



## Archdiocese of Birmingham School Business manager Group meetings

January 2018

15 January 2018 at 11 am North Diocese Meeting Venue: St Gregory's catholic Academy, Spring Garden Rd, Stoke on Trent ST3 2NQ	23 January 2018 at 11 am Central Diocese Meeting Venue: Don Bosco House, Coventry Rd, Coleshill B46 3EA	30 January 2018 at 11 am South Diocese Meeting Venue: St Gregory the Great Catholic School, Cricket Rd, Oxford OX4 3DR
<b>Present</b>	<b>Present</b>	<b>Present</b>
KJ – Our Lady's Catholic Academy	DC – Cardinal Griffin Catholic School	MS – Blessed George Napier
JD – St Thomas More Catholic Academy, Longton	SR – Church Market Place	DF – Blessed George Napier
HE – St Joseph's School, Hednesford	KW – St Nicholas Owen Catholic MAC	GP – Dominic Barberi MAC
MP – St Thomas More School	JA – St Elizabeth's School, Tamworth	SU – St Thomas More School, Kidlington
CY – St Marys school, Cannock	LF – Lumen Christi MAC	DM – Our Lady's Catholic School, Cowley
SR – Christ the King Catholic Collegiate	AG – St Anne's School, Coventry	SMG - St Joseph's Catholic School, Thame
CB – Christ the King Catholic Collegiate	AH – St Joseph's School, Lichfield	SB – St Joseph's Catholic School, Carterton
NM – St Gregory's Catholic Academy	MA – Cardinal Newman School, Coventry	JC – St Aloysius Catholic School,
SB – St Gregory's Catholic Academy	JH – St Edward's Catholic School, Coleshill	TG – Diocese
TG – Diocese	SL – St Edmund's & St Patrick's School, Birmingham	
	MT – Blessed Edward Oldcorne Catholic College	

	JB – The Painsley Catholic Academy	
	RP – John Henry Newman Catholic College	
	AMG – St Paul’s School for Girls	
	PT - Romero MAC	
	TK – Romero MAC	
	KH – Holy Family MAC	
	AB – Holy Family MAC	
	MW – UHY Hacker Young	
	PH – Lloyds Bank	
	SL – Diocese	
	JH – Diocese	

### Notes from the meetings and matters arising:

1. DC welcomed all present and opened the meeting with a prayer.
2. Minutes from previous meetings are available on BDES website and can be accessed via the link below:  
[http://www.bdes.org.uk/uploads/7/2/8/5/72851667/business\\_managers\\_group\\_meetings\\_oct2017.pdf](http://www.bdes.org.uk/uploads/7/2/8/5/72851667/business_managers_group_meetings_oct2017.pdf)
3.
  - Could colleagues please book a place for all future meetings through the Proform system available on the DES website to enable us to meet catering requirements. Proform can be accessed via the following link:  
<https://web.pro-forms.co.uk/onlineForms/entry.phtml?code=84raj>
4. PH from Lloyds Bank gave a presentation about Fraud.
  - A copy of the presentation was provided at the meeting and will also be available on the BDES website. A really informative and educational presentation which was welcomed by colleagues.

5. MW from UHY Hacker Young gave presentation on Audit Reporting.
  - The presentation was very interesting with some good advice offered to academies.
  - Due diligence for MAC structural alterations is crucial.

Summary:

  - Trusts are becoming larger.
  - Governance is improving.
  - Academy Trusts at risk – Weak Board of Directors and under resourced finance teams.
  - Budgetary control and benchmarking are crucial to sound financial management.
  - Going concern will become an increasing issue for many academies.
  
6. SR gave an update and presentation from Church Market Place
  - An update presentation was provided by CMP, a copy of which is available on the BDES website.
  - November 2017 CMP booklet sent out to all schools.
  - CMP use professional procurement consultants to carry out procurement exercises. Last year Legal services and HR services were added to the CMP framework of suppliers.
  - Contract Audit Spreadsheet to be sent to SBM's (**Action - DC**)
  
7. DC opened the floor for discussion on National Formula Funding
  - DC and KW shared their findings with the group.
  
8. Updates DC
  - LG Pay Offer - handout provided to all at present the meeting.
  - LG pay offer has been put forward by Employers with an increase of 2% generally with significant increases at the bottom end of scale to bring the rate up to minimum living wage. Teaching staff pay increase is still to be agreed.
  - DFE Benchmarking School Workforce Tool – TG publish the link on the DES website. The website can also be accessed via the link below;  
<https://schools-financial-benchmarking.service.gov.uk/>
  - Website – UK census, using 2016 Data is now available.
  
9. Diocesan updates:
  - Academy update. A number of existing MAC's are continuing their expansion discussions whilst discussion is on-going amongst

groups of VA schools considering forming new MAC's. To date there are 100 schools in 18 MAC's across the diocese.

- As part of the monitoring, support and challenge role of the DES, a series of monitoring and evaluation meetings will be held with each MAC during the academic year. There are four key areas of review;
  - Financial Performance of the MAC
  - Mission and Ethos
  - Leadership
  - Standards of Educational Performance.
- A discussion was held around the continued implications of IR35.
- New Procurement threshold levels come into effect from 1st January 2018. Supplies & Services (except subsidised services contracts)
  - Schedule 1 bodies - £118,133
  - Others - £181,302 (Applies to consultants etc.)
  - Works - £4,551,413 (Construction works)
- Further details can be accessed by clicking on the link below:
- [https://www.gov.uk/government/publications/procurement-policy-note-0417-new-threshold-levels-2018?utm\\_source=ESFA%20e-bulletin&utm\\_medium=email&utm\\_campaign=Academies](https://www.gov.uk/government/publications/procurement-policy-note-0417-new-threshold-levels-2018?utm_source=ESFA%20e-bulletin&utm_medium=email&utm_campaign=Academies)

#### 10. Department for Education (DfE) update;

- Damian Hinds (MP) has been named as the recently appointed Secretary of State for Education.
- At the end of December, the DfE published 'Recruiting a headteacher' which replaces 'A guide to recruiting and selecting a new headteacher' published in 2012. The DfE states that the guide, which has been developed to help governors and trustees make effective decisions when recruiting, highlights the importance of professional recruitment practice in recruiting and selecting headteachers. Please refer to the DfE website for further details.

#### 11. Any Other Business:

- Date Protection Officer Role for schools, KW shared his findings regarding recruiting personnel and any other interested MAC should email KW for further details.

- A discussion was held around the provision of H&S training for headteachers.

12. DC closed the meetings and thanked all attendee's and presenters.

13. The Dates for the next round of meetings are scheduled for April 2018. Please refer to the BDES website for dates and locations of specific meetings which can be accessed via the link below;

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