

MINUTES OF MEETING

Company Number: 07743523

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

Date and time: Thursday 31st March 2022 at 2:00pm

Location: Microsoft Teams

Membership

'A' denotes absence

'LA' denotes late arrival

Mr Nigel Stevenson (Chair)
 Ms Sue Dryden (Vice Chair)
 Fr John Kyne
 LA 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)
 Mrs Linda Heaver (STL Chair of Board)
 Mrs M Dales (*for item AT/31/22 only*)

Action

AT/18/22 **Opening prayer**
 The meeting opened with the Trust prayer led by Mr McGeachie.

AT/19/22 **Apologies for absence**
 There were apologies for absence from Mrs Munro due to work commitments., she hoped to join the meeting later if possible. The Directors **RESOLVED** to agree to the absence.

AT/20/22 **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/21/22 **Correspondence**
 None had been received.

AT/22/22

Minutes of the previous meetings held on Thursday 10th February 2022

The minutes of the previous meeting held on Thursday 10th February 2022 having been circulated on Trust Governor were **AGREED** and **CONFIRMED** by the Chair.

➤ **Matters Arising**

AT/05/22 - Safeguarding Audit

Q. The Directors enquired who would be conducting the Trust Safeguarding Audit.

A. Mr Moore advised that this would be undertaken by Stephen Hopkins.

AT/07/22 - Mr Stevenson explained that he, Mrs Heaver and Mr McGeachie had met with Mr Giorgio to facilitate the STL (St Therese of Lisieux) and OLoL Boards meeting and had written to colleagues. He asked Directors to forward to him any input/suggestions. Mr Giorgio had generously offered to facilitate the day.

All other 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.

RESOLUTION

AT/23/22

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 Thursday 10th March 2022 were received, having been previously circulated on Trust Governor. Mrs Neale presented the minutes of the meeting and highlighted that key areas that had been discussed included the Safeguarding Audit and a request for Board Approval for an audit of Other Income.

➤ **Finance & Estates Committee**

The minutes of the meeting held on Thursday 10th March 2022 were received, having been previously circulated on Trust Governor. Mr Stevenson presented the minutes of the meeting. All matters arising were included in the Executive Board agenda.

➤ **HR & Pay Committee**

No meeting this half term

➤ **Standards Committee**

No meeting this half term.

There were no further Directors' questions.

The Directors

RESOLVED to accept the minutes as to accept the minutes as true and accurate record of the Sub-Committee meetings.

RESOLUTION

AT/24/22

Legal & Regulatory

➤ **Written Resolution - Teachers' Pay Award**

A Written Resolution had been **UNANIMOUSLY RESOLVED** by the Directors. The Resolution stated as follows:

I, the undersigned, being a trustee of the Trust **RESOLVE** pursuant to article [123] of the articles of association of the Trust that the following is passed by way of written resolution for: 1. Approval of the OLoL Finance Director & HR Director Recommendation that the salary of identified staff* be subject to a one-off payment of

RESOLUTION

£1.35 in the March payroll. This is based on a notional net payment of £1, plus an allowance for tax and national insurance deductions. * The groups that this affects are teachers and school leaders, who have had no pay adjustment from 1 April 2021 to 31 March 2021 and who are within 10 years of potentially retiring. As teachers are able to retire with actuarially reduced benefits from age 55, we have included all teachers aged 45 and over in scope. The total number of teachers affected for this Trust is 136 The OLoL Finance Director & HR Director ask the Executive Board to agree this by Tuesday 8th March 2022.

Agreement to the resolutions Please read the notes at the end of this document before signifying your agreement to the resolution. The undersigned, a Trustee entitled to vote on the above resolution on the date of circulation of it by the Trust, irrevocably votes in favour of it. Signed: Dated:

NOTES Please indicate your agreement to the resolution by signing and dating this document where indicated above and returning it to the Trust by post addressed to Mrs Karen Rich, Company Secretary for the OLoL Catholic Multi-Academy Trust, 1st Floor, Loxley House, Riverside Business Park, Tottle Road, Nottingham NG2 1RT. If you do not support the resolution you do not need to do anything.

