

## MINUTES OF MEETING

Company Number: 07743523

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

**Date and time:** Monday 9<sup>th</sup> July 2018 at 2:00pm

**Location:** At Yardstick Agency, 20 Fletcher Gate, Nottingham

### Membership

'A' denotes absence

Mr Ken Daly - Chair  
Mr Phil Bray  
Mr Nigel Stevenson  
Mr Tim Harding  
Mr Les Sullivan  
Ms Sue Dryden  
Fr Michael O'Donoghue  
A Mr David Rathe

### In attendance

Mr James McGeachie (CEO)  
Mr D Moore (Trust Finance Director)  
Mrs D Maxwell (Trust HR Manager)  
Mrs V Scott (Clerk to the Executive Committee)

### Action

#### AT/01/18 Opening prayer

The meeting opened with a prayer led by Fr Michael O'Donoghue

#### AT/02/18 Apologies for absence

Apologies for absence were received from Mr David Rathe

The Committee

**resolved**

to consent to this absence

#### AT/03/18 Declaration of interest

There were no declarations of interest for the purposes of the meeting.

#### AT/04/18 Introduction by James McGeachie & the Executive Team

Mr Daly welcomed and introduced the committee  
He explained that the new OLoL CMAT had now registered all Directors at Companies House.

Mr McGeachie then explained his vision and how it would be transformational for the students of the Trust, placing Christ at the centre of all we do. OLoL CMAT comprises of 21 schools and each individual in each school is of great importance to the Trust. Mr McGeachie advised that Headteachers would be the agents of change and would be empowered to provide the very best Catholic education for young people while also being encouraged to be creative and inspirational and share what works well. Mr McGeachie reported that he had met with all the Trust schools, Governors, Headteachers and Central Staff, and shared a vision with them so they could see their roles in supporting the overall mission of the Trust. Mrs M Kemple is the Lead Lay Chaplain who will be working with all the other Chaplains. There is a newly formed School Improvement Team comprising 2 Directors of Performance and Standards who are in place. They would work with Headteachers on outcomes.

**Q. The Directors asked whether the Directors were appointed solely for OLoL or would they cover the entire Diocese.**

**A.** Mr McGeachie explained that they would be working for OLoL CMAT. He also explained that all the central team had been working extremely hard doing both their old and new jobs to put the Trust in place.

**Q. The Directors requested the names of the two Directors.**

**A.** Mr McGeachie advised that they were Mr Chris Maher and Mrs Moira Dales.

The Directors requested a structure diagram of the Trust Team. Mr McGeachie **AGREED** **JWM** to action this.

**Q. The Directors queried which Trust roles were as yet unfilled.**

**A.** Mr McGeachie explained that there had been a job-matching process to retain as many staff as possible. Currently the Senior HR Advisor and an HR Advisor were still to be recruited. Mr Moore explained that there was 1 Finance Officer and a Payroll Officer still to recruit.

**Q. The Directors questioned whether the Finance team had any experience with the new finance system.**

**A.** Mr Moore explained that from 1.9.18 – 31.3.19 the current payroll system would continue to run. However, the new system would also run alongside this and finally replace the old system on 1.4.19 Mrs Maxwell explained that the HR team had also received training on the new live HR system. Mr Moore informed the Board that every member of staff would have a self-service portal for their own records, but the HR database would be held centrally.

**Q. The Directors enquired after the name of the system**

**A.** Mrs Maxwell replied that it was PSPeople. Mr McGeachie further explained that there was one Payroll team for all 4 MATS.

**Q. The Directors enquired whether all payroll was handled in-house.**

**A.** Mr Moore replied that it was.

**Q. The Directors queried whether there was a sufficient back-up for the new system.**

**A.** Mr Moore assured them that there was.

**Q. The Directors questioned what the benefits of the new MAT were for the students.**

**A.** Mr McGeachie outlined how each young person would receive outstanding Catholic education and that variations in provision within schools and across schools would be

significantly reduced.

