

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

**Date and time:** Friday 14<sup>th</sup> February 2020 at 10:00am

**Location:** At The Becket School, West Bridgford, NG2 7QY

**Membership**

'A' denotes absence

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

**In attendance**

Mr James McGeachie (CEO)  
 Mr D Moore (Trust Finance Director) (for item AT/26/19)  
 Mrs K Rich (Company Secretary)  
 Mrs V Scott (Clerk to the Executive Committee)

**Action**

- AT/01/20**      **Opening prayer**  
 The meeting opened with the Trust prayer led by Mr Daly.
- AT/02/20**      **Apologies for absence**  
 There were no apologies for absence.
- AT/03/20**      **Conflicts of interests and business & pecuniary interests**  
 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/04/20**      **Minutes of the previous meeting held on 2<sup>nd</sup> December 2019**  
 The minutes of the previous meeting held on 2<sup>nd</sup> December 2019 having been circulated on Trust Governor, were confirmed and signed by the Chair.

*Matters arising*

- AT/6/19** – Mrs Munro advised that Mr Bailey had been appointed as Procurement Officer on a 6-month contract.  
 Mr McGeachie explained that at the Audit Committee the Directors had discussed the cost of the procurement contract. Mr Moore had negotiated with the Agency, who had offered a small discount. Mr McGeachie and Mr Moore had therefore negotiated with Mr Bailey to manage the contract down to a 6-month period. Mr Bailey had been amenable and accommodating of this.
- Mr Les Sullivan Retirement – Mr Daly reported that Mr Sullivan had received the Diocesan Medal for long service in a mass at The Becket.
- AT/21/19** – Ms Dryden noted that her point made had been a recommendation, rather than a request.
- AT/25/19** – 360 Analysis – Mr Harding reported that he was working on this.

**At/27/19** – Ms Dryden noted that she recommended that the Trust Directors were in need of additional Safeguarding sessions.  
Mr McGeachie explained that the Trust had been working with the Headteacher another Trust school to support the school in recruiting an Office Manager.

## **AT/05/20 Reports and Minutes of Sub Committee Meetings**

### ➤ **Audit & Risk**

The minutes of the meeting held on Thursday 23<sup>rd</sup> January 2020 were received, having been previously circulated on Trust Governor. Mrs Munro presented the minutes and drew the Board's attention to matters highlighted at the meeting.

### ➤ **Finance & Estates**

The minutes of the meeting held on Thursday 23<sup>rd</sup> January 2020 were received, having been previously circulated on Trust Governor. Mr Harding presented the minutes and drew the Board's attention to matters highlighted at the meeting.

### ➤ **Standards**

The minutes of the Committee meeting held on Monday 3<sup>rd</sup> February 2020 were received, having been previously circulated on Trust Governor. Mrs Recchia presented the minutes and drew the Board's attention to matters highlighted at the meeting.  
**(CONFIDENTIAL ITEM REDACTED)** These matters were **FULLY DISCUSSED** by the Board.

### ➤ **HR & Pay**

The minutes of the Committee meeting held on Thursday 6<sup>th</sup> February 2020 were received, having been previously circulated on Trust Governor. Mr Harding (as acting Chair for the meeting) presented the minutes and drew the Board's attention to matters highlighted at the meeting.

## **AT/06/20 Correspondence**

- **ESFA RSA meeting to take place on 6<sup>th</sup> March 11.30am -1.30pm** with a focus on Standards, St Patrick's Primary School and Finances.
- **Bishop's Letter to Mr Daly** – Mr Daly reported that he had received a letter from the Bishop confirming that the four Trust Chairs would no longer also be Members of the Trust, to avoid any conflict of interest.

## **AT/07/20 Legal and Regulatory**

- **Resignations & Appointments** – there were none.

## **AT/08/20 Feedback from CMAT Chairs' Meeting**

Mr Daly reported that areas for focus at the meeting had included:

- The role of Priests in school
- Payroll & Pension proposals including staffing
- Pay Committee meetings
- CEO Performance Management
- Governor Training – a training day was taking place on 27<sup>th</sup> February 2020 at Mackworth plus a Retreat Day at Southwell
- Chairs' Symposium Attendance – St Ralph Sherwin Trust had explored using

video conferencing which had worked well.

