

MINUTES OF MEETING – DISPLAY COPY FOR PUBLIC VIEW

Company Number: 07743523

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

Date and time: Thursday 10th February 2022 at 1:00pm

Location: Microsoft Teams

Membership

'A' denotes absence

'LA' denotes late arrival

Mr Nigel Stevenson (Chair)
Ms Sue Dryden (Vice Chair)
LA Fr John Kyne
Mrs Susan Munro
Mrs Anne Recchia
Mrs Ann Neale

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)

Action

AT/01/22 Opening prayer
The meeting opened with the Trust prayer led by Mr McGeachie.

AT/02/22 Apologies for absence
There were no apologies for absence.

AT/03/22 Conflicts of interests and business & pecuniary interests
Mr Stevenson declared that he is a Director at Nottinghamshire County Council (NCC) and Finance Director for the NCC pension scheme. Mrs Neale declared that two members of her family are employed at a Trust school.

AT/04/22 Correspondence
➤ **Email from The Becket School Governors**
A response had been drafted and The Becket Governors were offered meeting with the LGB.
Mr Stevenson **REQUESTED** that a copy of the Board response be shared with the Directors. Mrs Rich **AGREED** to circulate a copy to all Directors.
She had agreed to meet with the Headteacher and Chair on 25th February 2022 and to attend the LGB meeting on 17th March 2022.

KR

AT/05/22

Minutes of the previous meetings held on Thursday 2nd December 2021

The minutes of the previous meeting held on Thursday 2nd December 2021 having been circulated on Trust Governor were **AGREED** and **CONFIRMED** by the Chair.

➤ Matters Arising

AT/102/21

Q. The Directors enquired whether all LGB reviews were now complete.

A. Mrs Rich explained that there were some still to be completed in the Lent Term. She would be liaising with the Diocese to ensure that the next Review was made as clear as possible for LGBs.

Mr Stevenson **REQUESTED** that Mrs Rich compiled a report detailing the learning outcomes from the LGB Review for the Board. Mrs Rich **AGREED** to provide this.

KR

All matters were completed or to be dealt with in the Agenda.

It was **RESOLVED** to accept the minutes as a true and accurate record of the meeting.

Minutes of the Extraordinary Board Meeting, Monday 10th January 2022

The minutes of the Extraordinary meeting held on Monday 10th January 2022 were **APPROVED** and **CONFIRMED** by the Chair.

AT/06/22

Reports and Minutes of Sub Committee Meetings

Mrs Stevenson thanked the sub committees for their hard work and requested any questions:

➤ Audit & Risk Committee

The minutes of the meeting held on Friday 10th December 2021 and Thursday 20th January 2022 were received, having been previously circulated on Trust Governor. Mrs Munro presented the minutes of the meeting and highlighted that the following key areas that had been discussed:

- Risk Register and proposed merger with St Therese of Lisieux CMAT (STL)
- Auditor's review of Trust-wide Safeguarding
- External Audit had been rated green.

➤ Finance & Estates Committee

The minutes of the meeting held on Friday 10th December 2021 and Thursday 20th January 2022 were received, having been previously circulated on Trust Governor. Mr Stevenson presented the minutes of the meetings.

➤ HR & Pay Committee

The minutes of the meeting held on Thursday 27th January 2022 were received, having been previously circulated on Trust Governor.

Ms Dryden presented the minutes of the meeting and highlighted the key points as follows:

- All pay decisions had been made
- There had been no appeals
- The DfE had brought forward a Workforce Wellbeing Charter. Mr McGeachie supported the Charter. He explained that the Trust had put a working group in place to cover this and a Toolkit would be rolled-out to support the Charter. Mr Maher had been leading on this and could provide a presentation to the Board if required.

The Board **WELCOMED** the introduction of the Wellbeing Charter.

