, JH - Diocese		

### **Notes from the meetings and matters arising:**

1. DC welcomed all present and opened the meetings with a prayer.
2. DC acknowledged apologies given
3. Minutes agreed – no comments as available of DES website
4. TG – provided an update from the Diocesan Education Service (DES)

### **DES General Updates:**

- **Capital Funding Update**
  - Academies – The ESFA have published a list of those academies that have had successful CIF bids. An electronic link is provided below to the Schools capital funding website.  
<https://www.gov.uk/government/publications/capital-allocations>
  - Could I remind colleagues if you have had a successful bid and you haven't yet completed the landlord approval form that you do so before your project commences in order to seek trustee approval for your project.  
An electronic link is provided below to the form which can be found on the DES website.  
[http://www.bdes.org.uk/uploads/7/2/8/5/72851667/copy\\_of\\_des\\_landlord\\_approval\\_application.xlsx](http://www.bdes.org.uk/uploads/7/2/8/5/72851667/copy_of_des_landlord_approval_application.xlsx)
  - VA Schools – LCVAP Programmes for 2018/19. The DfE have recently confirmed the LCVAP allocations for LA's this year. As a result, the diocese is just finalising programmes of work with each LA. We expect to be able to inform all schools of the outcome of their LCVAP bids in

the next week or two. We estimate the Catholic allocation to be approximately £5.8 million across the 13 LA's we cover.

- **Asbestos Management in Schools.** The DfE have published an Asbestos Management Assurance Process for all schools. All schools will need to log onto the portal and provide answers to the list of questions asked. **The information must be provided by 31<sup>st</sup> May 2018.** A guide is available on the website which can be accessed via the link below. Contained within the guide is also a link to the portal itself.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/684966/Asbestos\\_Management\\_Assurance\\_Process\\_User\\_guide.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/684966/Asbestos_Management_Assurance_Process_User_guide.pdf)

- **Academy update.** A number of existing MAC's are continuing their expansion discussions while discussion is on-going amongst some groups of VA schools forming new MAC's. To date there are 100 schools in 18 MAC's across the diocese. So just under half of all schools in the diocese are now academies. The DfE have revised its suite of documents; the Master Funding Agreements, Mainstream Supplemental Funding Agreements and Mainstream Single Funding Agreements were published earlier this month on the Gov.Uk website.
- **MAC Monitoring Meetings update and initial feedback.** As part of the monitoring and evaluation function of the DES, earlier this year a series of monitoring and evaluation meetings were held with MAC representatives to monitor the financial performance of the MAC. We have met with the majority of MAC's to date and are in the process of consolidating feedback which will be provided at the Chair of MAC's meeting later this month.

The DES would welcome feedback on the process.

- **Place Planning.** The DES continues to work with some LA's on school expansion programmes. The focus now seems to have moved from the provision of additional primary places to the provision of secondary and special school places.
- **External funding sources for schools to consider.**
  - *Support for Schools to Set Up Breakfast Clubs (UK).*

Magic breakfast is a registered charity that aim to end hunger as a barrier to education in UK Schools by providing healthy breakfast food to children most in need. A "magic" breakfast is designed to give children energy, protein, vitamins and minerals, is low in sugar, salt and fat and complies with the Government's school food standards. The charity believes that no child should start the school day too hungry to concentrate and is currently accepting applications from schools across the UK with over 35% Free School Meal eligibility, or 50% Ever 6 FSM. Applications can be made at any time. The charity does currently have a waiting list of schools but is committed to

reaching each of them as soon as funding is available. More information is available at: <http://www.magicbreakfast.com/apply-for-magic-breakfast-provision>

- *Greggs Foundation Breakfast Club Grants*

The Greggs Foundation currently supports 380 breakfast clubs throughout England, Scotland and Wales. Schools that are interested in opening a breakfast club at your school must be able to show that at least 40% of your pupils qualify for free school meals and that the school serves a disadvantaged community. School should be able to attract adult volunteers to help run the scheme and attendance at the club must be free for all pupils. The Foundation uses the money to support breakfast clubs through an initial start-up grant for equipment such as chest freezers to store food items or toys and activities for the club. Greggs Foundation also makes a payment each term towards other food items and Greggs plc donates bread from the nearest shop.

More information at: <https://www.greggsfoundation.org.uk/breakfast-clubs>

- *Foyle Foundation Schools Library Programme.*

State funded schools as well as dedicated schools that do not have or want to improve their libraries can apply for funding through the Foyles Foundation Schools Library Programme. Priority will be given to primary schools and to funding library books. The Foundation will also consider contributions towards e-readers, library software, necessary IT equipment and specialist seating/desks. Preference will be given to schools which can clearly demonstrate that their library can be maintained and renewed in the future. The average grant made under this programme is between £3,000 and £10,000. Applications will be strengthened if the PTA/Friends group can support the project. Applications can be submitted at any time. More information at: <http://www.foylefoundation.org.uk/how-to-apply/state-schools.php>

- The DFE have published updated guidance on the treatment of surplus or deficit balances when a school converts to an academy. Further guidance can be found by clicking on the link below:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/692787/School\\_balances\\_on\\_conversion\\_submission.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/692787/School_balances_on_conversion_submission.pdf)
- **Health & Safety** presentation provided by Crest Education Safety Services offering a service to schools and academies. Further information can be found on their website: <http://www.crestsafety.co.uk/health-and-safety-support-packages/>
- **Department for Education update.** The parliamentary sub-committee has recently launched an inquiry to inform the Department for Education's bid for

funding for schools and colleges, and to consider whether a longer-term vision needs to be taken of education funding in England. For further details please follow the link below:

<https://www.parliament.uk/business/committees/committees-a-z/commons-select/education-committee/news-parliament-2017/school-and-college-funding-launch-17-19/>

5. Interactive GDPR Group Call with HB. A Skype presentation was given regarding the new GDPR. DC will circulate the link to the website.
6. JC from Proforms gave a presentation – how to collect data efficiently. Well received. The slides from the presentation are available in the DES website.
7. JW – Director of Church Market Place gave a very detailed and informative presentation about the benefits of Church Market Place. DC shared his thoughts about being a CMP Panel Member. Links to Church Market Place are available on DES website.
8. DC closed the meetings and thanked all attendee's and presenters for their contributions. DC asked those present to get in touch if there are any agenda items they would like tabled at the next round of meetings.
9. The dates for the next round of meetings are scheduled for June 2018. Please refer to the DES website for dated and locations of specific meetings which can be accessed via the link below:

<http://www.bdes.org.uk/school-business-managers.html>