Mr Stevenson thanked colleagues for their swift action in responding to the Resolution. Mr Moore explained that the increase had been issues in the March payroll. Mr Stevenson thanked the Payroll Team for their hard work in achieving this.

➤ **Statement from Peter Giorgio**

Mrs Rich confirmed that a statement had been issued from Mr Giorgio to all OLoL and STL schools stating as follows:

I am pleased to inform you that following a meeting of the East Midlands and Humber Advisory Board on 23 February, we have now received written confirmation that the proposals outlined in our statement of 2 February 2022 have been approved in full. This therefore means that:

- English Martyrs' Catholic Voluntary Academy, Oakham will join the St Thomas Aquinas Catholic Multi-Academy Trust
- The remaining fifteen schools of the St Thérèse of Lisieux Catholic Multi-Academy Trust will join the Our Lady of Lourdes Catholic Multi-Academy Trust.

Mr Stevenson explained that the first batch of STL schools would transfer to OLoL in June 2022, therefore STL Director colleagues would move over to the OLoL Board as schools transferred. The Directors

RESOLVED to agree to this course of action.

RESOLUTION

Q. Mrs Robson enquired whether colleagues would still sit on both STL and OLoL Boards.

A. Mr Stevenson confirmed that the Board Chair plus the Chairs of Audit & Risk and the Finance & Estates Committees must remain on the Board of STL. Mr Moore confirmed that this would be the case until March 2023. Mr McGeachie explained that there was pressure on HR Team to process the transfers by 1st September in batches. On the 14th May 2022 all Directors would to meet together at Mackworth. Mr McGeachie would also be present.

➤ **Approved Support Staff pay increase**

Mrs Rich noted that the Support Staff pay increase had been approved at last Board meeting and was received by staff in March 2022.

➤ **Gender Pay Gap Report**

The Gender Pay Gap Report as at 31st March 2021 had been Published in line with legislation by the deadline of 30th March (annually). Mrs Robson explained that statistics had been explored more deeply at the last HR Committee meeting.

AT/25/22

Chairman's Business

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

Mr Stevenson advised that this meeting had been moved to end of April. He informed the Directors that St Ralph Sherwin CMAT were interviewing for a new CEO the next week.

Q. The Directors queried how many had applied for the role.

A. Mr Stevenson advised that there was a short list of 3 applicants.

Q. The Directors enquired whether they were from Diocesan schools.

A. Mr McGeachie explained that the 3 who had been called for interview were known to the Trust.

➤ **Chairs' Symposium feedback**

Mr Stevenson thanked Mr McGeachie for his presentation to all present at the last Symposium.

The next Chairs' Symposium would take place on 28th April 2022.

Mrs Rich advised that agenda items would include: Safeguarding, Catholic Life, STL Process Update and Wellbeing. Catholic Life would form the main agenda item. Mr Maher would be leading this. All Governors would be invited and Mr Maher would also deliver a session on Wellbeing.

➤ **HR & Payroll Project**

Mrs Robson reported that St Ralph Sherwin had raised a query regarding the governance of HR and Payroll. They had therefore requested an OLoL Board member to join the project. Mr Stevenson explained that he did not support the query and had full confidence in Mr Moore and Mrs Robson to manage the project.

➤ **Foundation Director Training**

The Directors **REQUESTED** a copy of the DCI training video. Mrs Rich agreed to circulate this.

KR

Mrs Recchia **AGREED** to request a response from the Standards Committee to the new Curriculum Directory and DCI Process.

AR

The Directors **REQUESTED** that the Board feedback to the Diocese on the wide nature of the Curriculum Directory.

ALL

Mrs Heaver noted that the primary resources provided by Mr David Quinn were high quality and would support schools in delivering the required standards.

Q. The Directors questioned whether any teachers had applied to become DCI inspectors.

A. Mr McGeachie reported that he had received 2 requests from staff; however, he felt that the application process was somewhat onerous and could impact on applications.

