

Meeting title: Meeting of the Our Lady of Lourdes Catholic Multi-Academy Trust Executive Committee

Date and time: Wednesday 27th March 2019 at 2:00pm

Location: At the Trust Offices, Loxley House, Nottingham

Membership

'A' denotes absence

Mr Ken Daly - Chair
Mr Phil Bray
Mr Nigel Stevenson
Mr Tim Harding
A Mr Les Sullivan
Ms Sue Dryden
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/62/19 Opening prayer

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

AT/63/19 Apologies for absence

Apologies for absence were received from Mr Sullivan who had a medical appointment.

The Committee

resolved

to consent to this absence.

AT/64/19 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/65/19 Correspondence

➤ **Letter from ESFA to Trust Accounting Officers:**

The letter have been previously circulated, The Directors **CONFIRMED** that they had all read the ESFA letter and noted the contents.

➤ **Letter from the DfE**

The letter have been previously circulated, The Directors CONFIRMED that they had all read the ESFA letter and noted the contents.

Mr Daly thanked Mr McGeachie, Central Team and staff in schools for all their work.

AT/66/19 Minutes of the previous meeting held on Friday 14th February 2019

The minutes of the previous meeting held on Friday 14th February 2019 having been previously circulated, were confirmed and signed by the Chair.

There were no further matters arising. All actions had been completed or were to be discussed further in this meeting.

AT/67/19 Legal and Regulatory

Mrs Rich presented the following items which were discussed:

- **Resignations and appointments**
- **Governance Handbook**
- **Government Equalities Office**
- **The Becket School Playing Fields Lease**

AT/68/19 Reports and Minutes of Sub Committee Meetings

Audit & Risk Committee

The minutes of the meeting held on Wednesday 13th March 2019 were received, having been previously circulated on Trust Governor.

Mrs Munro presented the minutes. She proposed a specified project spend be agreed at £7,300.00.

The Directors unanimously **AGREED** to this expenditure.

Finance & Estates Committee

The minutes of the meeting held on Wednesday 13th March 2019 were received, having been previously circulated on Trust Governor.

Mr Stevenson advised that many of the issues raised at the meeting would be addressed in Mr Moore's Report later in the meeting. He drew the Board's attention to the following key items:

- **Tender for Catering & Cleaning**
- **Pay Date Change**

AT/69/19 Safeguarding

Summary report of issues arising

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

AT/70/19

Report from Chief Executive Officer

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

- *Chaplaincy & Catholic Life*
- *Ofsted Inspections* – one had taken place
- *Payroll*
- *Exceptions Report*
- RE Risks
- Review of Governance
- Standards
- HR

Attendance Data

His report having been previously circulated on Trust Governor, Mr McGeachie drew Directors' attention to Attendance matters..

AT/71/19

HR & Staffing Report

Mrs Robson, having previously circulated her report, explained that her items would be raised at the HR Committee. In brief these included:

- HR Portal & Recruitment Module
- Updating on 4 strands of the HR Strategy
- Feedback to the Consultation to be looked at ahead of Pay Date change
- Confidential items.

AT/72/19

Succession Planning

Mr McGeachie and Mr Harding had circulated documents on Trust Governor ahead of the meeting. Mr Daly thanked both for their hard work and reports. Mr McGeachie drew Directors' attention to the following items:

- *Talent Management/Leadership Academy*

Mr McGeachie reported that the Diocesan HR Strategy was shared between all 4 CMATS. OLoL was leading the area of Development of Catholic Leaders.

- *Leadership Academy*

Mr McGeachie explained that this proposal was a Fast-track for those with high potential. Its aim was to be most impactful for targeted individuals to achieve certain roles: namely Headteachers, Deputy Headteachers and Heads of RE.

- *The Role of the Board in Succession Planning*

Mr Harding presented his paper on the above, which had been previously circulated on Trust Governor.

AT/73/19

Finance Director's Report

Mr Moore presented his financial Overview Report which outlined the financial position for each Trust school, highlighting their Income, Expenditure and Deficit or Credit status. This was accompanied by a written commentary which had been previously circulated on Trust Governor:

- **GAG Grant Funding Report**
- **ESFA Key Dates**

AT/74/19

Admissions

Mrs Rich discussed the following with the Directors:

- [Admissions Arrangements 2020-21](#)
- [Summary of Secondary Admissions for September 2019](#)

AT/75/18

Policies

Approval of Policies brought forward.

- [Complaints Procedure \(plus Guidance Note\)](#)
- [Employer's LGPS Discretions Policy](#)
- [Whistleblowing Policy](#)
- [Data Breach Notification Policy](#)
- [Data Protection Policy](#)
- [Subject Access Request Policy](#)
- [Write-off and Bad Debt Policy](#)
- [Business Interests Policy](#)
- [Reserves Policy](#)

The Directors

Resolved

Unanimously in favour of adopting the policies above.

AT/76/18

Dates of the next meetings

Calendared Dates:

- [Wednesday 22nd May 2019 at 2:00pm](#)
- [Wednesday 17th July 2019 at 2:00pm](#)

AT/77/18

Determination of confidentiality of business

The Committee considered whether anything discussed during the meeting should be deemed confidential. It was

resolved

that **all papers remain confidential** pending the Chair's decision at the next meeting.

AT/78/18

Closing Prayer

The meeting closed with a prayer.

The meeting closed at 4.46pm

Signed:.....(Chair)

Date:.....

