

MINUTES OF MEETING – PUBLIC VIEW

Company Number: 07743523

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

Date and time: Wednesday 12th October 2022 at 2:00pm

Location: Microsoft Teams

Membership

'A' denotes absence

'LA' denotes late arrival

Foundation Directors:

Mr Nigel Stevenson (Chair) (NS)

Ms Sue Dryden (Co-Vice Chair) (SD)

Fr John Kyne (JK)

Mrs Susan Munro (SM)

A Mrs Anne Recchia (AR)

Mrs Ann Neale (AN)

In attendance

Mr James McGeachie (CEO) (JWM)

Mrs M Dales (Deputy CEO) (MD)

Mr D Moore (Trust Finance Director) (DM)

Mrs M Robson (Trust HR Director) (MR)

Mrs K Rich (Co- Company Secretary) (KR)

Mrs V Scott (Clerk to the Executive)

Mrs Tamer Robson (Co-Company Secretary) (TR) *for item AT/91/22 only*

Mrs G Tovey (HR Lead) (GT)

Mrs V Scarff (Trust Marketing Lead) (VS) *for item AT/88/22 only*

Action

AT/79/22

Welcome & Introductions

The Chair welcomed all present to the meeting.

Apologies for absence

There apologies for absence were received and noted from AR (holiday).

The Directors **RESOLVED** to accept the apologies.

AT/80/22

Opening prayer

The meeting opened with the Trust prayer led by the Chair.

AT/81/22

Conflicts of interests and business & pecuniary interests

The Chair declared that he is a Director at Nottinghamshire County Council (NCC) and Finance Director for the NCC pension scheme. AN declared that three members of her family are employed at Trust schools.

AT/82/22

Correspondence

➤ **None for the meeting**

AT/83/22

Minutes of the previous meetings held on Thursday 21st July 2022

The minutes of the previous meeting held on Thursday 21st July 2022 having been circulated on Trust Governor were **AGREED** and **CONFIRMED** by the Chair.

➤ **Matters Arising**

AT/63/22 – Headteachers Finance Group - DM advised that there were now 5 members, which was sufficient to call a meeting. A Terms of Reference (ToR) was in place.

Q. The Chair enquired when the meeting would take place.

A. DM advised that it would be during first or second week after half term holiday.

AT/65/22 - ToRs for the role of Vice-chair – The Chair **AGREED** to share the ToR document that he had prepared.

NS

AT/66/22 – changes made to committees. GG had joined the HR committee and would replace Mrs McKenzie who had resigned as a Director.

AT/68/22 – St Edmund Campion - SD advised that she had not received any Parish Newsletters regarding the school.

All other matters were complete 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/84/22

Reports and Minutes of Sub Committee Meetings

➤ **Catholic Life Committee**

The minutes of the meeting held on Friday 23rd September 2022 were received, having been previously circulated on Trust Governor.

LH described that the focus of the committee had been concern regarding the level of Chaplaincy support across the Trust. LH was arranging a meeting to discuss the next agenda with Mr Baptist.

➤ **Standards Committee**

The minutes of the meeting held on Friday 23rd September 2022 were received, having been previously circulated on Trust Governor.

On behalf of AR, LH (Vice-chair) reported that St Peter & St Paul's had been discussed.

The Trust Staff Survey had revealed that schools were extremely pleased with their DPS support. Workload had been identified as an issue.

GC confirmed that there had been active involvement from St Bede's regarding the Relics. JWM advised that St Bernadettes had led the Rosary and that there had been involvement from all schools in the Oscar Romero Hub.

➤ **Audit & Risk Committee**

The minutes of the meeting held on Monday 26th September 2022 were received, having been previously circulated on Trust Governor.

SM explained that the team had met with Wylie and Bisset to discuss the proposed Audit Plan. The Committee proposed that the Board considered they key areas for the internal audit:

- Fraud, Theft & Bribery
- HR
- Cyber Security
- Risk Assurance

- Payroll
- Maintenance

The Directors

RESOLVED to AGREE the internal audit plan.