Q. The Directors enquired whether recent Headteacher leavers were permitted to take part.

A. Mrs Neale advised that there was a 5-year window for them to do so. Mr McGeachie confirmed that the Trust could approach recent leavers if they were enquired to do so.

AT/26/22

Transfer of STL Schools (CONFIDENTIAL ITEM REDACTED)

(This item was taken out of order at the end of the meeting after all business was complete. At 4.28 pm Mr Moore had left the meeting and was not present for the discussion of this item.)

- The Directors **AGREED** to call an Extraordinary Board Meeting at 6.00pm on 27th April 2022

DECISION

AT/27/22

Governance

The following documents were tabled:

- Governance Update – Lent Term
- LGB Self Review Learning Outcomes

➤ **Action Plan update**

Mr Stevenson confirmed that this would be held over to the Pentecost 1 meeting.

➤ **Effectiveness of LGBs Outcome Report**

Mrs Rich advised that the main action points would be focussed on with the LGBs. This would be discussed at the CMAT Chairs' meeting and linked back to the Diocese. Mrs Rich had been pleased to see improving challenge by LGBs as recorded in their minutes.

Recruitment and retention – checklists for induction to be returned to the Trust.

Mrs Rich was pleased to report that training was in place for most areas identified.

From September 2022 LGBs would be required to map out a timetable detailing which of their governors would attend which training relevant to them.

Mrs Rich was concerned that 10 LGBs had not accessed any training at all. She hoped that the timetable mapping would ensure that governors attended the training offer.

The Directors thanked Mrs Rich for the report. Mrs Rich explained that her aim was to ensure that the next LGB self-review was uploaded as a TG document.

➤ **Chairs' Symposium - wider participation**

Mrs Rich explained that she would share the Outcome Report at the Chairs' Symposium.

AT/28/22

Report from the Chief Executive Officer

The following documents were tabled:

- Chaplaincy & Catholic Life Report
- CEO Report (covers Marketing Update and Support for STL CMAT)
- Trust Strategic Plan / Exceptions
- COVID-19 Update

- Communications Plan
- Update on school transfers

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

➤ **Chaplaincy & Catholic Life**

Mr McGeachie explained that the key messages on Catholic Life and commended Mr Maher and the Lay Chaplains for their work, with Mrs Kemple currently being on maternity leave.

A Lay Chaplain had been appointed at Oscar Romero Hub.

An Apprentice Lay Chaplain would be sought from September 2022. There was an aim to appoint an Apprentice Lay Chaplain at STL. Mr McGeachie highlighted that the Chaplaincy Apprenticeship provided a degree level qualification to participants.

Q. The Directors questioned whether it was a struggle to recruit the right candidates.

A. Mr McGeachie confirmed that it was, however this was being addressed and there was currently only 1 vacancy in OLoL.

Q. The Directors questioned whether Chaplains' pay was a barrier to recruitment.

A. Mr McGeachie advised that it was not an issue with regard to recruiting them, but possibly was part of the issue in retaining them.

Q. The Directors enquired whether the Trust should over-recruit in order to retain staff.

A. Mr McGeachie confirmed that it was one of the Trust's long-term goals to recruit 2 Lay Chaplains per Hub.

➤ **Marketing Report**

Mr McGeachie explained that Mrs Scarff had created a Marketing Strategy which addressed the 4 cornerstones of the Marketing Strategy. Mrs Scarff was progressing well but there was still work to be done. Her aim was to empower schools to undertake their own marketing. Mrs Scarff was currently focusing on signage at schools.

Mr Stevenson commented that work completed to date re-vamping websites was of high quality.

Mrs Recchia commended the proposed Front of House training.

➤ **COVID-19 update**

Mr McGeachie drew the Directors' attention to the Covid-19 update and reported that the number of cases had reduced significantly over the last half term. However, more staff were testing positive in some schools. The Trust was awaiting updated guidance from the Government on 1st April, when changes were expected in a number of areas.

