

## 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 20<sup>th</sup> May 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)  
A Fr Michael O'Donoghue  
Mrs Susan Munro  
Mrs Anne Recchia

### In attendance

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

### Action

AT/38/20

#### Opening prayer

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

AT/39/20

#### Apologies for absence

There were apologies for absence from Fr O'Donoghue for health reasons.  
The Directors **RESOLVED** to consent to the absences.

AT/40/20

#### Correspondence

There was none for this meeting.

AT/41/20

#### 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/41/20

#### Minutes of the previous meeting held on 21<sup>st</sup> April 2020

The minutes of the previous meeting held on 21<sup>st</sup> April 2020 having been circulated on Trust Governor, were confirmed and signed by the Chair.

There were no matters arising

The Directors **RESOLVED** to accept the minutes.

**Q. The Directors enquired whether there was an update on planning permission for Good Shepherd school.**

**A.** Mr Moore reported that there had been a request issued by the planners relating to parking and traffic round the site, with provision required in order to minimise the impact of traffic on some roads around school. There would be an extra cost of £10,000 to put this in place.

In relation to an Action from the minutes relating to Keyworker COVID testing, Mr McGeachie advised that tests could now be booked on line now or sent to homes.

**AT/43/20**

### **Reports and Minutes of Sub Committee Meetings**

➤ **Standards**

The minutes of the meeting held on Friday 1<sup>st</sup> May 2020 were received, having been previously circulated on Trust Governor.

➤ **HR & Pay**

The minutes of the meeting held on Tuesday 5<sup>th</sup> May 2020 were received, having been previously circulated on Trust Governor.

➤ **Audit & Risk**

The minutes of the meeting held on Thursday 12<sup>th</sup> March 2020 were received, having been previously circulated on Trust Governor.

➤ **Finance & Estates**

The minutes of the meeting held on Thursday 12<sup>th</sup> March 2020 were received, having been previously circulated on Trust Governor.

**Q. The Directors queried whether extra cleaning costs would impact on school budgets.**

**A.** Mr McGeachie advised that the existing site staff's work would be re-prioritised to avoid additional costs incurred through extra staffing.

Mr Daly advised that he had requested a report from Mr Burrough providing an update on SCA Funding.

**AT/44/20**

### **Briefing Paper from the Trust CEO**

Mr Daly thanked Mr McGeachie for his very comprehensive paper, which had been previously circulated on Trust Governor. Mr McGeachie presented his report and thanked all staff in all Trust schools for their hard work during the Coronavirus pandemic.

➤ **Safeguarding Update**

Mr McGeachie explained that Mrs Dales, supported by Ms Dryden, had updated the Safeguarding Policy and that the Trust had been prepared well in advance of government advice being issued. No major issues had arisen as a result of COVID -19. The risk of the lockdown impacting on our students had been successfully mitigated by the Trust.

➤ **Catholic Life, Chaplaincy and Spirituality Update**

Mr McGeachie reported that the Parishes were currently closed for attendance at Mass. Therefore, the Trust Chaplains had worked on preparing resources in advance of school

closures.

**Q. The Directors enquired whether there had been any feedback arising from Tom Baptist's newsletter.**

**A.** Mr McGeachie advised that the Trust schools had input into the Diocesan Youth Service and this had been shared with other Trusts.

The Directors commended all work on the Be Inspirational website and the motivating videos for students. Mr McGeachie explained that access to these materials had been good and numbers encouraging.

**Q. The Directors queried whether the website hits were decreasing in number.**

**A.** Mr McGeachie advised that the website hits had not shown a decreasing trend.

### ➤ **The Return to School**

Mr McGeachie had shared his Statement of Intent, prioritising Safety and Well-being and reported that the impact of the virus on staff and pupils had been low. He explained that the return to school planning had been challenging and that the Trade Unions had been active at this time. Mr McGeachie expressed that there was a real need to get students back in school, especially for the most disadvantaged students. His plans had been set out using government guidance.

The Trust had worked with Headteachers and had concluded that for Primary schools all Reception, Year 1 and Year 6 would return to school on 1<sup>st</sup> June, in line with government guidance.

*Risk Assessment* - this had been produced by Mr Burrough in consultation with Headteachers. The Trust had asked all Headteachers to double staff and to double rooming for "pods" of pupils, who would not mix or share resources.

*Union Impact* – Mr McGeachie explained that the Trade Unions had a responsibility to their members. Trade Union views were based on the BMA statement which had since been retracted. The Trust was working hard to show staff that Risk was being mitigated and giving them the confidence to return to work.