RESOLUTION

The Chair Advised that Risk Management Training would be available for all CMAT Directors in Lent 1.

Q. A Director queried the date of the training.

A. The Chair explained that Lent 1 was the earliest date to enable all Directors. LH confirmed that in the interim the Risk Register was helpful to Directors in understanding risk.

➤ **Finance & Estates Committee**

The minutes of the meeting held on Monday 26th September 2022 were received, having been previously circulated on Trust Governor.

GG explained that the committee had asked to Stress Test the Budget for impact of staff salaries and the government decisions regarding light and heat. With this in mind, a loss of £1.5M was anticipated.

An IT proposal from Mr Ottewell and Capital projects from Mr Burrough had also been discussed.

➤ **HR & Pay Committee**

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

SD explained that the committee would like to recommend that the Board accept 3 proposals: Pre employment checks, Teacher and Support Staff Pay awards (to be covered later by MR) and to inform the Board that MR was working on guidance for any industrial action.

There were no further Directors' questions.

The Directors

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

RESOLUTION

The Chair thanked the Committees for all their work over the year.

AT/85/22

Legal & Regulatory

The following documents were presented:

- Newly elected LGB Chairs Report

➤ **Diocese of Nottingham - CMAT Members**

KR explained that Mr David Law had stepped down on 31.8.22.

Stepping up was Fr Paul Chepchase as of 1.9.22.

Mrs McKenzie had stepped down from the Board and this had been updated on GIAS and the Trust website.

➤ **Approval of LGB Chairs (Confidential item redacted)**

KR provided full details of the new Chairs elected across Trust schools.

Q. A Director advised that Mrs McKenzie was still registered as an active Director at Companies House.

A. KR confirmed that Companies House had been informed of her resignation. She would follow this up with them and let everyone know once the amendment was

visible.

The Directors **RESOLVED** to approve the elected Chairs.

RESOLUTION

➤ **Confirmation of the following in line with requirements:**

The following were confirmed as complete:

- Companies House - filing of the Annual Confirmation Statement
- GIAS – up-to-date and confirmed – for schools and the Trust. Only one school had not confirmed and the Trust were aware of why (DfE action needed)
- OLoL Gender Pay Gap – had been published on the Trust website
- OLoL Public Sector Apprenticeship Target information – published on the Trust Website – this was a new requirement.

Q. A Director queried whether Gender Pay Gap and Apprenticeships had been explored by the HR Committee

A. MR confirmed that the Gender Pay Gap had been. GT advised that the Apprentice information requirement had only come into effect in September 2022 and would be brought to the next full HR committee.

GT

The Directors **NOTED** their **ACKNOWLEDGEMENT** of the above.

AT/86/22

Chairman's Business

➤ **Chairs' Symposium feedback – 13th September 2022**

The Chair thanked KR & TR for organising the Chairs' Symposium and also the Directors who had attended and encouraged future attendance.

Date of Next Symposium: Wednesday 9th November 2022 at 6.00pm

The Chair confirmed that KR would circulate the agenda. All governors will be invited to the next Symposium meeting.

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

The Chair advised that the CMAT Chairs' meeting had taken place in person on 22nd September 2022 at Mackworth.

Matters discussed had included: the cost of living crisis; impact of rising utility charges and the pay awards; an environmental policy/statement (The Chair would bring this to the Board once it was completed); CEOs Performance Review would take place in November; a safeguarding document from MD had been produced for all CMATs; LGB Self-Review had been discussed.

The Chair **REQUESTED** that any questions on the CMAT Chairs' meeting were emailed to him.

JWM raised a point that had been identified at the last audit, which related to having an odd number of Members. In anticipation of any future audit, JWM enquired whether the Members would consider finding a 5th Member to make an odd number on their Board. The Chair **AGREED** to raise this at the next Chairs' meeting.

➤ **External Review of the Larger Trust Going Forward**

The Chair confirmed that this item would be explored again in a year, since St Ralph Sherwin CMAT comprised mostly new Directors it would be too early to look at this in

NS

detail at the current time.