**Q. The Directors enquired how Mr McGeachie felt about his role no longer being school-based.**

**A.** Mr McGeachie explained that he had given this a good deal of consideration and had been nervous about being situated away from a school. However, he felt that in his new role he would have more influence for schools who were not doing as well as they could, thus benefiting a greater number of students. He assured them that he was committed to making the Trust a real and relevant body for all involved.

**Q. The Directors enquired whether GDPR rules had been complied with.**

**A.** Mr McGeachie advised that they had.

**AT/05/18**

**Mission Statement /School Values**

Mr McGeachie had circulated the Mission Statement and Values. He explained that all the Headteachers and Chairs of Governors had collectively contributed to the Mission Statement and Logo:

**Mission Statement** – had been designed to illustrate how the Trust was inclusive and to encompass all members of the Trust

**Trust Prayer** – language used had been designed to be accessible to young people but also reflective of the Trust.

Mr Sullivan confirmed that the work had all been collaborative.

**Q. The Directors queried why children or young people were not mentioned in the prayer as the most important element.**

**A.** Mr Sullivan explained that the prayer was tailored to an individual's own potential.

**Q. The Directors enquired what the purpose and intended audience of the mission statement was.**

**A.** Mr McGeachie advised that it was for use across the Diocese and to illustrate the central, holistic nature of the Trust. Mr Daly explained that all Headteachers had contributed to this.

**Q. The Directors questioned whether the prayer showed the impact at Parish level, of the work in schools.**

**A.** Mr Sullivan advised that he felt this was rather more the role of the Lay Chaplain. Mr Daly felt that the mission statement was ideally a summary of what the Trust was about. If it were too long it would become too clumsy. Mr McGeachie commented that it should bring about action and impact without being too long. Mr Harding felt that as an overarching Trust statement this worked very well.

**Q. The Directors queried why the Board had not had any input into the statement.**

**A.** Mr McGeachie explained that the work on this mission and vision for the new Trust had taken place before the board was in place and that ideally the board would have been involved.

**Q. The Directors enquired whether Trust schools would reflect on their own mission statements in the light of the Trust mission statement.**

**A.** Mr McGeachie explained that the Headteachers had not mentioned students specifically as a group because the Trust comprised of many people who work to create the best outcomes for all students. Mr Stevenson felt that as all Headteachers had contributed they would all be keen to encompass the aims of the statement.

Mr Bray showed the Board an example of 2 other mission statements from different

Trusts.

Following their discussions the Board **resolved** that the mission statement should be opted.

**ALL**

### **Trust Development Plan**

Mr McGeachie circulated a framework which Mr Daly noted he had already seen. It illustrated 6 target areas with 3 year and 1 year projections as follows:

1. Ensure that the Trust is explicitly Catholic in all its activities
2. Ensure the governance is robust
3. Ensure the very best Teaching and Learning
4. People Development
5. Finance & Business
6. Organisational Development

Mr McGeachie requested that any feedback should be forwarded to him by email.

### **Trust Launch Event**

Mr McGeachie explained that a launch event would be organised by Mr Tom Baptist at start of October 2018 with around 800 people attending from the Trust.

He advised that he was hoping for the Bishop's attendance.

Location of the event was of importance and Mr Baptist was currently looking for a suitable venue.

*11th February 2019 – the Feast Day of Our Lady of Lourdes*

*15th Feb 2019 – MAT Inset Day – this was likely to be hosted at several locations with a mass and a spirituality theme.*

**AT/06/18**

## **Calendar of Meetings**

### **Board & Committees**

Mr Daly explained that LGB meetings were being aligned to inform the Committees

The first formal meeting of OLoL CMAT Board was scheduled for w/c 15.10.18

Following this the meeting would be as follows in the weeks commencing:

- 3<sup>rd</sup> December 2018 – venues tba
- 11th February 2019
- 25th March 2019
- 20th May 2019
- 15th July 2019

*(Mrs Dryden offered apologies for w/c 15th October – as she would be on holiday).*

### **First meeting date**

The Directors unanimously

**resolved**

**in favour of 17th October 2018 at 2:00pm**

### **Q. Mr Moore asked the Board what documents they would require from the Central Team.**

**A.** The Directors requested a Finance Report at each meeting. Mr McGeachie explained that some areas of work would be delegated to the Committees to avoid repetition. He advised that 4 Directors should be present at each meeting as a minimum. Mr Moore agreed to attend every meeting to report and to bring any additional updates.