- St Thomas Aquinas reported that they sent Questions to LGBs for feedback.
- Scheme of Delegation Training Day
- Policies - CES Suite of Policies still with NRCDES and Unions.

**Q. The Directors enquired whether the Standards Committee could issue questions to the LGBs**

**A.** Mr McGeachie identified that the DPS reports to schools highlighted an LGB area whereby LGBs could feedback any concerns to the Trust and

**Q. The Directors enquired as to whether the Trust Directors could be involved in the consultation process on policies.**

**A.** Mr Daly **AGREED** to raise this at next meeting.

**Q. The Directors requested a definition of the relationship between the roles of the NRCDES Director of Education & Trust CEOs.**

**A.** Mr Daly provided the description as set out by the NRCDES. He **AGREED** to report back further following the Scheme of Delegation training session in the Pentecost Term.

**AT/9/20**

#### **Feedback from Chairs' Symposium**

Mr Daly reported to Directors as follows:

- The Trust had requested LGB Chairs to feedback to the trust on the context of their schools and how this might impact on data etc.
- The meeting had been well attended at St Philip Neri School.
- Mrs Dales had delivered a presentation on Ofsted, which had been well received.
- Next meeting would take place on April 30<sup>th</sup> at the Good Shepherd School

**AT/10/20**

#### **Diocesan Director of Education**

➤ **Updates and questions** – none were received.

**AT/11/20**

#### **Report from Chief Executive Officer**

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

➤ **Chaplaincy & Catholic Life Report** –

Mrs Vicki Mullen was covering Mrs Kemple's maternity leave and had been active across the Trust.

The Lourdes Pilgrimage had been well attended.

DCI Inspections - **CONFIDENTIAL ITEM.**

Ofsted – **CONFIDENTIAL ITEM**

➤ **Headteacher Recruitment**

**CONFIDENTIAL ITEM – STAFF NAMES**

➤ **Executive Head Models**

These roles had been put in place in September 2018 where schools did not have Headteachers in situ.

Good improvement had been observed at all the schools included in this model. In addition, new leaders had been identified.

**Q. The Directors enquired whether Executive Headteachers were impacted when returning to their original schools.**

**A.** Mr McGeachie explained that the Trust would work to support the Executive Headteachers in their new challenging roles.

**Q. The Directors enquired whether Executive Headteacher salaries posed any financial risk to the Trust.**

**A.** Mr Moore explained that the Executive Headteacher contracts were fixed-term so there was no risk.

➤ **Trust Strategy Exceptions Report** – Mr McGeachie presented his Exceptions Report. A review of current progress vs expected progress towards achieving the objectives of the Strategic Plan had identified the following “at risk” areas:

- Development of the Catholic identity and ethos
- Development of Governance
- Standards and Outcomes – no exceptions were reported with the only risk being at one school (name redacted).
- Development of Staff – the Trust were due to meet with PS Financials to seek an accelerated resolution for the remaining system errors.
- Finance & Business Support – there were no developments to report.
- Organisation Development – Payroll recruitment to report, as highlighted earlier.

**Q. The Directors enquired how contracts would be managed going forward from October 2020.**

**A.** Mr McGeachie advised that Mr Burrough would manage this area.

**Q. The Directors requested assurance that the current Director’s commercial skill-set met requirements for this area.**

**A.** Mr McGeachie explained that the Trust would ensure the Directors was supported in this.

The Directors flagged that a Contract Manager may be required going forward.

**Q. The Directors enquired how schools managed COVID 19, taking into account cultural diversity in schools.**

**A.** Mr McGeachie advised that schools would follow the Public Health Guidance issued by the Government.

➤ **Members’ Meeting Feedback**

Mr McGeachie reported that he, Mr Daly & Mr Moore had attended a Members’ Meeting to account for the performance of the Trust.

The Members had been impressed by the OLoL Leadership Academy.

The Trust Directors commented that the time provided for the meeting had been short; they required a better understanding of the roles of the CEO and the NRCDEs Director of Education. The Directors also required assurance from the Members that the OLoL Board was being effective in its role and performing its duties.