The Directors thanked Mr Burrough for the comprehensive Risk Assessment. Mr McGeachie commended Mr Burrough for all his hard work and excellent management of the Risk.

**Q. The Directors asked if the Trust had any indication as to whether parents intended to send their children back to school.**

**A.** Mr McGeachie advised that the Trust had undertaken a survey which revealed that the response had been around 50% overall. However, schools had planned for full numbers returning to primary schools on 1<sup>st</sup> June.

**Q. The Directors enquired whether there was enough space in school to accommodate the pupils.**

**A.** Mr McGeachie explained that space was very tight especially in some of the smaller schools. He added that schools would not be able to manage all students returning to school and be able to maintain the safety guidance on distancing.

**Q. The Directors queried whether there was provision in place for school transport.**

**A.** Mr McGeachie advised that 1<sup>st</sup> June return was for primary students who in the main did not use school transport. There were 3 contract buses used by the Trust. Mrs Rich explained that she was in process of putting arrangements in place regarding school buses.

**Q. The Directors enquired whether wrap-around care would be available at primary schools.**

**A.** Mr McGeachie explained that school had made their own decisions on this and that the Trust were happy to allow individual schools provisions as long as this formed part of their Risk Assessment and was carefully monitored.

**Q. The Directors queried whether Personal Protection Equipment (PPE) supplies been secured.**

**A.** Mr McGeachie advised that the Trust had delivered this to schools. The Trust would also create a PPE pack for each “pod” with advice on next steps in the event that someone was taken ill.

**Q. The Directors questioned whether there would be handwashing stations outside the schools.**

**A.** Mr McGeachie advised that this had been Risk Assessed with the conclusion there was sufficient quick access to handwashing stations upon entering school.

The Directors unanimously **RESOLVED** to approve the Plan and the Risk Assessment.

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

**Learning Points**

Mr McGeachie explained that the Trust had considered issues that may arise in the event of a COVID-19 second spike, highlighting positives and areas for improvement.

Areas where the Trust responded swiftly, decisively and demonstrated strong leadership included:

- Our critical incident drill in February
- Our risk management planning and mitigations for central and executive functions
- Our communications strategy (communications to Headteachers, staff and parents/carers).
- Sharing our work with the other 3 CMATs, particularly in the emergency response stages leading up to the school closures
- The expertise and drive of the Executive Team: safeguarding, individual support and guidance for Heads, HR and the impact on our colleagues, premises and H&S, curriculum modifications, IT support, maintaining statutory responsibilities (GDPR, complaints, appeals) and many more.

Learning Points included:

- More hub Headteacher meetings – an increase in face-to-face meetings.
- Headteacher responses to dialogues with anxious / vulnerable / extremely vulnerable staff – achieve a more consistent response
- Technology in schools – a review of this was already part of the Trust’s IT strategy. However, there was a need for this to be accelerated as secondary schools were far better supported by their technology than primary schools.
- Distance learning supported by video clips – learning from home to be supported by more teacher intervention. Building up a library of video clips would support future crises.
- Different LA priorities – the Trust works with three Local Authorities and have 11 county schools, 9 city schools and 1 Derbyshire school and received varying levels of guidance from each LA.
- Communications with LGBs

**Q. The Directors questioned whether any LGBs had enquired about the Return to School planning.**

A. Mr McGeachie explained that no LGBs had direct enquired about this to date.

**Q. The Directors queried whether the technology at students' homes was sufficient to allow them to access lessons.**

A. Mr McGeachie explained that the Trust had not received any government assistance for technology.

Mr Stevenson suggested that an awareness of students' ability to use and access of technology was key to highlighting what would be needed at home to manage a similar situation should one occur in the future. Encourage children to work in groups i.e. via Zoom.

**Finance Update (CONFIDENTIAL – ITEM REDACTED)**

The Directors thanked Mr McGeachie and the Trust Team for their ongoing work.

**AT/45/20**

**KPIs**

Mr McGeachie presented the Strategy and reviewed the KPIs, some of which he explained were now not attainable or realistic and should be reviewed, but keeping the overall 3-year plan in place.

Year 1 - some KPIs to be deferred; some adjusted.

The Directors **REQUESTED** that this was reviewed in September 2020.