**Committees comprise** – Standards; Finance & Audit; HR; Pay & Performance Management (once a year) (separate meetings but same committee members on the same day).

**The Board members set the following meeting dates:**

- Second Meeting – 5th December 2:00pm
- Third Meeting – Friday 15th February 2019 – meeting to be in morning before mass. Time to be advised.
- Fourth Meeting – 27th March 2019 - 2:00pm
- Fifth meeting – 22nd May 2019 – 2:00pm
- Sixth meeting – 17th July 2019 – 2:00pm

**Sub Committees**

Mr Daly requested Board members to volunteer for membership of the sub-committees. The Directors nominated the following members:

**Standards** – Fr Michael; Mr Sullivan; Dr Rathe

**Finance & Audit** – Mr Bray, Mr Stevenson, Mr Daly

Mr Moore advised that Auditors had submitted several bids for internal and external audit work for the Trust schools. Three firms had been selected. Of these Smith Cooper had been successful firm. Their Derby office would deal with external audits in order to avoid any conflict of interest. Smith Cooper would be in touch with the Trust to issue further information.

**Q. The Directors enquired whether the Auditors would sign-off grant claims.**

**A.** Mr Moore advised that they would.

**HR & Staffing** – Mrs Dryden, Mr Stevenson, Mr Bray

**Pay & Performance Management** (to have one meeting per year)

**Q. The Directors enquired whether Catholic Ethos would be looked at in all Committees.**

**A.** Mr McGeachie replied that it would.

He explained that original Head Office plans for the Trust to be located at Nottingham University had fallen-through. This had been the preferred location offering fully serviced office space. However, there was a back-up plan for alternative space near Experian which was currently in negotiation. Mr McGeachie explained that the space offered sufficient rooming to conduct meetings, however meetings could also be held in secondary school locations.

**Model Agendas**

Mr Daly had circulated Model Agendas and advised he would re-circulate these. He requested a suggested agenda for each of the 6 meetings to be formulated.

Mr McGeachie reminded the Directors that their role was to hold the Trust to account. The Directors recommended that the Charities Commission website contained a good model to follow.

Mr Daly advised that all members would have access to the Trust Governor share-point website in due course.

**KD**

**ALL**

**Headteachers** – Mr McGeachie explained that there would be an Executive Headteacher at All Saints Academy; there would also be one at St Joseph's in Ollerton; one at St Mary's

in Hyson Green.

**Q. The Directors asked how long the Executive Headteacher would be in post.**

A. Mr McGeachie advised that the post was for one year. He went on to explain that Headteachers and Senior Staff would be Trust appointments.

**Committees Roles & Responsibilities** – Mr Daly **AGREED** to email these to each committee.

KD

**Q. The Directors enquired whether there would be 6 meetings per sub- committee per year.**

A. Mr Daly advised that there would.

AT/07/18

### Communication Strategy

Mr Daly explained that every LGB agenda would contain an item for the LGB to use to report back anything they wished the Trust Board to consider.

**Q. The Directors questioned who would monitor the effectiveness of the LGBs.**

A. Mr Daly advised that this was the job of the Executive Board. Mr McGeachie explained that he would have access to all committee minutes and would be able to see that LGBs were holding the Headteachers to account.

**Q. The Directors requested sight of the whole calendar of LGB meetings.**

A. Mr Daly advised that this would be visible on the Trust Governor system. Mr McGeachie explained that it would be valuable for all schools to receive a visit from the Board of Directors. The Directors therefore requested Director Name badges / passes for all members to enable them to be identified in schools.

