

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

Date and time: Friday 15th February 2019 at 9:00am

Location: At The Trinity School, Nottingham

Membership

'A' denotes absence

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

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 D Burrough (Trust Director of Estates and Facilities)

Action

AT/46/19 Opening prayer

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

AT/47/19 Apologies for absence

Apologies for absence were received from Mr Bray who was unwell and Fr Michael O'Donoghue who had a previous Church commitment.

The Committee

resolved

to consent to these absences.

AT/48/19 Conflicts of interests and business & pecuniary interests

Mr Daly declared he is a Consultant to NRCDES. 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/49/19 Minutes of the previous meeting held on Wednesday 5th December 2019

The minutes of the previous meeting held on Wednesday 5th December having been previously circulated, were proposed as correct by Mrs Dryden and seconded by Mr Harding. The minutes were confirmed and signed by the Chair.

Matters arising

AT/34/18 Mr Daly explained that Mr Harding's paper would form the basis of future discussion with Mr Giorgio and the other CMAT Chairs.

AT/35/18 Mrs Rich advised she had updated the website as requested.

AT/37/18 Directors' meeting at Mackworth – The Directors had received training from Browne Jacobson on GDPR, Health & Safety and Safeguarding.

Q. Directors enquired whether there would be further training opportunities?

A. Mrs Rich advised that Mrs Dales would be running 3 training sessions for Directors to attend on 13th March at St Augustine's 6pm; 24th April at St Teresa's 6pm and 24th June at Holy Trinity 6pm.

Mrs Munro suggested that the Audit & Risk Committee should keep a log of all Directors' training. She **AGREED** that she would take responsibility for recording this.

Mr Daly thanked Mr McGeachie and his Trust Team for all their work on the Trust Strategic Plan

SM

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

Reports and Minutes of Sub Committee Meetings

HR & Staffing Committee

The minutes of the meeting held on 31st January 2019 were received.

Mr Harding drew the Board's attention to the following items:

- Mr Bray had temporarily stepped down as Chair. In his absence the Directors elected Mr Harding as Acting Chair.

Q. Directors enquired whether Mr Bray had resigned from the Board.

A. Mr Daly explained that he had not. However, due to current business commitments Mr Bray was unable to Chair his Committees.

- Mr Harding reported that the Committee wished to pass particular thanks to the HR Team for all their hard work on behalf of all the CMAT schools.
- Policies – The Teachers' Pay Policy had been received and accepted by the Committee. This would appear later in the Agenda for Board approval.
- Mr Daly advised the board that the Committee also expressed thanks to Ayesha Broughton for her work. He also confirmed that a letter had been sent to PS Financials, as agreed at the meeting.
- Mrs Robson explained that the Trust had put in place Pay and Appraisal Policies which endeavoured to encompass all of the Trust schools. However, she anticipated that these would evolve and change over time. Mrs Robson advised that all Trust policies would be approved at the relevant Committee. She noted that with regard to Catholic Education Service (CES) policies, the process often took more time.

Q. Directors queried whether there was significant variation across the old Trust policies.

A. Mrs Robson replied that there was, particularly in cases where schools had not followed the CES policies.

Q. Directors asked whether Senior staff in schools would receive training on the new policies.

A. Mrs Robson explained that Headteacher and Senior Leader Induction Days were planned for June 2019. She added that the HR Team were in the process of scrutinising all the Policy guidance. This would be ready by the May half-term. In addition the HR Team were also working with the Nottingham Catholic Teaching School Alliance (NCTSA) to develop a Standard for Appraisal.

Standards Committee

The minutes of the meeting held on 1st February 2019 were received.

Mr Daly drew the Board's attention to the following items:

- Mr Maher & Mrs Dales had provided the Committee with a comprehensive report on all schools in the Trust.
- Mr McGeachie explained that an Ofsted Inspection had taken place at St Edmund Campion School. The school had received a high Good rating from the Inspectors. The inspection had been a 1 day process and on this basis the grading received was the highest possible outcome. Mr McGeachie advised that the feedback received from the Inspectors had been outstanding; however there was no mechanism available under the current system to allow a grading of Outstanding to be awarded to the school.
- Mr McGeachie informed the Board that he was due to meet the Regional Schools Commissioner (RSC) at the end of February for a follow-up meeting. Mr Daly and Mr Moore would be attending with Mr McGeachie. The purpose of the meeting was to look at the financial health of the Trust and the impact of the Trust's work. Mr Daly advised the Board that all the CMAT schools were currently receiving support from the Directors of Performance and Standards (DPS).

