

MINUTES OF MEETING

Company Number: 07743523



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

Date and time: Wednesday 20th July 2020 at 2:00pm

Location: Microsoft Teams

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)
Mrs M Robson (Trust HR Director)
Mrs K Rich (Company Secretary)
Mrs V Scott (Clerk to the Executive Committee)
Mr Peter Giorgio (NRCDES Director of Education)

Action

- AT/53/20** **Opening prayer**
The meeting opened with the Trust prayer led by Mr Daly.
- AT/54/20** **Apologies for absence**
There were no apologies for absence.
- AT/55/20** **Correspondence**
Mr Daly had received a letter from Mr Daly had received an ESFA letter from Eileen Milner to academy trust accounting officers. He **AGREED** to share this with the Board. **KD**
No further correspondence had been received.
- AT/56/20** **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/57/20** **Minutes of the previous meeting held on Wednesday 20th May 2020**
The minutes of the previous meeting held on Wednesday 20th May 2020 having been circulated on Trust Governor, were confirmed and signed by the Chair.

Matters Arising

Mr Daly advised that he had not yet discussed Marketing with the other CMAT Chairs. Mr Giorgio advised that the Directors were free to decide with which committee this would sit. Mrs Munro suggested any issues relating to marketing should come directly to

the Board rather than sit with an individual committee. Mr Moore suggested it could sit with the Finance & Audit Committee, due to the impact of marketing on Pupil Numbers. Mr McGeachie requested that this item returned to the Board meeting scheduled for the Autumn Term. He felt that all areas would benefit from being part of the Marketing Strategy. The Directors unanimously **AGREED** to this falling under the remit of the Board.

All other matters were to be dealt with in the Agenda.

AT/58/20

Reports and Minutes of Sub Committee Meetings

➤ **Standards**

The minutes of the meeting held on Friday 17th July 2020 were received, having been previously circulated on Trust Governor.

Mrs Recchia presented the minutes and updated the Directors on key points.

Mr Daly highlighted that Mr Maher, Mrs Dales, Mr McGeachie and the Team had provided excellent support to the Trust schools.

➤ **HR & Pay**

The minutes of the meeting held on Monday 22nd June 2020 were received, having been previously circulated on Trust Governor.

Ms Dryden presented the minutes. She thanked Mrs Robson for managing HR for the Trust, in particular with reference to her hard work with the Trade Unions.

Mr McGeachie explained that since the last HR committee meeting, Headteachers had fed-back to the Trust with particular reference to recent correspondence they had received relating to anxieties and pay rises. Headteachers had been keen to point this out to the Board.

➤ **Finance & Estates**

The minutes of the meeting held on Thursday 9th July 2020 were received, having been previously circulated on Trust Governor.

Mr Daly presented the minutes of the meeting. He highlighted the key points of the minutes. **(CONFIDENTIAL – ITEM REDACTED)**

The Directors unanimously **AGREED** to recommend the proposal from the Finance and Estates Committee to appoint Aspens as the Trust's catering contractor.

AT/59/20

Report from Chairs' Meeting:

Mr Daly explained that any questions relating to the Scheme of Delegation should be emailed to Mr Neil Weightman at NRCDES.

Mr Daly updated the Directors, following his meeting with the Chairs from the 4 Diocesan CMATs. Items discussed at the Chairs' meeting had included:

Models of Local Government from year 4 onwards

GAG Funding – **(CONFIDENTIAL ITEM REDACTED)**

External Review – this was commissioned by NRCDES on behalf of the Members. It would take the form of a questionnaire followed by a 1-2-1 meeting with Boards in the Pentecost term. Costs would be split between the Trusts and NRCDES.

Q. The Directors asked what the purpose of the review was.

A. Mr Daly explained that the purpose was to review the effectiveness of the Trust Board. Mr Giorgio advised that the review plan had been in place as of year 1 with an evaluation of the Board due in year 3.

Q. The Directors enquired as to who would carry out the review.

A. Mr Giorgio advised that this would be undertaken by Together People – Jane Lewis (Leeds). Mr Giorgio **AGREED** to provide Mrs Munro with details of the other organisations that had been considered.

Q. The Directors questioned whether Jane Lewis had experience of Catholic MATs

A. Mr Giorgio advised that she did not; however, he had agreed to work with her on this in order to assist her with writing the Framework for the evaluation. Mr Daly advised that the Chairs had been very happy with the appointed provider.

Q. The Directors queried how the Review would be used in the future.

A. Mr Giorgio explained that the Review process involved a cross-representative sample of stakeholder views; the findings were then delivered with a focus on an area that would be helpful to the Board and also explain how the Review would then lead to a deepening of the relationship between the Trust and its schools.

