

Meeting title: Meeting of the Our Lady of Lourdes Catholic Multi-Academy Trust Executive Committee (for Public View)

Date and time: Wednesday 17th July 2019 at 1:00pm

Location: At the Trust Offices, Loxley House, Nottingham

Membership

'A' denotes absence

Mr Ken Daly (Chair)
Mr Nigel Stevenson
Mr Tim Harding
Mr Les Sullivan
Ms Sue Dryden (Vice Chair)
Fr Michael O'Donoghue
Mrs Susan Munro

In attendance

Mr James McGeachie (CEO)
Mr D Moore (Trust Finance Director)
Mrs M Robson (Trust HR Director)
Mrs K Rich (Company Secretary)
Mrs V Scott (Clerk to the Executive Committee)

Action

AT/97/19 Opening prayer

The meeting opened with the Trust prayer led by Mr Daly.

AT/98/19 Apologies for absence

There were no apologies for absence.

AT/99/19 Conflicts of interests and business & pecuniary interests

Mr Daly declared he is a Consultant to NRCDES. Mr Stevenson declared that he is a Director at Nottinghamshire County Council (NCC) and Finance Director for the NCC pension scheme

There were no other declarations, either direct or indirect, for items of business on the agenda.

AT/100/19 Correspondence

Mr Daly shared 2 letters:

- ***From All Saints'***
- ***From Mr Neil Weightman at NRCDES***

AT/101/19 Minutes of the previous meeting held on Wednesday 22nd May 2019

The minutes of the previous meeting held on Wednesday 22nd May 2019 having been circulated on Trust Governor, were confirmed and signed by the Chair.

AT/102/19 Legal and Regulatory

➤ Election of Chair for the Board

Mr Daly nominated himself for the role of Chair of the Board. Mr Harding seconded the nomination. The Directors unanimously **AGREED** to the appointment.

Mr Daly thanked all the Directors who had supported both himself and the Trust over the past year.

➤ Election of Vice Chair for the Board

Ms Dryden nominated herself as Vice Chair. Fr O'Donoghue seconded the nomination. The Directors unanimously **AGREED** to the appointment.

➤ Annual Review: Sub-Committee Structure

The Directors unanimously **AGREED** to retain the existing Sub-Committee structure, with the exception of the HR & Staffing Committee, which now incorporated the Pay Committee and would henceforth be known as the HR & Pay Committee.

➤ Election of Chairs/Vice-Chairs for Sub-Committees and lead Directors for Safeguarding, SEND, GDPR and Catholic Life

- HR & Pay Committee – Ms Dryden (Chair) Mr Harding (Vice Chair)
- Audit & Risk – Mrs Munro (Chair) Mr Harding (Vice Chair)
- Finance & Estates Committee – Mr Stevenson (Chair) Mr Harding (Vice Chair)
- Standards Committee – Mr Sullivan (Chair) Ms Dryden (Vice Chair)

The Directors unanimously **AGREED** to the appointments of Chairs and Vice Chairs of the Sub-Committees.

Mr McGeachie noted that new Directors may have different skillsets and therefore a reshuffle of Sub-Committee members may be required in the future.

- Safeguarding Director– Mr Sullivan
- SEND Director - Ms Dryden
- GDPR Director - Mrs Munro
- Catholic Life Director– Fr Michael O'Donoghue

➤ Agreement of Committee Terms of Reference

Mr Harding reminded Directors that additional HR & Pay Committee meetings could be added if they were required specifically for Pay matters.

AT/103/19 Reports and Minutes of Sub Committee Meetings

➤ HR & Staffing Committee

The minutes of the meeting held on 25th June 2019 were received, having been previously circulated on Trust Governor.

Ms Dryden presented the minutes and drew the Board's attention to key matters.

➤ **Audit & Risk Committee**

The minutes of the Committee meeting held on 10th June 2019 were received, having been previously circulated on Trust Governor.

Mrs Munro presented the minutes and drew the Board's attention to key matters including:

- IR35
- Business Continuity Plan
- Cyber Security and GDPR

➤ **Finance & Estates Committee**

The minutes of the Committee meetings held on 10th June 2019 and 3rd July 2019 were received, having been previously circulated on Trust Governor

Mr Stevenson presented the minutes and drew the Board's attention to key matters:

➤ **10th June 2019**

- Capital works
- Catering Contract

➤ **3rd July 2019**

- Catering Contract
- Approval of budgets
- Approval of 2 minor tenders
- Approval of a minor staffing change at a Trust school

➤ **Standards Committee**

Mr Sullivan explained that the Standards Committee would be meeting on Friday 19th July, following the board meeting, which was due to the availability of SATS results data.

AT/104/19

Safeguarding

➤ **Summary report of issues arising**

The Directors had received a Safeguarding Report from Mrs Dales, which had been previously circulated on Trust Governor.