**Q. Mrs Recchia asked who would advise the members on the correct questions to ask the Directors.**

**A.** Mr McGeachie advised that Peter Giorgio would advise the Members.

AT/12/20

### Risk Register

Mr McGeachie presented the risk register and highlighted new additions to the Register. He identified the following:

- **Strategic Risks** – new areas added included Disaster Recovery and Failure to Manage Parental Complaints Effectively
- **Operational Risks** – new areas added included Cyber Security. Mrs Munro reported that the Cyber Security report had not identified any areas of concern.

**Q. The Directors enquired whether COVID19 or other pandemics should be included as they posed a potential risk.**

**A.** Mr McGeachie **AGREED** to add these to the register.

**Q. The Directors questioned whether any schools had been at risk from severe weather.**

**A.** Mr McGeachie advised that one school had closed due to bad weather the

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previous week; however, no other schools had been affected.

**AT/13/20**

**Safeguarding Report**

Mr McGeachie presented a report from Mrs Dales on Safeguarding. He recommended that this be brought back to the May 2020 Board meeting following a consultation between Ms Dryden, Mr McGeachie and Mrs Dales. The Directors **AGREED** to this action.

**AGENDA**

**AT/14/20**

**Finance Director's Report**

*(Mr Moore joined the meeting)*

**CONFIDENTIAL - ITEM REDACTED**

**AT/15/20**

**Director Visits to Schools**

The Directors reported on the schools they had visited and made positive comments regarding their observations.

**CONFIDENTIAL ITEM REDACTED**

**AT/16/20**

**Marketing Strategy**

Mrs Rich presented her draft Strategy focussing on main aims to:

- See positive promotion of OLoL schools
- See increased pupil numbers – aiming for full capacity in all our schools
- Attract high-calibre staff through our recruitment processes
- Positively promote the Our Lady of Lourdes reputation and brand

The report highlighted the following:

- Core expectations of schools
- Trust Expectations – would centre around supporting schools
- Identified areas of need

Questions from the report for Directors' consideration focussed on:

- Delivery
- Resources
- Budget

Mr Daly thanked Mrs Rich for her hard work on the Strategy.

**Q. The Directors enquired whether there were any plans to undertake Market Research**

**A.** Mrs Rich advised that the Trust intended to canvas current parents, governors, etc. Mr Daly advised that the Local Context questions to parents would assist with this.

The Directors to consider the Questions in the Strategy and **AGREED** that this would sit with the Finance & Estates Committee. A working group would therefore be formed. The Directors asked Mrs Rich to provide a recommendation on costs. Mr Daly **AGREED** to approach Mr Phil Bray for his professional input.

**F&E  
KR  
KD**

**AT/17/20**

**Policy Review**

The following Policies were brought forward from the Finance & Estates Committee:

**From the Audit & Risk Committee:**

- **Data Breach Notification Policy – No changes – for Review**
- **Data Protection Policy – No changes – for Review**
- **Subject Access Request Policy – (changes made to template letter appendix only)– for Review**
- **Business Continuity Policy - b/f from previous meeting**

**From the Finance & Estates Committee:**

- **Smoke-Free Policy (for approval/ratification)**
- **Reserves Policy - No changes – for Review**

The Directors

**Resolved**

To agree all the above 6 policies.

**AT/18/20 Date of Next Meeting**

- **Wednesday 20<sup>th</sup> May 2020 (rescheduled from Thursday 21<sup>st</sup> May)**

*Mr Stevenson tendered his apologies in advance, as he would be attending a business conference.*

**AT/19/20 Determination of confidentiality of business**

The Committee considered whether anything discussed during the meeting should be deemed confidential. It was agreed that references to Inspections, Finance & Visits should be redacted, staff names and school name.

**Forward Agenda Items identified at the meeting:**

- Update on Procurement
- Marketing
- St Edmund Campion Action Plan-

**AT/20/20 Closing Prayer**

The meeting closed with a prayer led by Fr O'Donoghue.

**The meeting closed at 12.30pm**

Signed:.....(Chair)

Date:.....

**MINUTES OF MEETING**

**Company Number: 07743523**

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**Date and time:**

**Location:**

**CONFIDENTIAL ITEMS**