

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

**Date and time:** Monday 2<sup>nd</sup> December 2019 at 2:00pm

**Location:** At the Trust Offices, Loxley House, Nottingham, NG2 1RT

**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
- A 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/16/19 Opening prayer**  
The meeting opened with the Trust prayer led by Mr Daly.
- AT/17/19 Apologies for absence**  
Apologies for absence were received from Mrs Munro who had a business commitment. The Directors **AGREED** to consent to the absence.
- AT/18/19 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/20/19 Minutes of the previous meeting held on 17<sup>th</sup> October 2019**  
The minutes of the previous meeting held on Wednesday 17<sup>th</sup> October 2019 having been circulated on Trust Governor, were confirmed and signed by the Chair.

*Matters arising*

**AT/06/19** – Mr McGeachie reported that a temporary Procurement Officer had been appointed on a one-year contract.

**Q. The Directors enquired what was the main aim of any marketing activity.**

**A.** Mr Harding suggested that this should be to ensure that all schools were full; Mr Stevenson added that branding should also be a focus.

**AT/07/19** – Mrs Rich reported that she had amended the Scheme of Delegation and placed an updated version on the Trust website.

Mr McGeachie explained that he had met with Ms Dryden and Mr Harding to look at KPIs.

**AT/11/19** – Mrs Rich reported that 11 Director Visits had been booked across the Trust.

**Q. The Directors queried whether there was a format for feeding back from these visits.**

**A.** Mr Daly advised that this would take the form of an informal short verbal report. Mr McGeachie explained that at this stage the Directors Visits were mainly PR focussed.

**Q. The Directors questioned whether schools had found Director Visits to be of value.**

**A.** Mr McGeachie advised that director Visits had reassured Headteachers of the support of the Trust.

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

The Directors **REQUESTED** that Director Visits remained on the **AGENDA** moving forward. **AGENDA**

**AT/21/19**

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

### ➤ **HR & Pay Committee**

The minutes of the meeting held on 26<sup>th</sup> November 2019 were received, having been previously circulated on Trust Governor. Ms Dryden presented the minutes and drew the Board's attention to the following matters:

- The process surrounding Teacher Pay Decisions had been easier this year.
- Three Teacher Pay Decisions which had been deferred and would be heard on 9th December.
- Mr McGeachie fully apprised the Board in respect of the Headship at one school (name redacted). The Directors **DISCUSSED** the appointment.

**Q. The Directors enquired what the time-line was for the new Headteacher to be in place.**

**A.** Mr McGeachie advised that they would be in place for September 2020, to allow time to advertise for Deputy Headteachers.

### ➤ **Standards Committee**

The minutes of two meetings held on 15<sup>th</sup> November 2019 were received, having been previously circulated on Trust Governor. Mr Sullivan presented the minutes and drew the Board's attention to the following items:

- Mrs Recchia had been elected as new Chair of the Committee
- School Data had been scrutinised
- A presentation was received regarding Disadvantaged Action Research
- **Ofsted** – Mr McGeachie advised that there had been one Ofsted Inspection in the Trust under the New Ofsted Framework. Our Lady of PS had received a Good Ofsted grading.
- **DCI – (CONFIDENTIAL ITEM REDACTED)**
- Mr Daly congratulated all the schools and thanked the Trust Staff who had supported them.
- The Directors suggested that the Board should write directly to schools to recognise success. Mr Daly **AGREED** to produce a Template Letter to send to Schools.

**KD**

### ➤ **Finance & Estates Committee**

The minutes of the Committee meeting held on 28<sup>th</sup> November 2019 were received, having been previously circulated on Trust Governor. Mr Stevenson presented the

minutes and drew the Board's attention to the following items:

- Procurement was discussed, along with the appointment of a Procurement Officer.
- A Capital Works update had been provided.
- 3 Policies had been brought forward

**Q. The Directors enquired why the Trust had such a large reserve of cash.**

**A.** Mr Stevenson reported that this had been recognised at the Committee. Mr McGeachie explained that the Trust was working on a blueprint for Desirable vs Minimum provision in schools, with a view to investing appropriately where identified. Mr Daly advised that the Trust also had to retain a Reserve of 60 days funding as a precaution.