AT/87/22

HR Director's Report

MR explained that the recommendations to the Board from the HR & Pay Committee were as follows:

➤ Online Pre-employment checks as in KCSIE 2022

Rather than online checks being undertaken for all applicants as a condition of their employment they would be undertaken only on shortlisted applicant. This was due to the volume of checks required for all applicants and also the legal concern raised by John Walker that the Trust would be collecting and storing information for no reason, which would be a concern under GDPR.

In the absence of any other guidance, these checks would be conducted exactly as they are for DBS.

Q. A Director questioned whether online checks included checking social media.

A. MR explained that there was no guidance on this. The HR Managers would Google search on name, location, school, country of origin. However, they could look at info that was readily publicly available.

JWM highlighted that there had been 4 Ofsted inspections in the Trust this year. Only 1 Ofsted Inspector had enquired about the checks. He had explained that it was only sensible to conduct such checks on those appointed.

Q. A Director enquired whether the Trust recorded the fact that a search had been conducted.

A. GT confirmed that checks were recorded on a spreadsheet for all 1st September starters. Going forward they would be recorded in a Form that would be kept on staff personnel files. Further DfE guidance was anticipated.

➤ TTO Equation for Support Staff

Legacy issues related to overtime and additional hours. This was being worked on currently.

➤ Pay awards

MR reported that pay awards had not been finalised yet.

School Teachers Pay and Conditions were expected to be agreed shortly. The NSA and NASUWT were likely to take industrial action. MR **AGREED** to bring her Strike Guidance to next HR Committee.

MR

Support staff – Unite and GMB unions were still undertaking consultations with their members. However, acceptance would only require 2 out of 3 unions' agreement.

MR advised the Directors that she may require their approval of the support staff agreed pay awards outside of the meeting.

Q. A Director enquired whether there was any GDPR risk involved in emailing pay award information to Directors.

A. MR confirmed that there was not as the email would not contain any personal details, just the pay scales.

The Directors

RESOLVED to **AGREE** MR's proposals relating to pre-employment checks.

RESOLUTION

The Chair thanked MR for her reports.

AT/88/22

Report from the Chief Executive Officer

The following documents were tabled:

- Chaplaincy & Catholic Life Report
- Comms Plan - MAT Growth
- Marketing Report
- Trust Strategic Plan / Exceptions
- Risk Register - Top Risks
- Central Services - Summary Feedback

➤ **Chaplaincy & Catholic Life Report**

JWM explained that this report had been presented previously to the Standards Committee.

➤ **Schools Transfer update**

JWM confirmed for Directors that:

All 16 schools transferred from STL into OLoL (15) or St Thomas Aquinas CMAT (1); Transfers occurred as per the DfE's schedule and with no legal / regulatory issues; Staff TUPE-ed over as per the project plan, with no objections or issues, Trust central staff had been excellent in supporting both the transfer and TUPE processes.

➤ **Communications Plan – MAT Growth Plan**

This report had been presented for Directors' information to demonstrate the careful planning of communications. There had been much positive feedback from staff and Headteachers.

Inspections (Confidential item redacted)

Individual school Ofsted inspections were discussed and noted by the Directors.

➤ **Trust Strategic Plan / Exceptions**

JWM's report highlighted the 6 areas of strategic focus. He advised that this strategy would be re-written to form the new Trust strategy.

➤ **Trust Risk Register – Top Risks**

JWM explained that the Trust was transitioning towards an assurance mapping approach for risk. Training, led by Rachel Abbott, had taken place for the Executive Team and the Board Directors would also receive assurance mapping training

All risks had been reported to, and scrutinised by the Audit & Risk Committee, and the top risks were reported to the Board.

➤ **Marketing Update**

(VS joined the meeting at 3.05pm)

VS introduced the newly appointed Marketing Assistant.

The following key points were highlighted:

- Trust Logo- had been explored to incorporate the yellow rose of St Therese of Lisieux.
- VS had created a School Logo Brand SharePoint for school staff use. The SharePoint provided all school logos, branding and templates.