Q. The Directors queried what would happen with regard to testing in schools.

A. Mr McGeachie explained that government guidance was awaited and would be followed.

➤ **Exceptions Report**

Mr McGeachie advised that progress was good on the following areas:

- **Lay Chaplaincy**
- **Governance**
- **Standards & Outcomes**

Q. The Directors enquired how government expectations could be met.

A. Mr McGeachie explained that he supported aspirations but that the government must provide the tools to achieve them.

Q. The Directors questioned whether the new catch-up funding would be available to bid for.

A. Mr McGeachie confirmed that it would and the targeted tutoring programme was also available. However, finding staff with the right knowledge to deliver the tutoring was not easy.

Q. The Directors queried the proposed increase to a 32.5-hour day for schools.

A. Mr McGeachie felt that most primaries were already over this length of day, however some secondary schools could be under the 32.5 hours.

➤ **Support for St Therese of Lisieux CMAT (CONFIDENTIAL ITEM REDACTED)**

➤ **Ofsted (CONFIDENTIAL ITEM REDACTED)**

Mr McGeachie was pleased to report the most recent Ofsted inspection results.

AT/29/22

Finance Director's Report (CONFIDENTIAL ITEM REDACTED)

The following documents were tabled:

- Board Members' Monthly Finance Pack
- Scheme of Delegation for pooling funds
- Optimising Financial Resources update

Mr Moore provided a detailed update on the following areas:

- **Optimising Financial Resources Update**
- **Scheme of Delegation for pooling funds**
- **Outturn**
- **Balance Sheet & Cash Flow forecast**
- **Capital Report**

Mr Stevenson thanked Mr Moore for his reports.

AT/30/22

HR Director's Report

The following documents were tabled:

- HR Directors' Report
- HR Strategy

➤ **HR Directors' Report**

Mrs Robson advised that the HR Report she was presenting would have gone to the HR Committee first, however as there was no HR Committee meeting this half term it had come directly to the Board. Mrs Robson Highlighted the following areas in her report:

- Coronavirus update
- Policy updates
- Support Staff pay award
- Support staff recruitment and retention
- Update on Teacher's Pay
- Calling Catholic Teachers
- Recruitment module/HR & Payroll procurement
- Teachers' pensions indexation

➤ **HR Strategy**

Mrs Robson advised that the HR Strategy had now been sighted by Committees.

The Directors

RESOLVED to agree the strategy.

RESOLUTION

➤ **Other HR Matters**

● **Teachers' Pay Policy**

The Directors

RESOLVED to approve the Teachers' Pay Policy.

RESOLUTION

AT/31/22

Safeguarding (CONFIDENTIAL ITEMS REDACTED)

(This item was taken out of order and delivered as the first item of the meeting at 2.05pm)

The following documents were tabled:

- Safeguarding Report
- Safeguarding Audit
- Safeguarding Action Plan 2021-22

➤ **Safeguarding Summary Report**

Mrs Dales presented her report previously circulated on TG. She had included the result of Pupil Voice work relating to Safeguarding and had also included any next steps and actions taken.

➤ **Safeguarding Action Plan 2021-22**

Mrs Dales had updated the action plan.

➤ **Safeguarding Audit Report**

Mrs Dales thanked Mrs Griffiths at the Central Team for compiling the report. Looked After Child (LAC) training had been identified. Mrs Dales advised that the Trust was not permitted to deliver its own LAC training; this was a Nottinghamshire County Council condition. Mrs Dales would be working to make this more user friendly for September 2022.

Q. The Directors questioned whether schools had been overly harsh in their judgements.

A. Mrs Dales explained that she had queried these areas with individual schools and their judgements had been made based on over-complicated sheets. Mrs Dales would share the latest version of the new sheets. Ms Dryden commended Mrs Dales for her hard work in supporting governors to complete the sheets in a uniform manner.

Q. The Directors queried whether City schools and Derbyshire schools followed the same Safeguarding Audit.

A. Mrs Dales confirmed that they did. She had originally produced an OLoL Audit for schools, however Nottinghamshire County Council had advised that they would not accept an OLoL Audit, only the County Council version which was over-complicated. However, Mrs Dales planned to make a few tweaks to this where she could.