**Q. The Directors enquired how the Trust could best interact with the Parishes.**

A. Fr Michael explained this was done well through the schools. Mr Daly explained that Mr Peter Giorgio would be writing to parishes in September 2018 and had already written to Headteachers. Mr McGeachie supported the view that the Trust should also communicate with the Parish via its local schools.

### Website

Mr Moore advised that this was in production and statutory information was being gathered for this.

*(Fr Michael O'Donoghue left the meeting)*

AT/08/18

### Links with Schools

**Risk Register** – Mr Daly advised that all the Trust schools were either Good or Outstanding under Ofsted with only two schools Requiring Improvement under their Diocesan Inspection. He suggested that the Board of Directors would need an understanding of where each school was and its context, especially in the event of an Ofsted report / inspection. Mr Daly recommended that the Trust Directors researched the Ofsted website for examples of this.

ALL

Mr McGeachie advised that there would be renewed rigour from Ofsted around Trust Governance. Board Directors would need to be able to reassure Inspectors that they understood the picture surrounding each school.

**Q. The Directors queried what the current view was.**

**A.** Mr McGeachie explained that most schools were genuinely good or outstanding. 3 schools were graded as good but at risk in the case of an inspection.

**DCI** - Mr McGeachie advised that under the new DCI inspection criteria schools must achieve good in all 3 categories to get an overall rating of good.

## **AT/09/2018 Local Governing bodies**

Mr Daly explained that as a new Trust OLoL would take over 3 dormant Trusts. NRCDES had suggested that the Executive Committee should appoint their F&A Directors to the Governing Bodies of the old Trusts to sign off their accounts.

**Scheme of Delegation** – this had been circulated by Mr Daly. He explained that Mr Peter Giorgio was keen to keep uniformity across all MATS.

A Director proposed the Scheme of Delegation.

The members unanimously  
**resolved**  
in favour of adopting the Scheme of Delegation.

### **Policies**

Mr Daly agreed to email OLoLCMAT Complaints Policy to all.

**KD**

**Q. The Directors enquired whether there were any statutory policies required.**

**A.** Mr McGeachie explained that the CES had model policies which all schools were required to use for certain areas including Disciplinary, Capability, Grievance, Sickness Absence and Appraisal.

Mr McGeachie advised that for Safeguarding each school would have its own policy as their Local Authority had statutory responsibility for Safeguarding.

### **Training Needs**

**Safeguarding** – Mr Daly recommended Mr Sullivan continue as Safeguarding Officer whilst all Directors considered the role.

**MD**

**Q. The Directors required further information about the role and recommended Safeguarding Training for all members.**

**A.** Mr McGeachie advised that Mrs Dales could run Governor Safeguarding Training for the Board members.

**Q. The Directors requested sight of the Financial Plan and the Asset Management Plan.**

**A.** Mr Daly explained that he was in the process of establishing the condition of all school buildings to apportion funding for repairs etc. fairly according to need.

**Q. The Directors enquired whether Estates would be split out by school.**

**A.** Mr Daly explained that it would not as this could leave areas such as Lincoln very exposed.

**Skills Audit** – Mr Daly explained that the Board required the addition of one more Director. He requested that all members complete a Skills Audit and to let either Mr McGeachie or he know if they required specific training.

**AT/12/18**

**Any Other Business**

The Directors requested Safer Recruitment Training. Mrs Maxwell AGREED to action this.

**Di M**

**Q. The Directors enquired what the time-frame was for establishing Trust policies.**

**A.** Mr McGeachie explained that most were already in place. Mrs Maxwell to circulate a list of policies to all.

**Di M**

**AT/13/18**

**Date of the next meeting**

17th October 2018 at 2:00pm

Venue TBA

**AT/14/18**

**Determination of confidentiality of business**

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

**resolved**

that **all papers remain confidential** pending the Chair's decision at the next meeting.

**The meeting closed at 4:00 pm.**

Signed:.....(Chair)

Date:.....