Mr Daly agreed to discuss the timing of the Board Meeting dates with NRCDES.

Audit & Risk Committee

KD

The minutes of the meeting held on Wednesday 6th February 2019 were received.

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

- She advised that the SNCAT Accounts had been lodged ahead of the required filing date.
- Smith Cooper were due to attend at the next meeting to report on Internal Audit; Employment Taxes; and Employment Controls & Finance in accordance with Academies Handbook.
- The Directors had received the Risk Register which had been presented by Mr McGeachie.
- With regard to GDPR, the Trust plan was being rolled-out. Governor and Directors' Training was also being explored as was GDPR in relation to Suppliers and Suppliers' GDPR measures.
- With regard to GDPR Data Breaches, there had been 4 since the last meeting; 3 of these had been minor and due to human error. These had been contained within the Trust. There had been 1 incident reported to the ICO due to the extent of the Breach. The ICO had reported back to the Trust that this had been a containable incident and were happy with the Trust actions. No further action was required.
- There had been an FOI Request relating to energy suppliers.
- Subject Access Requests –there had been 1 from a parent and their 2 children, which was now concluded; and 1 for former student which was ongoing.

Q. Directors enquired as to why GDPR was always rated as red on the Risk Register.

A. Mrs Munro explained that this was because GDPR always represented an area of risk.

Q. Directors questioned whether the Risk Register should come to the Board for consideration.

A. Mr Stevenson explained that the Board should focus on the High Risk items on the Risk Register.

The Directors **DISCUSSED** and **AGREED** that they required sight of the Risk Register at two points in the academic year.

Mr McGeachie suggested that the Register was presented at the first and third Board meetings. The Directors **AGREED** to this cycle.

Finance & Estates Committee

All to note

The minutes of the meetings held on Wednesday 16th January 2019 and Wednesday 6th February 2019 were received.

Mr Stevenson drew the Board's attention to the following items:

- With regard to Procurement, Mrs Munro was currently advising Mr Moore in relation to Catering across the Trust.
- The Committee had approved a request from St Mary's at Hyson Green for funding from the Trust to extend their Dining Room in order to accommodate their Foundation Stage.

AT/50/19

Correspondence

None had been received.

AT/51/19

Legal & Regulatory:

Compliance – Mrs Rich reported the Trust's website was now compliant.

Legacy MATs – Mr Moore explained that the legacy MATs had been wound-down.

Q. The Directors enquired what the winding-down process entailed.

A. Mr Moore explained that a resolution from the Board Chairs was required to facilitate this.

Q. The Directors suggested that the resolution was provided in writing. He asked how long the process would take.

A. Mr Moore advised that the resolution must be published in two journals and at Companies House.

Q. The Directors questioned whether the Trusts were still recorded as closed.

A. Mr Moore explained that they were, however they could be revived if necessary.

AT/52/19

Diocesan Director of Education

Mr Peter Giorgio had sent apologies ahead of the meeting. There were no documents for consideration at this meeting.

AT/53/19

Safeguarding

Summary report of issues arising

- Mr McGeachie reported that Mrs Maxwell had been auditing the Single Central Record (SCR) in all Trust schools.
- Mrs Robson had arranged Safeguarding training for all designated Safeguarding Leads in schools and Mrs Dales had reported that Safeguarding Leads had been identified in all schools.
Mrs Dales was arranging Safeguarding training for Governors and Directors to take place in April, May and June 2019. The dates for this would be circulated.
- Christ the King School – the Directors fully **DISCUSSED** and **CONSIDERED** matters in relation to a complaint relating to the school.

MD

AT/54/19

Report from Chief Executive Officer

His report having been previously circulated on Trust Governor, Mr McGeachie highlighted the following points:

Chaplaincy & Catholic Life - Mr McGeachie reminded the Board that the Feast Day of Our Lady of Lourdes had taken place during the week and had been celebrated in all the Trust schools. In addition, the 15th February was a whole Trust Inset Day for all the schools, with a Mass taking place at 11:00am for all involved.

Ofsted Inspections – these had taken place at:

Sacred Heart, Carlton

St Edmund Campion

Payroll – Mr McGeachie explained that the payroll function for all 4 Trusts was housed at Loxley House.

Mr McGeachie explained that PS Financials software had been contracted to provide a HR, Payroll, Recruitment, Finance and Budgeting system which fed together across all these strands;

Q. The Directors enquired whether the multiple Pension Schemes across the Trust required reviewing and placing with one provider.

A. Mr Moore explained that he had met with Nottinghamshire County Council to discuss pooling. Mr Stevenson advised that pooling would be the best course of action.