**AT/46/20**

**Report from Chairs' Meeting:**

Mr Daly presented his report which had been circulated on Trust Governor. The Directors asked the following questions:

**Q. The Directors enquired why some Trusts had a specific Catholic Life Committee, but OLoL did not.**

A. Mr Daly explained that NRCDES had advised that Committee structure was a matter for individual Trust decision. Mr McGeachie explained that when the Trust was set up there had been no requirement for a separate Catholic Life committee. Mr Daly advised that St Ralph Sherwin and St Thomas Aquinas Trusts had already had Catholic Life committees in place. Mr McGeachie added that Catholic Life should thread through all committees.

**Q. The Directors queried why some Terms of Reference (TOR) were not covered in those of the Standards Committee.**

A. Mr Daly explained that the items in both sets of TORs could be amalgamated in to those of one committee.

**Q. The Directors enquired why Governance was included in the Audit & Risk Committee TOR.**

A. Mr Daly advised that this related to risk posed by a lack of Directors or Governors or some failing by an LGB. He was awaiting clarification from Neil Weightman on this matter.

**Q. The Directors questioned whether the TORs for all school committees were the same across the UK.**

A. Mr Daly advised that they were not as not all schools had a Catholic Life Committee. Neil Wightman was currently working on clarifying each of them.

**Q. The Directors queried which committee was responsible for Marketing and Publicity. KD**  
**A. Mr Daly AGREED** to raise at the next Chair's meeting.

**Q. The Directors asked whether Chaplains could be invited to the Standards meetings.**  
**A. Mr Daly AGREED** that they could.

**Q. The Directors enquired whether amalgamation of HR & Staffing and Pay Committees had been agreed by NRCDES.**  
**A. Mr Daly** advised that he had consulted Mr Giorgio who had agreed to this action.

**AT/47/20**      **Company Secretary and Clerk to the Board: Accountability to the Board**  
Mr McGeachie and Mr Daly **AGREED** to meet to progress this item.

**AT/48/20**      **Legal & Regulatory**

➤ **Review Scheme of Delegation (SoD) – postponed**

Mrs Rich noted that this was work highlighted in the Annual Planner to be discussed. however, the SoD was currently being reviewed by Peter Giorgio and Neil Wightman. The Diocese would be sharing a Timetable of Consultation in due course.

➤ **CMAT Board of Directors - Committee Terms of Reference**

See above discussion under Item AT/46/20.

**AT/49/20**      **Other Matters**

➤ **Admissions changes**

Mrs Rich explained that Following LA submission, there were some suggested tweaks around clarity on in Year Application, Waiting Lists, Distance References, Home Addresses, and web-links; also, for secondary schools a minimum PAN had to be published.

The Directors **RESOLVED** to agree to the Admission changes.

**Meeting Schedule 2020-2021 (Final Version).**

Meetings to be at 2:00pm

The Directors **AGREED** to accept the Meeting Schedule for 2020-21

➤ **Policies**

**HR & Pay**

- **Performance review for teachers**
- **Performance review for support staff**
- **Capability policy**
- **Teachers Pay Policy 2019/20**
- **Appeals procedure**
- **LGPS Discretions policy**

**Audit & Risk:**

- **IT policy**

**Finance & Estates:**

- **OLoL Reserves Policy**

The Directors

**Resolved**

To agree all 8 policies above

**Q. The Directors enquired whether all policies had to be reviewed annually.**

A. Mrs Rich and Mr McGeachie were working on a policy review schedule. Mrs Rich explained that where possible 2 or 3 year reviews had been proposed.

**Q. The Directors questioned how exam results would be shared with students.**

A. Mr McGeachie explained that this would take place on the usual date by the usual processes.

**Q. The Directors queried whether a rise appeals was predicted.**

A. Mr McGeachie explained that there was an appeal route for mistakes i.e. procedural errors. For disagreement with awarded grades, the Trust had put in a number of protocols to ensure that decisions had been moderated. However, a rise in SARs was anticipated.

**Q. MThe Directors rs Recchia enquired whether Minutes of Board meetings were available to the public.**

A. Mrs Scott confirmed that a Public View copy for Board Minutes was available.

**Q. The Directors questioned whether Directors would be agreeable to having OLoL email addresses and should LGB members have school email addresses.**

A. Mr McGeachie explained that historically this could present problems with missed emails at LGB level.

The Directors **AGREED** that Directors should have Trust email addresses.

**AT/50/20**

**Date of Next Meeting**

➤ **Monday 20th July 2020 at 2:00pm**

**AT/51/20**

**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/52/20**

**Closing Prayer**

The meeting closed with a prayer led by Mr Daly.

**The meeting closed at 3.15pm**

Signed:.....(Chair)

Date:.....