Q. The Directors enquired whether STL schools faced the same challenges with the Audit.

A. Mrs Dales explained that Mrs Heaver had confirmed that Lincolnshire and NE Lincolnshire councils would accept the OLoL Audit but North Lincolnshire would not accept it.

Q. The Directors questioned why 4 OLoL secondary schools were not included in the Audit

A. Mrs Dales **AGREED** to include these in the report.

➤ **Hays Percentages for Completion**

Mrs Dales, Mrs Rich and Mrs Griffiths were working with Hays to explore an improved

offer for the year ahead. Mrs Rich described that the Trust would need to assess the content in some of the shorter courses on offer.

Mr Stevenson thanked Mrs Dales for her reports and hard work on Safeguarding.
(Her report being compete, Mrs Dales left the meeting at 2.41pm)

AT/32/22

Director Visits to Schools

(Mrs Munro joined the meeting at 3.58pm)

➤ Director Visit Reports (verbal)

Each Director provided verbal feedback on their visits to schools to date.

➤ Unassigned schools

Mrs Rich reported that all schools were covered for Link Director visits and that Phase 2 would commence after Easter.

AT/33/22

Other Matters

➤ 2022-2023 Meeting Schedule – to finalise

Mrs Rich advised that the February Board meeting and Inset day were no longer scheduled on the same date and that some HR meetings had been moved at the request of Mrs Robson.

Mr McGeachie **REQUESTED** that Catholic Life and the Standards Committee, currently under one meeting, were split into 2 separate committees. There would therefore be 2 meetings instead of 1 meeting, but these would be scheduled to follow-on from each other.

The Directors

RESOLVED to **APPROVE** this change.

RESOLUTION

➤ Chairs' Symposium meetings

Mr Stevenson **PROPOSED** adding 2 more Chairs' Symposium meetings to the calendar.

Mrs Heaver feedback on the process followed currently in STL CMAT where there were 6 Symposia per year.

Mrs Neale was in favour of larger group combining with STL and the value of breakout rooms, since this would be an important tool in ensuring all Chairs' felt they were part of one Trust.

Ms Dryden **PROPOSED** that the Chairs' Symposia should be conducted on Teams. Mr McGeachie confirmed that the OLoL Chairs' were in favour of this. He described that Teams would offer more opportunity to seek agenda items from Chairs.

The Directors

RESOLVED to **AGREE** that there would be 6 Symposia per year on Teams from 2022-23.

Mrs Rich **AGREED** to circulate a revised schedule.

RESOLUTION
KR

➤ LGB meeting format

Q. Mrs Rich questioned whether LGBs could chose their own meeting format moving forward.

A. Mr Stevenson confirmed that meetings should be in person however the Board would understand if these were on Teams.

➤ Board & Committee Meetings

To be discussed going forward and to return - next agenda.

AGENDA

➤ **Signable - electronic document signing portal**

Mrs Rich advised that use of an on-line signing portal would speed up Written Resolutions and would avoid postage and paper copies, making life easier for all involved in the process.

The Directors

RESOLVED to AGREE to electronic signing for Written Resolutions and other documents as required.

RESOLUTION

AT/34/22

Policies

➤ **Company Vehicle Policy - March 2022**

➤ **Teachers' Pay Policy 2021-22**

It was

RESOLVED to approve both of the above policies.

RESOLUTION

(His reports being complete, Mr Moore left the meeting at 4.28pm)

AT/35/22

Dates of Next Meetings

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

➤ **Wednesday 25th May 2022**

➤ **Thursday 21st July 2022**

Forward Agenda Items:

- Agree Trust KPIs for next academic year (from Board Annual Planner) - Pentecost 1 meeting
- SEND Annual Report (from Board Annual Planner) - Pentecost 2 meeting - to be presented at Standards Committee ahead of the Board meeting.
- External Review of Governance - Action Plan Update - Pentecost 1
- Plus any as flagged in these minutes.

AT/36/22

Determination of confidentiality of business

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

RESOLVED that items concerning Transfer of STL Schools, 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/37/22

Closing Prayer

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

The meeting closed at 5.00pm

Signed:.....(Chair)

Date:.....