➤ **Standards Committee**

The minutes of the meeting held on Tuesday 1st February 2022 were received, having been previously circulated on Trust Governor. Mrs Recchia presented the minutes of the meeting and highlighted the following key areas that had been discussed:

- Lead Lay Chaplain interviews were underway.
- Ofsted – one school had received a recent inspection.
- DCI – one school had received a DCI.

There were no further Directors' questions.

AT/06/22

Legal & Regulatory

➤ **NRCDES Resolution**

Mrs Rich reported that a resolution had been received from Mr Giorgio seeking confirmation that the OLOL Board were willing to accept the STL schools.

The Directors

RESOLVED to AGREE the Resolution.

DECISION

➤ **Confirmation of Bank**

Mrs Rich confirmed that a signed copy of the Trust Accounts for yearend 31.08.21 had been published on the Trust website.

AT/07/22

Chairman's Business

➤ **CMAT Chairs' Meeting – Feedback to the Board**

Mr Stevenson reported that he had attended the Chairs' meetings on 9th December 2021 and 13th January 2022. He highlighted that the key points discussed were as follows:

- Synodical Process
- Training
- Diocesan-wide Policies

(1.26pm - Fr John Kyne joined the meeting)

➤ **Chairs' Symposium feedback**

Q. The Directors observed that Chairs had not engaged well at the Symposium and enquired whether there were plans to remedy this.

A. Mr McGeachie explained that at the next meeting there would be Breakout Rooms focussing on Parish Links and Catholic Life, to encouraging Chairs' participation.

➤ **STL Transition (confidential item redacted)**

Mr Stevenson recommended that all the OLoL and STL Directors should meet before the end of the year. Mr Stevenson **AGREED** to liaise with Mr Giorgio to organise the meeting. The Directors **SUPPORTED** this action.

DECISION

AT/08/22

External Review of Governance

The following documents were tabled:

- External Review of Governance Report

Mr Stevenson explained that work had commenced and was on target to meet the deadlines.

This item to return to the Board meeting Pentecost 1 for an update.

AGENDA

Report from the Chief Executive Officer

The following documents were tabled:

- Chaplaincy & Catholic Life Report
- CEO Report (covers Procurement, Marketing Update and Support for STL CMAT)
- Trust Strategic Plan / Exceptions
- COVID-19 Update
- Safeguarding
- Review of LGB Effectiveness

Mr Stevenson thanked Mr McGeachie for his comprehensive reports, which had been previously circulated on Trust Governor.

➤ **Marketing Report**

Mr McGeachie explained that Mrs Scarff had undertaken a website review with 5 pilot schools: St Augustine's, St Philip Neri, St Marys, St Margaret Clitherow and Christ the King. All websites were now live.

Trust Website- Trust website was also live and would be integrating Vacancy Filler (HR-led project) before Easter. This would seamlessly be integrated into all school websites making recruitment much easier and with user-journey metrics.

Trust Guides– Mrs Scarff had identified the need for an internal and external Trust-wide communications handbook. She was working with our DSLs to create a guide that clearly outlines the expectations of all staff to communicate with internal and external stakeholders. The aim was to provide guidance on using email, face-to-face communication, letters, social media, media enquiries and more.

Mrs Scarff was also supporting Chris Maher with his staff Wellbeing Guide to make it more accessible to all staff from a MarCom design perspective and had proposed to introduce a Trust-wide style guide.

HTML Emails – There was a Trust account now in place with MailChimp. The account will allow up to five different users to send targeted, personalised emails to all staff.

New teacher pipeline project–Mrs Robson was working with HR and NCITT to look at targeting current Y9 -13 students to promote Catholic teaching as a career choice. Currently this was in the early planning stages with the pipeline identified.

Trust-wide sign replacement– Mrs Scarff had met PFI Signs on a two-day site visit to all schools. Mrs Scarff had been unable to attend the Board Meeting due to her video work in schools.

Mr Stevenson thanked Mrs Scarff for all her hard work on school websites.

Q. The Directors enquired whether the Diocesan Calling Roman Catholic Teachers event on 8th February 2022 had been successful.

