

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

Date and time: Wednesday 22nd May 2019 at 2:00pm

Location: At the Trust Offices, Loxley House, 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
- Fr Michael O'Donoghue
- Mrs Susan Munro

In attendance

- Mr James McGeachie (CEO)
- Mr D Moore (Trust Finance Director)
- A Mrs M Robson (Trust HR Director)
- Mrs M Kemple (Trust Lead Lay Chaplain) (for item xxxx)
- Mr C Maher (Trust Director of Performance & Standards) (for item xxx)
- Mrs M Dales (Trust Director of Performance & Standards) (for item xxx)
- Mrs K Rich (Company Secretary)
- Mrs V Scott (Clerk to the Executive Committee)

Action

AT/79/19 Opening prayer

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

AT/80/19 Apologies for absence

A letter of resignation from the Board had been received by Mr Daly from Mr Bray.

The Directors

resolved

to consent to the resignation and **AGREED** to write to Mr Bray to thank him for his services to the Trust.

KD

The Directors **AGREED** that an additional 2 or 3 Directors were required for the Board.

AT/81/19

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/82/19

Correspondence

➤ Letter from Lord Agnew to Academy Trust Auditors:

The letter had been previously circulated and also considered at the Audit & Risk Committee meeting. Mrs Munro summarised that the areas of visibility of Banking and Cash-flow had been identified, with an action to increase audit presence at the Audit & Risk Committee meetings moving forward. Mr Moore had already put measures in place to address this.

The Directors **CONFIRMED** that they had all read Lord Agnew's letter and noted the contents.

AT/83/19

Minutes of the previous meeting held on Wednesday 27th March 2019

The minutes of the previous meeting held on Wednesday 27th March 2019 having been previously circulated, were confirmed and signed by the Chair.

Matters arising

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

AT/84/19

Legal and Regulatory

The Directors **AGREED** to name the specific Handbooks referred to in Committees. Mr Moore **AGREED** to make the Handbooks available to Directors on Trust Governor.

**All to note
DM**

➤ **Pay Policy** – the Directors **AGREED** that this would be held over to the next meeting as Mrs Robson was unable to attend this meeting to advise on the current position.

MR

➤ **Priority 2** – Mr McGeachie explained that the meeting schedule for 12th June 2019 was for those who were already Governors. Mr McGeachie & Mr Daly **AGREED** to check with Mr Weightman (NRCDES) as to the content of the meeting.

➤ **Priority 3 Standards** – Mr McGeachie explained that he had met with a representative at NCC. The Directors **AGREED** that it was important to maintain a dialogue with NCC.

JWM/KD

➤ **ESFA Key Dates** – Mr Daly **AGREED** to report to the Board at a future meeting.

KD

Q. The Directors enquired whether all policies would be available to Directors centrally.

A. Mr McGeachie advised that all public policies would be made available on the Trust website. Mrs Rich **AGREED** to upload all finalised policies to a folder on Trust Governor.

KR

Mr Harding noted that in relation to HR & Staffing that there were several pay items arising from the HR Committee. He proposed that an HR & Pay Committee was formed to

cover all issues relating to HR, Staffing and Pay. Mr Daly advised that at the end of the year all committees and their composition were reviewed for the forthcoming year. The Directors **AGREED** to this course of action.

AT/85/19 Reports and Minutes of Sub Committee Meetings

➤ **HR & Staffing Committee**

The minutes of the meeting held on 7th May 2019 were received, having been previously circulated on Trust Governor.

Mr Harding presented the minutes and drew the Board's attention to key matters.

➤ **Standards Committee**

The minutes of the meeting held on 10th May 2019 were received, having been previously circulated on Trust Governor.

Mr Sullivan presented the minutes and drew the Board's attention to key matters.

➤ **Audit & Risk Committee**

The minutes of the Interim meeting held on 17th May 2019 were received, having been previously circulated on Trust Governor.

Mrs Munro presented the minutes and drew the Board's attention to key matters.

AT/86/19 Presentation on Catholic Life by DPS:

Mr Daly welcomed Mr Maher, Mrs Dales and Mrs Kemple.

Directors received the presentation and in summary the following was highlighted:

- **Catholic Life and the new DCI Framework – September 2018**
- **Areas of Risk**

Mr Daly thanked Mrs Dales & Mr Maher for their presentation.

AT/87/19 Safeguarding

➤ **Summary report of issues arising**

The Directors had received a Safeguarding Report from Mrs Dales, which had been previously circulated on Trust Governor.

AT/88/19 Report from Chief Executive Officer

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

- **Chaplaincy and Catholic Life**

Mr Daly thanked Mrs Kemple for her work within the Trust.

➤ **Ofsted**

No inspections had taken place.

➤ **Pay Roll**

Discussion regarding the new Payroll system.

➤ **Exceptions Report** - Mr McGeachie reported the following exceptions:

- Recruitment
- Governance
- Standards
- Development of Staff
- Finance & Business
- Organisational Developments

➤ **School leadership**

AT/89/19 HR & Staffing Report

Mrs Robson, had previously circulated her report on Trust Governor. The Directors had **READ** and **NOTED** the contents of the HR Report.

AT/90/19 Finance Director's Report

Mr Moore presented his Performance vs Budget Report which outlined the financial position for each Trust school, which had been previously circulated on Trust Governor. In summary he highlighted the following items:

➤ **The Becket School**

➤ **PAN**

➤ **Audit**

➤ **Year-end external Audit**

➤ **Procurement**

➤ **Salix Funding**

The Directors

Resolved

in favour of proceeding with the proposed projects.

AT/91/19 Admissions

Directors **DISCUSSED** Admissions and changes to PAN within the Trust secondary schools

AT/92/19 Review of Scheme of Delegation

Mr Daly explained that NRCDES had requested comments on the Scheme of Delegation (SoD).

Directors fully **DISCUSSED** this matter.

Mr Daly **AGREED** to send Mr Harding's paper to Mr Weightman. Mr Daly requested that all comments should be emailed to either himself or Mr McGeachie.

AT/93/19

Meeting Calendar 2019-2020

Mrs Rich requested Directors' feedback on the meeting cycles for 2019-20.

AT/94/19

Date of Next Meeting

➤ **Wednesday 17th July 2019 at 2:00pm**

AT/95/19

Determination of confidentiality of business

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

resolved

that Mrs Scott would send full minutes to Mr Daly for confidentiality editing

KD/VS

AT/96/18

Closing Prayer

The meeting closed with a prayer.

The meeting closed at 5.20pm

Signed:.....(Chair)

Date:.....