LGBs – Mr Giorgio explained that the effectiveness of LGBs would also be included in the Review with an aim that Challenge should be a consistent picture across the Diocese, as should training for Governors. NRCDES were exploring the possibility of having Governing Bodies that oversaw more than 1 school, to overcome the difficulty in recruiting Governors.

Mr Daly advised that the Chairs' Pay Committee would be meeting in 10 days' time. The CEO Performance Management meeting had been postponed from 30th September 2020.

AT/60/20**NRCDES Director of Education Update**

There were no further updates for this meeting.

AT/61/20**Briefing Paper from the Trust CEO**

Mr Daly thanked Mr McGeachie for his comprehensive reports, which had been previously circulated on Trust Governor.

➤ Annual Succession Review

Mr McGeachie presented his Annual Succession Review. He highlighted that this work had been shared with the other CMAT CEOs.

Headteachers:

Mr McGeachie had been in discussion with all Headteachers regarding their career aspirations and development opportunities along with opportunities for Headteachers to explore new levels of challenge in their roles. Themes had included each Headteachers career progression aspirations; succession planning within each school; other high potential staff within each school; perceived issues regarding recruitment to senior leader positions. Actions arising had included further Induction support for 3 new Headteachers; the next steps for the Executive Heads (Mr McGeachie highlighted that the current Executive Head model was due to be concluded); further opportunities for wider whole-Trust contributions; opportunities for professional qualifications; mentoring and support for new heads; school improvement support in other schools, where appropriate.

Mr McGeachie explained that recruiting Headteachers was a priority for the Trust.

Deputy Heads:

Mr McGeachie had identified 7 Deputy Headteachers who had high potential to become Headteachers.

Future Leaders and Talent Development:

Trust was committed to supporting the development of future leaders. Ensuring that these staff felt valued and that their next steps were explored. The Trust had discussed high potential staff with Headteachers and Directors of Performance and Standards (DPS) and created a Register of these. All schools were represented and several had multiple high potential staff. This information would be used by Headteachers and the DPS during Performance Management discussions to provide appropriate opportunities at the right time.

Risk Analysis:

Mr McGeachie explained that following the assessment of coverage, Deputy Headteachers and future leaders / talent development, this had identified 2 high risk schools. Once mitigations had been considered (internal succession, size of school, location, Deputy Headteacher, the Headteacher pool and external interest) the risk analysis identified only one remaining high risk school.

Impact of the Leadership Development Strategy:

Impact on Leadership Practices was demonstrated via the contribution from staff in securing successful inspection outcomes; improved pupil outcomes; sharing practice, leading training for others; key roles taken during the Coronavirus pandemic.

Impact on Recruitment could be seen by the appointment of leaders across the Trust. The Leadership Academy had identified those with potential resulting in several key appointments across Trust schools.

Mr McGeachie identified that there had been more external applicants for leadership roles than ever before.

Mr Harding commended Mr McGeachie on his excellent succession planning. He identified that the nature of Deputy Headteacher and Headteacher roles were changing and that competencies were required to develop accordingly. Mr McGeachie explained that the Trust was working closely with potential leaders for the future.

Q. The Directors enquired whether there had been any Central Team Succession Planning.

A. Mr McGeachie advised that this had been explored by the Trust and staff had been identified with potential for moving forward.

Q. The Directors queried whether there were any Career Templates that mapped out the routes for potential leaders to achieve their goals.

A. Mr McGeachie advised that a Headteacher template had been created by the Trust and then used as template for the Leadership Academy, but this had not yet been mapped across other roles.

Mr Daly identified that all staff with potential should be supported regardless of whether

they were Roman Catholic or not. Mr McGeachie agreed that the Trust's view was that all potential leaders should be supported on their career paths.

➤ **Risk Assessment Report**

- **Risk Assessment for St Patrick's Mansfield**
- **Risk Assessment for the Trinity school**

Wider opening of schools:

Mr McGeachie presented his report outlining how Risk Assessment (RA) had been evaluated and the process for doing this across the Trust schools. He advised that the RAs had been well received by schools. Mr McGeachie commended Mr Burrough, with the support of Mr Maher and Mrs Dales, for all their hard work on this area. Positive feedback had been received from the Trade Unions.

High priority/anxious staff:

The Trust had worked very hard to ensure these staff felt confident to return; Action Plans had been put in place along with evaluations. Updated guidance for those shielding was expected on 1st August 2020.

Full opening of schools:

RAs for the June Reopening had been adapted by the Trust to incorporate any government guidance, which schools had then adapted to suit their own settings. The Consultation Period had concluded on 20.7.2020.

Mr McGeachie advised that as the Trust Board was the employer, it was imperative that the Board were aware of the RA process.

The Directors **AGREED** that they were happy with the process and work that had been undertaken.