A. Mr McGeachie explained that he had attended the event. 18 people had attended and 10 were looking at Leadership roles in schools; 7 were considering teaching in Roman Catholic schools. Positive feedback had been received.

Mrs Robson advised that the event had been very successful, particularly in relation to Leadership roles.

Mr McGeachie advised that another event was planned after Easter and that regular events would take place over the year with a view to repeating these annually.

Q. The Directors queried what the geographic catchment/reach had been.

A. Mrs Robson explained that although not available immediately, this information had been collected and could be provided upon request.

Q. The Directors questioned whether the event might be advertised with Catholic ITT colleges.

A. Mrs Robson agreed to include these going forwards, if they were not already covered.

➤ **Chaplaincy & Catholic Life**

Mr McGeachie explained that the key messages on Catholic Life related to:

• **Faith in Action**

Currently 62% of schools participated in the Faith in Action Award. 10 out of 17 primary schools and 3 out of 4 secondary schools. Most of the schools not doing the Award had requested support in setting this up. Action – support from Trinity Lay Chaplain to run a training session after February half term for schools that want to re-start or start the Faith in Action Award. Lay Chaplaincy Working Group in the Pentecost term to review the resources used in the Award. It needs developing and renewing.

• **Synod Process**

All 21 schools were supported with the Synod process, sharing resources from the NRCDES, discussion in Headteacher Hub meetings (January 2022), support from Lay Chaplains. Schools shared the outcomes from the questions and a report was compiled and shared at the Standards Committee 1 February 2022.

• **Catholic Life & Lay Chaplaincy Events**

OLoL Feast Day celebrations W/C Mon 7th February 2022 – ‘Word of the Week was ‘Healing’.

The Trust Mass had taken place at 10:30am on Thursday 10th Feb 2022 via Lay Chaplaincy online.

➤ **COVID-19 update**

Mr McGeachie drew the Directors’ attention to the Covid-19 update and reported that Risk Assessments continued to be reviewed by schools and updated. Outbreak plans were in place in the event that 10% or more of any group were infected.

In the period since Christmas, the rate of infections amongst staff had increased significantly more than among students. The Trust had produced a register of staff who would be available to do additional work as required (recently retired, part time etc). The Trust continued to work with Public Health England and the DfE as cases are recorded. They encouraged staff to have the vaccinations. Some schools with higher cases had been advised by PHE to reinforce this measure.

Q. The Directors enquired whether there had been second round of pupil vaccinations.

A. Mr McGeachie confirmed that there had and these had started at Trinity School.

Q. The Directors queried whether any Trust schools had received Air Purifiers from the DfE.

A. Mr McGeachie advised that 3 had been assigned to St Edmund Campion

➤ **Safeguarding (confidential item redacted)**

Mr McGeachie explained that Mrs Dales had produced the Safeguarding Report, which had been presented to the Standards Committee on 1st February 2022.

➤ **Exceptions Report**

There were no new exceptions to report.

➤ **Support for St Therese of Lisieux CMAT**

Support for STL had been addressed in item AT/07/22 – STL Transition

➤ **Ofsted**

Inspections had been addressed in item AT/06/22 – Standards Committee

➤ **Risk Register (confidential item redacted)**

Mr McGeachie had produced a report detailing Top Risks which had been previously circulated via Trust Governor. He provided a detailed account of each area of risk. A wide ranging discussion took place during which all risks were fully discussed by the Board.

(2.00pm - Mr Stevenson left the meeting due to a work commitment – Ms Dryden took the Chair)

AT/10/22

Finance Director's Report (confidential item redacted)

The following documents were tabled:

- Board Members' Monthly Finance Pack
- Optimising Financial Resources – Pooling consultation

Mr Moore presented his reports to the Directors and the meeting fully explored the presented documents.

