

## 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:** Wednesday 17<sup>th</sup> October 2018 at 2:00pm

**Location:** At The Becket School, Nottingham

### Membership

'A' denotes absence

Mr Ken Daly - Chair  
Mr Phil Bray  
Mr Nigel Stevenson  
Mr Tim Harding  
Mr Les Sullivan  
A Ms Sue Dryden  
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 (CEO Executive Assistant)  
Mrs V Scott (Clerk to the Executive Committee)  
Mrs M Kemple (Lead Lay Chaplain) *for item AT/22/18 only*

### Action

#### AT/15/18 Opening prayer

The meeting opened with the Trust prayer led by Mr Daly

#### AT/16/18 Apologies for absence

Apologies for absence were received from Ms Dryden, who was on holiday.

The Committee

**resolved**

to consent to this absence

#### AT/17/18 Conflicts of interests and business & pecuniary interests

Mr Stevenson declared that he is a Director at Nottingham City Council (NCC) and Finance Director for the NCC pension scheme. Mr Daly declared he is a Director at NRCDES.

There were no other declarations, either direct or indirect, for items on the agenda.

#### AT/18/18 Minutes of the previous meeting held on Monday 9<sup>th</sup> July 2018

Mr Daly welcomed Mrs Munro to the Board and introduced the committee.

The minutes of the previous meetings held on Monday 9<sup>th</sup> July 2018 having been previously circulated, were confirmed and signed by the Chairperson.

## **Matters arising**

Mr McGeachie agreed to forward information requested to Mr Harding. **JWM**  
Mr Daly advised that he had circulated model agendas and remits.  
Mr Harding requested that draft minutes were available to view 7 days after the meeting. **VS**

There were no further matters arising that would not be dealt with on the Agenda.

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

### ➤ **HR & Staffing**

The minutes of the meeting held on Friday 5<sup>th</sup> October 2018 were received. There were no further Directors' questions.

### ➤ **Standards Committee**

The minutes of the meeting held on Monday 1st October 2018 were received.

Mr Daly explained that there had been a comprehensive report from the Standards Directors (DPS) at the meeting. He reported that the DPS were working to a live document which was a changing programme.

### ➤ **Finance & Estates Committee**

The minutes of the meeting held on Monday 1st October 2018 were received.

### ➤ **Audit & Risk Committee**

The minutes of the meeting held on Monday 1st October 2018 were received.

Mr Harding & Mr Daly confirmed that they had met with the Auditors.

*Items for follow-up action/ratification by Executive Board:*  
Ratification of Teachers' Pay Award

**AT/19/18**

## **Correspondence**

### ➤ **Education & Skills Funding Agency Letter to Academy Trust Accounting Officers September 2018**

Mrs Scott explained that this had been circulated to all. Mr McGeachie highlighted the following points:

- Financial Handbook
- Related Party Transactions
- Competitive purchasing procedure
- Controlling Executive
- Finance & Audit
- Audit Findings
- Financial returns
- Providing Governance Details

It was confirmed that all Directors had read the letter.

Mr Daly explained that Mr David Rathe had resigned and that Mrs Munro would replace him as a new Director.

AT/20/18

**Legal & Regulatory:**

• **• Ratification of Chair** - Mrs Rich explained that Mr Daly had been appointed as Chair for 1 year by the Bishop. Mr Sullivan proposed and Mr Harding seconded Mr Daly.

The Directors unanimously  
**resolved**  
in favour of the appointment.

• **• Election of Vice Chair** - Mr Harding nominated Ms Dryden, Fr O'Donoghue seconded.  
The Directors unanimously  
**resolved**  
in favour of the appointment.

• **• Statutory reporting (including updating Companies House and Charities Commission)**  
The Directors unanimously  
**resolved**  
in favour of the Scheme of Delegation

• **• Resolution to change Registered Office address**  
The Directors unanimously  
**resolved**  
in favour of this change.

• **• Code of Conduct** – Mr Sullivan proposed & Mr Daly seconded the document.  
The Directors unanimously  
**resolved**  
in favour of adopting the document.