The Directors thanked Mr Burrough, Mr Maher and Mrs Dales for all their hard work.

➤ **Attendance**

Mr McGeachie presented the Trust Attendance Data. He reported that Nottingham City schools had an Attendance level of around 30%. by comparison, the OLoL schools showed much higher figures. The Trust primaries had been able to offer every child the opportunity to come into school. No positive Covid Test results had been returned to date.

➤ **COVID-19: Return to Lockdown Plan & Response Plan**

Mr McGeachie presented his survey report of Headteachers which covered areas including whole school risk assessment; support for the wider opening of schools; recruitment during lockdown; responding to Safeguarding changes; HR support and budgeting. The survey had resulted in highly positive feedback. Headteachers had been extremely grateful for the support provided by the Trust Central Team.

Q. The Directors questioned whether the Trust needed any additional support in the case of a second Covid wave.

A. Mr McGeachie explained that the Trust had carried out a full CMAT Evaluation of their response to the crisis. Mr McGeachie **AGREED** to return to the Board if any help was needed.

Q. The Directors enquired whether there was any particular cohort of students that had been identified as not attending school.

A. Mr McGeachie advised that the percentage attending was lower in the more deprived areas; however, the Trust's attendance from students in this category was much higher than in schools locally. Pupil Premium students were also more likely to be affected by the crisis and closure of schools.

Q. The Directors queried whether there would be more resources made available for the Disadvantaged group.

A. Mr McGeachie agreed that there would. He explained that there was government funding for this which would be dedicated to those disadvantaged groups.

Q. The Directors enquired whether IT for the Disadvantaged groups had been sourced.

A. Mr McGeachie explained that the Trust had identified that a faster response was needed; some schools had been able to loan their IT equipment out; planning for the Loan system had been built into the Trust's contingency planning for a second Lockdown. Mr Daly requested sight of the Plan for a second Lockdown. Mr McGeachie **AGREED** to share this. **JWM**

Mr Stevenson advised that CIIA had provided a guidance for LAs to evaluate how they had responded to various aspects of the lockdown. He **AGREED** to share this with the Board. **NS**

Mr Daly thanked Mr McGeachie and all the Trust team and staff involved in the Risk Assessment and Planning for Return.

AT/62/20

**Finance Director's Report
(CONFIDENTIAL – ITEM REDACTED)**

AT/63/20

Legal & Regulatory

- **Annual Governance Structure Review**
- **Agreement of Committee Terms of Reference**

Mrs Rich advised that the Annual Governance Structure Review had been shared in the previous month from NRCDES. A change had been put forward to combine the HR & Pay committee.

The Directors **UNANIMOUSLY AGREED** the structure and the TOR Document.

- **Election of Chair and Vice Chairs for Board, Committees and lead Directors for Safeguarding, SEND & GDPR**

The Directors **UNANIMOUSLY AGREED** the following:

Mr Daly would continue as Chair, Ms Dryden to continue as Vice Chair.

All current Committee Chairs would remain in post.

AT/64/20

Policies

- **Safeguarding & Child Protection Policy - July 2020**

This had been updated by Mrs Dales.

The Directors **Resolved** to AGREE the policy.

From the Finance & Estates Committee:

- **Fixed Asset Policy - July 2020**
- **Multi-Pay Card Policy - July 2020**
- **Financial Regulations Manual - Revised July 2020** - Mr Moore explained 2 small amendments that were required to the Handbook.

The Directors **Resolved** to agree the 2 policies above and the Handbook.

From the Standards Committee:

- **SEND Policy - June 2020**
- **Mental Health Policy - July 2020**

The Directors **Resolved** to agree the 2 policies above

AT/65/20

Other Matters

- **Annual Self Evaluation of Director’s effectiveness and review of Trust Board impact**

Mr Daly **REQUESTED** suggestions from the Directors for strategic areas of focus for the Board over the next 2-3 years. These should be forwarded to Mr Daly.

All to note

- **Trust and Academy Website Compliance Assurance Report – summary analysis/report local issues**

Mrs Rich explained that the 10-week website compliance checks of schools had taken place. She would report back in the Autumn Term on the matter above.

AT/66/20

Date of Next Meeting

- **Thursday 15th October 2020 at 2:00pm**

The Directors thanked all at the Trust who had worked extremely hard in the unprecedented times.

Mr Daly also thanked the Directors for all their help and support and Mr Giorgio for the support received from NRCDES.

AT/67/20

Determination of confidentiality of business

The Committee considered whether anything discussed during the meeting should be deemed confidential. It was agreed that items concerning Finance remained confidential.

AT/68/20

Closing Prayer

The meeting closed with a prayer led by Mr Daly.

The meeting closed at 3.50pm

Signed:.....(Chair)

Date:.....