➤ **Optimising Financial Resources**

(2.10pm – Mr Stevenson re-joined the meeting)

- **Recommendation 1 – The Directors RESOLVED to approve this recommendation.** DECISION
- **Recommendation 2 – The Directors RESOLVED to approve this recommendation in principle but agreed that the Recommendation should return to the Board with a Scheme of Delegation provided. Mr Moore AGREED to action this item.** DECISION
- **Recommendation 3 – The Directors RESOLVED to approve this recommendation.** DM DECISION

AT/11/22

HR Director's Report (confidential item redacted)

(Mr Moore left the meeting at 2.16pm)

Mr McGeachie presented a timeline relating to an overarching project with a key date of 23rd February 2022 and **FULLY EXPLAINED** the timeline and graphics, to enable tracking against the schedule.

It was

RESOLVED that the Board would meet regularly and respond on the overarching project. DECISION

(3.16pm - 3.18pm - Mrs Munro briefly left the meeting due to a work commitment)

The Directors

RESOLVED in favour of implementing the Support Staff Pay Award as soon as possible. DECISION

AT/12/22

Director Visits to Schools

➤ **Director Visit Programme - 2021-22 - Phase 4 – Lent Term**

Mr Stevenson thanked Mrs Rich for circulating the new list of dates for Lent Term. Mr Stevenson expressed a desire for visits to commence in person.

The Directors recognised the need for flexibility of visits in view of changing Risk Assessments.

Mr Stevenson **REQUESTED** that Directors respond to Mrs Rich with visits they would like to attend. **Directors**

➤ **Link Directors**

- Mr Stevenson reported that he had met with Chairs and attended LGB meetings for his allocated schools.
- Mrs Neale described that she had attend 3 online LGB meetings. All had gone well.
- Fr John Kyne reported that he had attended 1 LGB meeting.
- Mrs Munro would be attending The Becket LGB on 17. 3.22
- Mrs Recchia had contacted all 4 Chairs for her LGBs.

AT/13/22

Policies

➤ **From the Finance & Estates Committee:**

- **Environmental Policy - December 2021**
- **Health & Safety Policy - December 2021**
- **Modern Slavery Statement - December 2021**
- **Company Vehicle Policy - January 2022 (“no more than 9 points” - wording to be amended) –deferred to next meeting.**
- **Procurement Policy - January 2022**
- **Investment Policy - January 2022**

DM/DB

➤ **From the HR & Pay Committee:**

- **ECT Policy - December 2021**
- **Code of Conduct for Employees - December 2021**
- **Sickness Absence - January 2022**
- **Maternity & Adoption Policy - January 2022**
- **Equalities Policy Statement - January 2022**

➤ **From the Standards Committee:**

- **Intimate Care Policy - February 2022**
- **Positive Handling Policy - February 2022**
- **Attendance Policy - February 2022**
- **Online Safety Policy - February 2022**
- **Home Visits Policy & Procedure – February 2022**

It was

RESOLVED to approve all of the above 15 policies except the Company Vehicle Policy which required amending.

DECISION

AT/14/22

Other Matters

- **Bishops’ Mass**
- Q. Mrs Recchia queried why much of the signing at the Mass had been in Latin,**
A. Mr McGeachie advised that this had been a deliberate move engage with the traditional music of the Church.

AT/15/22

Dates of Next Meetings

Board meetings follow the OLoL 2020-21 Schedule and will take place on the following dates:

- **Thursday 31st March 2022**
- **Wednesday 25th May 2022**
- **Thursday 21st July 2022**

Forward Agenda Items: as flagged in these minutes.

AT/16/22

Determination of confidentiality of business

The Committee considered whether anything discussed during the meeting should be

deemed confidential. It was **RESOLVED** that items concerning Finance, Safeguarding, DCI Inspection, HR & Pay Committee, STL Support, HR Director's Report all **REMAIN CONFIDENTIAL** and excluded from any minutes to be made available for public inspection.

AT/17/22

Closing Prayer

The meeting closed with a prayer led by Fr John Kyne.

The meeting closed at 3.45pm

Signed:.....(Chair)

Date:.....