• **• Election of Directors for Safeguarding and SEND, GDPR and Health & Safety:** it was AGREED that the following Directors would take responsibility

- Mr Sullivan - Safeguarding
- Mrs Munro – GDPR;
- Mr Stevenson– SEND ;
- Mr Daly – H&S

• **• Committee Chairs – Finance and estates, Standards, HR & Staffing, Pay & Performance management, Audit:**

The committee Chairs were ratified as follows:

- Mr Sullivan – Standards;
- Mr Bray – HR & Staffing
- Mr Harding – Audit & Risk (*now Mrs Munro*)
- Mr Stevenson – Finance & Estates

AT/21/18

**Diocesan Director of Education**

Mr Peter Giorgio had sent apologies ahead of the meeting.

AT/22/18

**Report from Chief Executive Officer**

(Mrs Kemple joined the meeting)

- **Catholic Life** – the Directors received a report from Mrs Marsha Kemple - Lead Lay Chaplain.  
Mr McGeachie advised that a survey of provision (lay chaplaincy and additional

chaplains support) had been carried out and a strategy for widening provision had been created.

- **School Performance Assessment / Standards** – the Directors received a report from Mr McGeachie.
- **Trust Strategic Plan** – Mr McGeachie explained that this was a 3 year strategic framework with 3 year outcome milestones, year 1 priorities and a detailed action plan to achieve year 1 priorities.
- **Chaplaincy Report** – this was composed of a survey of chaplaincy provision; expanding chaplaincy provision; survey results. Mrs Kemple summarised key matters.

Mr Daly thanked Mrs Kemple for her report.  
(Mrs Kemple left the meeting)

**AT/23/18**

### **HR & Staffing Update**

Mrs Robson presented her report which had been previously circulated to the HR Committee.

The Teachers' Pay Award report had been discussed at the committee meeting and the Trust had budgeted for a 1% pay increase. The Committee had agreed the recommendation to approve the pay award.

The Directors unanimously

**resolved**

In favour of the Teachers' Pay Award

**AT/23/18**

### **Policy Review Schedule**

Mr McGeachie had created a Policy Schedule by Committee for Directors. The Directors thanked him for this document

**AT/24/18**

### **Finance Director Report**

Mr Moore summarised the initial position of the 21 schools, and explained KPIs and current budget positions.

Mr Moore then highlighted the current risks as follows:

- Teachers Pensions contribution rising
- Cost of Living increases

- **Minimum Funding Guarantee**

Mr Moore advised that there was no guarantee that funding would continue in the future which could create a risk.

- **Risk Management Policy**

Mr Moore explained this was being produced and would be reviewed at the next Audit Committee meeting.

**AT/25/18**

### **Estates: Premises Lead**

Mr Moore explained that Condition Surveys had been carried out on the Trust buildings.

Mr McGeachie explained he was in the process of recruiting an Estates Manager and an IT Manager both as temporary 1 year roles. This ensured that Estates and IT received the focus they deserved and were compliant and not exposing Directors to risk.

**AT/26/18**

### **Policies**

➤ **Admissions Arrangements 2020-21**

The Directors unanimously

**Resolved**

To adopt the policy

➤ **Expenses Policy for Directors and Governors**

The Directors unanimously

**Resolved**

To adopt the policy

➤ **Complaints Procedure**

The Directors unanimously

**Resolved**

To adopt the policy

**AT/27/18      Dates of the next meetings**

**Calendared Dates:**

5th December 2018 - Trust Directors' Board Meeting (Mr Stevenson tendered his apologies in advance for this meeting)

6th December 2018 - CMAT Members' AGM

15th February 2019 - Trust Directors' Board Meeting

27th March 2019 - Trust Directors' Board Meeting

22nd May 2019 - Trust Directors' Board Meeting

**AT/28/18      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.

**AT/29/18      Closing Prayer**

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

**The meeting closed at 4:30 pm.**

Signed:.....(Chair)

Date:.....