Exceptions Report – Mr McGeachie informed the Board of the following:

Lay Chaplains – ring-fenced funding was being used to generate capacity in schools.

Governance – the function of LGBs was to monitor Catholic Life, Safeguarding and the Pastoral Care of young people. It was not always easy to recruit school Governors; however the Trust had put measures in place to deal with this.

Q. The Directors enquired whether the lead for this would come from the Board or from the Diocese.

A. Mr McGeachie explained that a mix of both schools and the Diocese would be most effective.

Mr Daly **AGREED** to write to Parish Priests on this matter. Ms Dryden requested that the importance of LGBs and their local knowledge and input should be highlighted in the letter.

KD

AT/55/19

HR & Staffing Report

Mrs Robson, having previously circulated her report, highlighted the following points to Directors:

- Teacher Recruitment & Retention Strategy – the Government had published a new strategy document and Mrs Robson advised that she would map the proposals in the strategy against work streams. She explained that the policy included new proposals for NQT Timetables and percentage of teaching; flexible working; and Workload.

Q. The Directors questioned whether job-sharing for a teaching role was practical.

A. Mrs Robson advised that it was and she had observed examples of this working well in practise.

- The Government had also issued a statement moving forward from the Taylor

Report which outlined tightening of what constitutes employed staff as opposed to self-employed.

- The Trust was in the process of consulting on harmonising the pay date across all schools to the 22nd of each month

Mr Stevenson thanked Mrs Robson and the HR Team for all their work.

- *School Teachers' Pay Review Body* – linking performance to pay; best value for money.
- *Casework* – the Trust were still liaising with ACAS on one issue

Policies

- **Q. The Directors questioned whether there was any opportunity for Directors to feedback to the CES on any of the CES policies.**

Mrs Robson explained that she was in the process of investigating this currently and would report back. Mr Harding offered his support to Mrs Robson and they both **AGREED** to liaise on this matter.

TH/MR

- **Q. The Directors asked whether the relevant school staff were trained with regard to the Pay and Appeals Policies.**

A. Mrs Robson explained that an HR Induction was planned for all new Headteachers and that NCTSA would also be offering on-going CPD on Trust policies.

AT/56/19

Finance Director's Report

Mr Moore presented his Summary Report explaining the financial position of all Trust schools and showing Starting Points vs End of Year (RAG rated). Mr Moore explained that he had focussed on the "red" rated schools, these were fully DISCUSSED by the Directors.

Budgets for next year

The DfE had provided guidance on Teacher Pay increases for the next year, and advised schools to expect a 2% increase.

Teachers Pensions – to move to 23.6% employer contribution "fully funded" – but whether there were any caveats to this was not yet known.

The Spending Review was awaited around funding. Mr Stevenson advised that the LGPS may rise from 2020.

AT/57/19

Admissions

Mrs Rich explained that the Trust Admissions Policies were NRCDES policies.

- She reported that a small change around age ranges referred to in the policies.

AT/58/18

Policies

Approval of Policies brought forward.

- **Primary Admissions Policy 2020-21**

The policy was proposed by Mr Sullivan

The Directors

Resolved

Unanimously in favour of adopting the policy.

- **Secondary Admissions Policy 2020-21**

The policy was proposed by Mr Sullivan

Mr McGeachie advised the Board that any decisions relating to increases in PAN lay with

the Diocese.

The Directors

Resolved

Unanimously in favour of adopting the policy.

➤ **Estates Policy**

The policy was proposed by Mr Stevenson

The Directors

Resolved

Unanimously in favour of adopting the policy.

➤ **Health & Safety Policy**

The policy was proposed by Mr Stevenson

The Directors

Resolved

Unanimously in favour of adopting the policy.

➤ **Investment Policy**

The policy was proposed by Mr Stevenson

The Directors

Resolved

Unanimously in favour of adopting the policy.

➤ **Staff Expenses and Overseas Travel Policy**

The policy was proposed by Mr Stevenson

The Directors

Resolved

Unanimously in favour of adopting the policy.

➤ **Teachers' Pay Policy**

The policy was proposed by Mr Stevenson

The Directors

Resolved

Unanimously in favour of adopting the policy.

AT/59/18

Dates of the next meetings

Calendared Dates:

27th March 2019 – Trust Directors' Board Meeting

22nd May 2019 - Trust Directors' Board Meeting

AT/60/18

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.

KD

AT/61/18

Closing Prayer

The meeting did not close with a prayer as all present were attending a Trust Mass immediately following the meeting.

The meeting closed at 10.50am

Signed:.....(Chair)

Date:.....