- The Directors **REQUESTED** that for reporting purposes the Reserve Account was segregated to show what the protected funding was for the Trust. **DM**
- The Directors **REQUESTED** that the Board investigated further an Environmental Policy and the cost associated with that. **DM**

➤ **Audit & Risk Committee**

The minutes of the Committee meeting held on 28<sup>th</sup> November 2019 were received, having been previously circulated on Trust Governor. In Mrs Munro's absence, Mr Stevenson presented the minutes and drew the Board's attention to the following items:

- Smith Coper Report on Audit Findings
- 2 Letter from Lord Agnew had been noted
- Risk Register was reviewed
- Disaster Recovery Plan had been deferred to the next meeting.

**AT/22/19**

**Legal and Regulatory**

- **Appointment of Standard's Committee Chair** – Mrs Rich reported that Mrs Recchia had been appointed to this role.
- **Safeguarding Link Director Confirmation** – Mrs Rich reported that Ms Dryden had been elected to the role.

Mr Daly explained that 2 new Directors were being sought for the Trust Board. He requested that the Board Directors contact him should they have any suitable recommendations.

**All to note**

**Q. The Directors questioned what additional skills the Board were seeking.**

**A.** Mr Daly advised that Marketing and Further Education; Mr McGeachie noted that the ethnic diversity of the schools was not reflected in the Board. Mrs Rich noted that she had registered with a website to assist with Director recruitment.

**AT/23/19**

**Feedback from Chairs' Meeting**

Mr Daly advised that he was expecting a response in March 2020 from Mr Weightman at NRCDES regarding Responsibility and Accountability.

Mr Daly explained that Governor Training was in place and was available on line for bookings.

Mr Daly reported that Mrs Robson was in the process of liaising with NRCDES on Policies.

**Q. The Directors enquired whether any issues had been raised by the other Trust Chairs?**

A. Mr Daly explained that the other Trusts were not in the same position as OLoL and therefore the issues they faced were not the same as those for OLoL. Mr McGeachie added that OLoL were supportive of the other Trusts and happy to assist wherever possible.

**Q. The Directors queried whether an OLoL Director could attend a Board meeting from one of the other Trusts.**

A. Mr McGeachie agreed that this would be of value. Mr Daly suggested that it might also be valuable for Trust Directors to arrange to meet with Mr Giorgio when they attended training at Mackworth.

Mr McGeachie identified that more opportunities for the 4 CMATs to work together in a supportive capacity, to feedback, share good practice would be desirable.

**Q. The Directors questioned whether any other Dioceses had the same CMAT arrangements as NRCDES.**

A. Mr McGeachie advised that some others had adopted the same arrangements.

**Q. The Directors enquired whether OLoL were leading the way as a Diocesan Trust.**

A. Mr McGeachie advised that OLoL was the lead for many areas.

**Q. The Directors queried whether the Team agreed with the Bishop's decision to form the CMATs from the Diocesan schools.**

A. The Directors agreed that they were in support of the vision.

AT/24/19

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

##### **➤ Updates and questions**

Mr Daly explained that he had received an offer of training from Sandra Fletcher for Directors and LGBs. Mr Daly & Mr McGeachie **AGREED** to meet to discuss this option. The Directors **AGREED** that a 360-degree analysis for the Board would be useful. Mr Harding offered to design the 360 analysis for the Board.

JWM/KD

**Q. The Directors questioned whether all LGBs were operating successfully.**

A. Mr McGeachie advised that they were.

TH

AT/25/19

#### **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 Mullen at All Saints 'was the Lead Lay Chaplain covering Mrs Kemple's maternity leave. Mr McGeachie reported that he was very pleased with the area of Chaplaincy and was satisfied that the Bishop's vision was being lived-out across the Trust schools and their communities.
- **School Performance Assessment/Standards** – One school was due for an Ofsted Inspection under the new Framework. Mr McGeachie and the DPS were confident that the current position of the school was strong and that they would remain Good at inspection.
- **DCI** – Two schools were due inspections which were likely to take place before Christmas.
- **Payroll** - The position around the payroll service was now much more positive. Three Trusts were being paid via the Central Payroll Team. Following an evaluation of

current workloads and an analysis of risk associated with the small team, the Trust had decided to expand the Payroll Team and to appointing a Senior Payroll and Pensions Manager plus three additional Payroll and Pension Officers. The costs for this would be shared across 4 Trusts.

**Q. The Directors enquired whether there was a difference between the Senior Officer role & the Payroll Manager role.**

**A.** Mr McGeachie advised that the roles had been strategically evaluated, designed and differentiated.

➤ **Trust Strategic Plan/KPIs** – 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

**Q. The Directors queried who the 3 floating Diocesan Governors were.**

**A.** Mr McGeachie explained that these were Governors not yet allocated to a school. He advised that some Governors were willing to remain as Foundation Governors but to move to another school once their term at one school expired.

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

➤ **Safeguarding Report**

Mr McGeachie presented a report from Mrs Dales on Safeguarding, as follows:

- **Single Central Record** – HR was being effectively managed for this area.
- **Safeguarding Issues** – there had been one a minor complaint, which had been previously reported to the Board. This was now resolved.

**Q. The Directors questioned whether this issue had been resolved across all Trust Schools.**

**A.** Mr McGeachie explained that it had.

- **DSL Network** – this network was being run by Mrs Dales. Ms Dryden advised that she intended to attend this Network annually. She **REQUESTED** that the Board received an additional Safeguarding Training Session from Mrs Dales. The Directors **AGREED** this session should be added following a Board Meeting. Mr McGeachie suggested a focus on Ofsted and DCI Framework. The Directors **AGREED** to this focus.

**MD**

**All to note**

**AT/26/19**

**Finance Director's Report**

*(Mr Moore joined the meeting)*

- **Outturn Summary 2019-20** – Mr Moore explained that there were 4 focus schools. He explained the circumstances surrounding the Outturn position for these schools.

**(CONFIDENTIAL - ITEM REDACTED)**

**AT/27/19**

**Director Visits to Schools**

The Directors reported on the schools they had visited and made positive comments regarding their observations. **(CONFIDENTIAL - ITEM REDACTED)**

Mr Daly reminded Directors that their visits were informal and that there was no requirement to record these in writing.

**AT/28/19**

**Policy Review**

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

➤ **Charging & Remissions Policy**

The Directors

**Resolved**

Unanimously in favour of adopting the policy.

➤ **Mini Bus Policy**

The Directors

**Resolved**

Unanimously in favour of adopting the policy.

➤ **Educational Visits Policy**

The Directors

**Resolved**

Unanimously in favour of adopting the policy.

**AT/29/19**

**Date of Next Meeting**

➤ **Friday 14<sup>th</sup> February 2020 (time tbc)**

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

**AT/30/19**

**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 & Director Visits should be redacted.

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

➤ **Director Visits**

Mr Daly and the Board congratulated Fr O'Donoghue on his promotion to the post of Honorary Canon.

Mr Daly thanked Mr Sullivan, who was retiring from the Board, for his 20 years of service, support, advice and challenge both as an LGB Chair and Governor and also as a Board Director. Mr Daly, the Directors and Trust Central Team wished Mr Sullivan all the very best for his retirement.

**AT/31/19**

**Closing Prayer**

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

**The meeting closed at 4.00 pm**

Signed:.....(Chair)

Date:.....