Mr McGeachie presented the report and Directors **NOTED** that they had received and read the report.

AT/105/19

Report from Chief Executive Officer

His report having been previously circulated on Trust Governor, Mr McGeachie highlighted the following points:

➤ **Review of Trust Strategy 2018-19**

Mr McGeachie advised that the Directors had met in the morning on 17th July to Review the Trust Strategy.

➤ **Trust Success Review: Feedback**

Mr Daly reported that there had also been a Trust Succession Review meeting the previous week that had also been very positive.

➤ **Outcomes from SATs 2019**

Mr McGeachie presented a table highlighting 2018 SATs results against the current SATs results. He highlighted that Combined RWM scores had significantly improved across all schools.

Significant improvements seen in Maths. Nationally Maths Results had risen by 2% but for the Trust schools this was much higher. To note, Reading Results nationally had fallen.

Mr McGeachie explained data from feeder schools was shared with secondary schools enabling interventions to put in place where necessary.

Mr McGeachie noted that many Trust Schools had performed above the National Averages for RWM.

AT/106/19

Finance Director's Report

Mr Moore presented his Performance vs Budget Report which outlined the financial position for each Trust school, and which had been previously circulated on Trust Governor.

In summary he highlighted the following points:

➤ **Approval of Annual Budget/Top slicing**

Mr Moore presented the Annual Budget for each school in the Trust showing Income and Expenditure.

Q. Directors queried whether the ESFA looked at individual school budgets.

A. Mr Moore explained that the ESFA looked at the Trust as a whole rather than individual schools.

Q. Directors queried whether trading activities income related to lettings.

A. Mr Moore advised that this covered lettings, afterschool clubs and in-house catering.

Mr Moore illustrated some financial scenarios which covered:

- No additional funding

Q. Directors questioned whether the scenarios were assuming that teachers continue to receive a Pay Award.

A. Mr Moore replied that they were.

- Funded Pay Grant

Q. Directors enquired whether this scenario was based on current staffing levels remaining the same.

A. Mr Moore advised that it was.

Q. Directors queried whether any inflation increase was accounted for.

A. Mr Moore replied that it was not accounted for in relation to "non-staff costs"; efficiencies would therefore have to be built in via procurement.

Q. Directors questioned whether there had been any economies of scale relating to centralised buying power.

A. Mr Moore advised that there had been some. For example, savings had been seen in the catering tender and in photocopying. Mrs Munro advised that a Procurement Strategy would be coming to the Board in September.

Mr Stevenson proposed the Budgets; Mrs Munro seconded the proposal.
The Directors unanimously **RESOLVED** to **AGREE** the Budgets.

➤ **Catering Tender:**

Next steps are that the process is to be repeated.

➤ **Energy Efficiency Tender**

Three tenders had been received. Mr Moore advised that the recommendation was to go with Thomas & Sons.

Following discussions, the Directors resolved to **AGREE** to this tender.

➤ **Admin Restructure**

The HR Team had worked with the Headteacher to devise a new structure that suited the Trust secondary school.

All Directors **AGREED** to the Admin Restructure for the school in question.

AT/107/19 Reflection on Trust Board During Year 1

- Mr McGeachie had suggested that the Trust should seek an additional Director
- NRCDES to review all 4 CMAT Boards
- Directors reflected that it was too early to Review the Action of the Board.
- Directors queried what gaps had been identified in terms of skill set and experience. Mr Daly advised that Mr McGeachie and Mr Daly would raise this matter with NRCDES.

AT/108/19 Annual Cycle of Business Meetings

Mrs Rich shared the confirmed meeting cycle for 2019-20.

ALL

Policy Review

➤ **GDPR - Data Protection & Impact Assessment Policy**

The Directors

Resolved

Unanimously in favour of adopting the policy.

➤ **CCTV Policy**

Q. Directors enquired whether this covered filming all activities.

Mr Daly advised that it was.

Q. Mr Harding questioned who was accountable for the CCTV policy

A. Mr McGeachie advised it was Headteachers.

The Directors

Resolved

Unanimously in favour of adopting the policy.

➤ **Business Interest Policy**

Mr Moore explained that this had been amended to stipulate that all Directors, Governors and Staff should declare all Business Interests.

Directors suggested Chairs should make this part of their Admin Agendas. The Directors **AGREED** to this action.

The Directors

Resolved

Unanimously in favour of adopting the policy.

AT/109/19 Date of Next Meeting

➤ **Wednesday 17th October 2019**

AT/110/19 Confidentiality of business to be determined

The Committee considered whether anything discussed during the meeting should be deemed confidential, except School Budget Information.

AT/111/19 Closing Prayer

The meeting closed with a prayer.

The meeting closed at 3:00 pm

Signed:(Chair)

Date:

