

**MINUTES OF MEETING – DISPLAY COPY FOR PUBLIC VIEW**

Company Number: 07743523

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

**Date and time:** Thursday 2nd December 2021 at 2:00pm

**Location:** Microsoft Teams

**Membership**

'A' denotes absence

'LA' denotes late arrival

Mr Nigel Stevenson (Chair)

Ms Sue Dryden (Vice Chair)

Fr John Kyne

Mrs Susan Munro

Mrs Anne Recchia

Mrs Ann Neale

**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)

Mrs V Scarff (Trust Marketing Coordinator) *for item AT/104/21 only*

**Action**

**AT/95/21**

**Opening prayer**

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

**AT/96/21**

**Apologies for absence**

There were no apologies for absence.

**AT/97/21**

**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. Mrs Neale declared that two members of her family are employed at a Trust school.

**AT/97/21**

**Correspondence**

There was none tabled for the meeting.

**AT/98/21**

**Minutes of the previous meetings held on Thursday 14<sup>th</sup> October 2021**

The minutes of the previous meeting held on Thursday 14<sup>th</sup> October 2021 having been circulated on Trust Governor, were **AGREED** and **CONFIRMED** by the Chair.

➤ **Matters Arising**

All matters were completed or to be dealt with in the Agenda.

It was **RESOLVED** to accept the minutes as a true and accurate record of the meeting.

AT/99/21

### Reports and Minutes of Sub-Committee Meetings

Mr Stevenson thanked the sub-committees for their hard work and requested Directors' questions.

➤ **Standards Committee (confidential item redacted)**

The minutes of the meeting held on Friday 5<sup>th</sup> November 2021 were received, having been previously circulated on Trust Governor. Mrs Recchia presented the minutes of the meeting.

There were no further Directors' questions.

➤ **HR & Pay Committee (confidential item redacted)**

The minutes of the meeting held on Monday 15<sup>th</sup> November 2021 were received, having been previously circulated on Trust Governor.

Ms Dryden presented the minutes of the meeting and highlighted the key points.

There were no further Directors' questions.

AT/100/21

### Legal & Regulatory

➤ **Written Resolutions**

Mrs Rich reported that there had been one written resolution since the last meeting, relating to the Teachers' Pay Award. All Directors had replied by email and in writing as follows:

The Directors of the Trust **RESOLVED** pursuant to article [123] of the articles of association of the Trust that the following is passed by way of written resolution for:

1. Approval of Teachers Pay Award/Pay Scales (2021)
  - a) The Board approves the uplift of £250 to the bottom 3 points of the unqualified teachers scale.
  - b) The Board approves the teachers' pay scales (attached to the email) and allowances for 1 September 2021.

Mrs Robson advised that the Trust had received a letter from the joint unions relating to staff whose pay had not moved .i.e. those at the top of their pay scales, and the impact of not moving upon pensions etc. She confirmed that this was a national issue, not a Trust specific issue and would be explored further.

➤ **Directors' Code of Conduct**

The Clerk confirmed that all Directors had returned their signed Codes of Conduct.

➤ **Directors' Training - Hays; GDPR; Safeguarding**

One Director confirmed that he was still to complete his Safeguarding training due to technical issues.

Mrs Rich explained that she would report full Trust-wide figures at the Audit & Risk meeting on 10<sup>th</sup> December 2021.

Mrs Recchia flagged that she had a valid NSPCC Safer Recruitment certificate in place.

AT/101/21

### Annual Members' Meeting Feedback (Confidential item redacted)

The Chair thanked all present for their help and assistance at the Members' meeting on

Wednesday 1<sup>st</sup> December 2021. He highly commended the Executive Team for their time and their reports.

The Directors **FULLY DISCUSSED** the Members' meeting.

## **AT/102/21 CMAT Chairs' Meeting – Feedback to the Board**

### ➤ **Meeting Feedback**

Ms Dryden had attended the Chairs' meeting and highlighted the key points discussed were as follows:

- MoU on Payroll – being rolled over
- Synodic Process – was discussed across schools.
- CEO Performance Reviews
- Next meeting – 9<sup>th</sup> December 2021

### ➤ **LGB Self Review Key Findings**

The following documents were tabled:

- LGB Summary Analysis Report.
- LGB Overview Report

Mrs Rich explained that 13 of 21 LGBs had responded to the Trust request to conduct an LGB review. Confusion around the process had caused a delay for some in responding. LGBs had been required to rank themselves from 1-9 across 9 core areas. 10 of 13 LGBS had rated themselves most strongly in clarity of vision and ethos

LGBs had also ranked themselves with regard to Catholic Life on a scale of 1-4. Collective Worship and RE were ranked by most LGBs as requiring support.

LGB Priority Areas identified related to: governor recruitment & succession planning; Catholic Life; DCI & Ofsted; Stakeholder engagement and LGB visibility.

Mrs Rich reported that most of the training needs identified by LGBs had already been covered in the Governance Training Programme for the year.

Chairs' 360 & LGB Review – Mrs Rich advised that next year the Diocese aimed to ensure a smoother process.

Notable Comments were also shared by Mrs Rich, who confirmed that those LGBs who had not responded would do so in Lent 1. She would report again once these had been received.

### **Q. The Directors queried whether the overview would be shared with Chairs.**

**A.** Mrs Rich confirmed that it would but without a RAG rating included. She would address any areas where LGBs were seeking further clarity.

### **Q. The Directors questioned whether there was anything incongruous in the responses that the Directors should note.**

**A.** Mrs Rich explained that incongruities tended to relate to skillset and where there had been a high turnover in governors.

The Chair REQUESTED a comparison of LGB Self Reviews with the LGB Review presented to the Members, as this would be useful reference for the Directors.

### **Q. The Directors enquired whether Directors should conduct their own assessment for their link schools.**

**A.** The Chair cautioned that this could put a strain on relations with Chairs and that it would require that Directors had good knowledge of their link schools first. The Chair was mindful that this was the first time the exercise had taken place for LGBs. He cited new Headteachers and Governor turnover in schools as being impactful on LGB Reviews.

Mrs Rich **AGREED** to share the full documents per school with Link Directors.

**KR**

➤ **Review of Format of Future Meetings for Board/Committees and LGB Meetings - virtual/in person/hybrid. (Standing item)**

It was **RESOLVED** that meeting formats agreed at the Board Meeting on 14<sup>th</sup> October 2021 would remain unchanged:

- **LGB Meetings** - LGBs could make their own meeting choices based on Risk Assessments in school.
- **Director Meetings** - to remain on Teams. Mr McGeachie advised that the Trust Board Room had a Covid capacity of 4 under its current Risk Assessment and was therefore not suitable for committee meetings.

**AT/103/21**

**Diocesan Director of Education Update**

The Chair explained that there was no further update to report at present. The Chair **AGREED** to update all as he received any further news.

**NS**

**AT/104/21**

**Report from the Chief Executive Officer**

The following documents were tabled:

- Chaplaincy & Catholic Life Report
- CEO Report (covers Procurement, Marketing Update and Support for STL CMAT)
- Trust Strategic Plan / Exceptions
- COVID-19 Update
- Safeguarding
- Review of LGB Effectiveness

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

➤ **Chaplaincy & Catholic Life**

Mr McGeachie explained that the key messages on Catholic Life.

**Q. The Chair queried how Faith in Action was progressing.**

**A.** Mr McGeachie explained that he had no data available currently on uptake, but would provide this to Directors.

➤ **Marketing Report**

*(Mrs Scarff joined the meeting at 3.00pm)*

Mrs Scarff tabled her presentation at the meeting.

Mrs Scarff advised that she had undertaken a website review with 5 pilot school. A common template had been applied across all the schools. She was working with CODA and anticipated that the project would take around 18 months.

**Trust Website** - to go live by end of December in new format. This will include the

Chaplaincy Service and Music Service.

**Trust-wide Signage Replacement** – Mrs Deb Goodall had secured quotes from national signage contractors PFI Signs to update signage at all schools.

**Marketing for Targeted Schools** – work on refreshing photography and videography.

**Sixth Form** - One 6<sup>th</sup> Form had no signage or identity. Improvements were in place to remedy this.

**Videography** – trialling the use of videos to promote job vacancies; the Lay Chaplain role had been focused on.

**Q. The Directors requested an example of a CODA website.**

**A.** Mrs Scarff shared a link to St Philip Neri's website, to be updated with the school's own videography shortly.

**Q. The Directors questioned whether paper prospectuses etc were useful tools to promote admissions.**

**A.** Mrs Scarff advised that these would not be printed on a large scale, rather digital media would be promoted first and foremost.

**Q. The Directors questioned whether each school would have a paper copy prospectus.**

**A.** Mrs Scarff agreed that this might be useful for schools struggling with admissions; but not at all schools. The Trust's aim was for promotional material to be digital.

**Q. The Directors enquired how marketing was performing against budget.**

**A.** Mrs Scarff advised that schools had allocated marketing funding from their own budgets. However, the Executive Team would meet to discuss the budgets available. Mr Moore advised that currently budgets sat with schools.

**Q. The Directors queried whether there was a Nursery marketing campaign.**

**A.** Mrs Scarff explained that once new websites were established a specific nursery strategy would be put in place.

Mrs Scarff demonstrated a school website and explained the Trust branding and website template would be the same for all schools.

**Q. The Directors questioned whether all photos were GDPR compliant.**

**A.** Mrs Scarff advised that they were. Headteachers had been given a full list of what to have ready for the videography visits.

**Q. The Directors enquired whether Mrs Rich was happy with all GDPR matters for websites.**

**A.** Mrs Rich advised that she was and where necessary any additional consent had been sought.

The Chair thanked Mrs Scarff for all her work on websites and marketing.

*(Her presentation being complete, Mrs Scarff left the meeting at 3.23pm)*

#### ➤ **COVID-19 update**

Mr McGeachie drew the Directors' attention to the Covid-19 update and reported that Risk Assessments continued to be reviewed by schools and updated. Outbreak plans were in place in the event that 10% or more of any group were infected.

Pupil vaccination programmes had taken place at all secondary schools. The Chair reminded Directors that some children might have been vaccinated at locations other

than in school.

Flu Jabs had been provided for staff not eligible for a free jab. 300 had been issued across the Trust.

➤ **Safeguarding (confidential item redacted)**

Mr McGeachie explained that Mrs Dales had produced the Safeguarding Report, which had been presented to the Standards Committee on 5<sup>th</sup> October 2021.

Mr McGeachie was confident that there was a high level of assurance from the Directors, Ms Dryden and from the Executive Team Lead, Mrs Dales.

➤ **Exceptions Report**

*Focus area: Standards*

*Strategic focus: Ensure equality of outcomes across all primary schools.*

There was an issue relating to the lack of information surrounding SATs testing. The mitigation put in place for this was that Teacher Assessed Grades would be used instead, as a measure.

*Strategic focus: Ensure equality of outcomes across all secondary schools*

The issue here related to recent changes announced about a combination of Teacher Assessed Grades TAGs and formal examinations. The mitigation put in place for this was support for schools to ensure they are aware of examination changes. In addition, KPIs could still be measured despite any changes.

There were no other new exceptions to report.

➤ **Support for St Therese of Lisieux CMAT**

Mr McGeachie explained that the impact on OLoL of supporting STL was being monitored and risk-managed to ensure staff and pupils were not impacted.

The Audit and Risk Committee monitored the risks to staff, schools and outcomes for pupils.

Line management and supervision sessions provided by the CEO and NRCDES were ensuring Executive Team members had good levels of support. Mr McGeachie was supporting the Executive Team. Mr McGeachie was being supported by the Trust Directors.

Back-fill arrangements within OLoL generated the additional capacity required. Feedback from the OLoL central services surveys was very strong for all areas.

➤ **Procurement**

Mrs Goodall had made an excellent start to her role as Contracts and Procurement Manager. Her initial focus areas were website procurement, HR and Payroll system procurement and the Contracts Register. Her work was monitored by the Audit & Risk Committee.

➤ **Ofsted (confidential item redacted)**

**AT/105/21**

**Finance Director's Report (confidential item redacted)**

The following documents were tabled:

- Board Members' Monthly Finance Pack
- Draft Annual Report & Financial Statements

Mr Moore presented his reports previously circulated on Trust Governor and highlighted an overall positive picture for Trust.

The Chair thanked Mr Moore for his reports. He highlighted that it had been very clear

from the Chairs' Symposium that Mr Moore had clearly and thoroughly presented the Trust's Optimising Financial Resources report.

## AT/106/21 HR Director's Report

Mrs Robson **AGREED that** she would bring her Members' Reports and Gender Pay Gap Report to the next full HR Committee meeting.

MR

**Strike Action** - 3 Support Staff Unions were balloting for strike action- Unison, GMB and Unite. If strike action were to take place. Unison have indicated this would take place between the end of January 2022 and end of July 2022.

**School Workforce Census** - deadline for submission was 3<sup>rd</sup> December 2021– and had already been submitted.

**New HR & Payroll System Tender** - the tender was now closed and being managed by Mrs Deb Goodall.

**Trust Recruitment Tool** – to be implemented by February 2022 half term.

**CMAT HR Advisory Committee** – Mrs Robson had reviewed the HR Strategy, which was now under a process of consultation.

The Chair thanked Mrs Robson for her update.

## AT/107/21 Director Visits to Schools

### ➤ Link Directors

#### Protocols & Start Date

The Chair advised that these had all been agreed.

#### Q. The Directors enquired when link visits should commence.

A. The Chair recommended a start after Christmas; he had attended his link school LGB meeting for 10 minutes at the start to introduce himself. The Chair explained that this was a visit about governance for the Chair, not a school visit. He highlighted that it should not be a formal process but about creating links and networks.

#### Q. The Directors queried whether Headteachers were aware of the Link Directors.

A. Mrs Rich **AGREED** to let Headteachers know who their Link Director was. Mr McGeachie recommended asking Chairs inform their Headteachers of any planned link visits.

KR

### ➤ Director Visit Programme - 2021-22 - Phase 3 - Advent Term

The following visits had taken place. The Chair thanked Mrs Rich for arranging the visits:

- Anne Recchia: Our Lady & St Edward's, Nottm - Thurs 11th November 2021
- Sue Dryden: St Augustine's - Tues 16th November 2021
- Nigel Stevenson: Good Shepherd - Fri 19th November 2021
- Ann Neale: All Saints' - Mon 22nd November 2021

#### Q. The Directors questioned whether there would be a new round of visits in January 2022.

A. Mrs Rich offered to set this up. The Directors confirmed this action and thanked Mrs Rich.

The Directors **AGREED** that visiting the schools had been valuable and rewarding for all

involved.

AT/108/21

## Policies

### ➤ From the Trust Central Team:

- **Admissions Policies (for ratification) – no changes:**
  - **OLoL Primary Admissions Arrangements 2023-2024**
  - **OLoL Secondary Admissions Arrangements 2023-24**
- **Complaints Policy – all changes were highlighted**

### ➤ From Standards:

- **Trust Safeguarding Policy 2021 - updated to include the Peer on Peer Abuse Protocol**
- **Protocols for Allegations of Abuse 2021**
- **Trust SEND Policy 2021**

### ➤ From HR & Pay:

- **Code of Conduct for Employees – Mrs Robson advised that the only updated was around KCSIE relating to low-level concerns. Mrs Robson requested that references to an anti-bribery policy were removed. Mr Moore suggested a temporary removal to release a Working Policy that could be adjusted in the future.**
- **Directors AGREED to remove 2 references to an Anti-Bribery Policy**
- **Colleagues to look at the Anti Bribery Policy and put one in place in due course.**

It was

**RESOLVED** to approve all the above policies.

**DECISION**

AT/109/21

## Other Matters

### ➤ Chairs' Symposium - Board's outline agenda

Mrs Rich would continue to invite Directors to the Chairs' Symposium. She emphasised that the Symposium was the forum for Directors to take the lead on any elements they would like to share with LGBs. Mrs Rich had requested that Directors put forward ideas for items to include in the January Chairs' Symposium Agenda and any areas they would like to lead. She had created a list of Agenda items, which had been circulated.

**Q. Mrs Rich enquired whether Mr Moore would have an update to present at the next Chairs' Symposium.**

**A. Mr Moore advised that he would have an outcome of the consultation to present.**

**Q. The Directors enquired when the consultation would conclude.**

**A. Mr Moore advised that it ended on 17th December 2021.**

### ➤ Committee chairs

It was

**RESOLVED** that Mrs Neale would take the role of Vice Chair of the Audit & Risk Committee, The Chair being unable to take the role going forward.

**DECISION**

*4.10pm – The main business being complete, the Executive Team left the meeting with the exception of Mrs Robson.*

### ➤ CEO's Pay Award (Confidential item redacted)



Following a **FULL DISCUSSION** the Board came to a **UNANIMOUS RESOLUTION**.

**AT/110/21**

**Dates of Next Meetings**

Board meetings follow the OLoL 2020-21 Schedule and will take place on the following dates:

- **Thursday 10<sup>th</sup> February 2022**
- **Thursday 31st March 2022**
- **Wednesday 25th May 2022**
- **Thursday 21st July 2022**

**Forward Agenda Items:** as flagged in these minutes.

**AT/111/21**

**Determination of confidentiality of business**

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

**RESOLVED** that items concerning Finance, CEO's Pay, Safeguarding, Ofsted/DCI Inspection, HR & Pay Committee and the Members' Meeting all **REMAIN CONFIDENTIAL** and excluded from any minutes to be made available for public inspection.

**AT/112/21**

**Closing Prayer**

The meeting closed with a prayer led by Mr Stevenson

**The meeting closed at 4.30pm**

Signed:.....(Chair)

Date:.....