

MINUTES OF MEETING

Company Number: 07743523

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

Date and time: Wednesday 5th December 2018 at 2:00pm

Location: At OLoL Trust Offices, Loxley House

Membership

'A' denotes absence

Mr Ken Daly - Chair
Mr Phil Bray
A Mr Nigel Stevenson
Mr Tim Harding
A 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)
Mrs M Robson (Trust HR Director) – for item AT/39/18 only
Mrs K Rich (Company Secretary)
Mrs V Scott (Clerk to the Executive Committee)
Mr D Burrough (Trust Director of Estates and Facilities) – for item AT/41/18 only

Action

AT/30/18 Opening prayer

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

AT/31/18 Apologies for absence

Apologies for absence were received from Mr Sullivan & Mr Stevenson.

The Committee

resolved

to consent to these absences.

AT/32/18 Conflicts of interests and business & pecuniary interests

Mr Daly declared he is a Consultant to NRCDES. He advised that Mr Stevenson 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/33/18 Minutes of the previous meeting held on Wednesday 17th October 2018

The minutes of the previous meeting held on Wednesday 17th October 2018 having been previously circulated, were confirmed and signed by the Chair.

Reports and Minutes of Sub Committee Meetings

➤ **Pay & Performance Committee**

The minutes of the meeting held on Monday 12th November 2018 were received, having been previously circulated on Trust Governor.

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

➤ **Standards Committee**

The minutes of the meeting held on Friday 16th November 2018 were received, having been previously circulated on Trust Governor.

Fr O'Donoghue presented the minutes of the meeting.

➤ **Finance & Estates Committee**

There having been no meeting of this committee since the last Executive Board meeting, no minutes were received.

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

➤ **Audit & Risk Committee**

The minutes of the meeting held on Monday 3rd December 2018 were received, having been previously circulated on Trust Governor.

Mrs Munro presented the minutes. She thanked the Finance Team for successfully completing 5 Audits at the same time.

The Accounts had been signed-off and were unqualified.

GDPR – Mrs Rich had presented a published GDPR training plan. She explained that there had been 2 minor GDPR breaches, one Subject Access Request and two complaints escalated to Trust level.

AT/34/18 Correspondence

None had been received.

AT/35/18 **Legal & Regulatory:**
[Resignations and appointments](#) – Mrs Rich reported that Mrs Munro had now officially been appointed as a Director of the Trust.

[Resolution to change Registered Office address](#) – Mrs Rich advised that the new Trust office address had been updated at Companies House.

AT/36/18 **Diocesan Director of Education**
Mr Peter Giorgio had sent apologies ahead of the meeting. Therefore, no documents were presented at the meeting.

AT/37/18 **Safeguarding**
[Summary report of issues arising](#)
Mr McGeachie explained that there were two Safeguarding Directors for the Trust, who were Mr Sullivan and Mrs Dales, Director of Performance & Standards. He advised that the Trust took the matter of Safeguarding very seriously.

AT/38/18 **Report from Chief Executive Officer**
His report having been previously circulated, Mr McGeachie highlighted the following areas:

- [Chaplaincy & Catholic Life - DCI Inspection](#)
- [Trust Plan](#)
- [Payroll](#)
- [DPS Catholic Life Visits](#)
- [Review of the Trust Strategic Plan](#)

AT/39/18 **HR & Staffing Report**
(Mrs Robson joined the meeting)

Mrs Robson, having previously circulated her report, highlighted the following points to Directors. She advised that the HR Team was working mainly on:

- [Compliance and enablers](#)
- [Payroll](#)
- [Communication](#)
- [Teacher Appraisal and Pay Award](#)
- [Policies –](#)
- [Unions](#)
- [Talent Management](#)
- [Vacancies](#)

(Mrs Robson left the meeting)

AT/40/18 **Finance Director Report**
Mr Moore presented his report and explained the KPI's used to measure a school's financial sustainability.

Mr Moore presented a summary of all schools against these KPIs.

➤ **Use of Teaching Assistants**

Mr Moore presented a report on Teaching Assistants (TAs) across the CMAT.

AT/41/18 Estates Report

(Mr Burrough joined the meeting)

Mr Burrough provided Directors with a report on Estate matters and highlighted the following:

- Report on building/land issues arising
- Summary of capital projects in progress
- Update on school condition surveys
- Update on capital funding

(Mr Burrough left the meeting)

AT/42/18 Policies

Approval of Policies brought forward.

There were none for this meeting.

AT/43/18 Dates of the next meetings

Calendared Dates:

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/44/18 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/45/18 Closing Prayer

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

The meeting closed at 5.02 pm.

Signed:.....(Chair) Date:.....