- Website Updates – 17 of 21 Notts schools websites were live; the Lincs schools project had commenced so 12 of 15 schools were anticipated to have photos ready by December 2022.
- Email campaigns – JWM and MD had provided videos, which had been shared via Mailchimp. This platform ensured that all staff in the Trust receive emails. The analytics behind the Mail Chimp programme were helpful to the Trust. Data we can build on. See what job families engage with Trust.
- Trust You Tube Channel – was up and running.
- CPD and ITT Micro-sites – will have their own locations within the Trust website.

Q. A Director questioned whether schools could see how many people have visited their websites.

A. VS advised that the Marketing Team were working on this. It was anticipated that in a year user-journeys would be mapped and tracked.

Q. A Director queried whether this also applied to prospectuses.

A. VS confirmed that it did. There was currently a bank of good quality photos being compiled and it was hoped to get prospectuses online shortly to track data.

Q. A Director enquired whether schools with low numbers of pupils were prioritised for attention.

A. VS confirmed that these schools had been focussed on.

Q. A Director questioned whether the Train to Teach portal linked to the DfE ITT site.

A. VS agreed to explore this and signpost to the site.

Signage – VS explained that site visit to Lincs would be taking place now that the new Trust logo was in place to replace all old signage with new.

(Her report being complete, VS left the meeting at 3.15pm)

The Chair thanked JWM for his reports and all his hard work on the Transition.

AT/70/22

Chief Operating Officer's Report (Confidential item redacted)

The following documents were tabled:

- Board Members' Monthly Finance Pack
- Alignment Strategy for Business Services
- Review and agree the proposed internal audit annual plan

DM explained that the Board received a Monthly Finance Pack. He highlighted the following points that were fully **DISCUSSED** by the Directors:

- **Outturn (redacted)**
- **Balance Sheet & Cash Flow forecast (redacted)**
- **Alignment Strategy for Business Services**

DM explained that the purpose of the Alignment Strategy was to ensure consistency in the delivery of support services to all thirty-six schools in OLoL.

The top 3 priorities were identified as:

- Priority 1 – Broadband connectivity
- Priority 2 – Accessibility and security
- Priority 3 – Device Provision

NB: The Trust had explored policies and procedures from across these teams and shared best practise on these.

Q. A Director REQUESTED that a statement was added about why the areas were

selected and what the measure of success would be.

A. DM agreed to add this detail.

DM

➤ **Review and agree the proposed internal audit annual plan.**

This item had been dealt with under the Audit & Risk Committee minutes section AT/84/22 above, where the Directors

RESOLVED to APPROVE and ADOPT the proposed internal audit annual plan 2022-23

The Chair thanked DM for his reports.

AT/89/22

Safeguarding

The following documents were tabled:

➤ **Safeguarding Report – September 2022**

MD presented the Safeguarding Report and explained that this information had also been reported at the Standards Committee.

➤ **Safeguarding Report – September 2022**

Return to School From the various visits completed by the DPS team, it was reported that pupils are settling back into school and generally, they are well settled. HAYS training had been set up for all staff and the Trust will monitor progress at the end of this half term, through each school's superuser.

● **Changes to KCSIE 2022**

MD highlighted key changes for Directors.

● **Safeguarding Policy update**

The Safeguarding policy had been updated to include the relevant changes to KCSIE 2022. All schools have had the draft policy and are in the process of ensuring that this is adapted to their needs. The deadline to have these published on school's websites was Friday 16th September. The main policy change related to Contextual Safeguarding in schools; CPD would be put in place to support schools on any specific areas for their settings. RdS was in communication with schools regarding updating their Executive Summary and to ensure schools had the updated policies on their websites.

All Notts and mid-Lincs schools will follow the same Safeguarding Audit. However North and NE Lincs schools will follow their own Safeguarding Audit. Safeguarding Networks had all been planned and the dates released.

● **New policies**

New guidance on suspension and permanent exclusion July 2022 had been shared with all Headteachers.

● **Safeguarding Audits**

These were expected by the end of the current term. To be explored further on 13th December 2022.

● **Hays Training**

A report would be brought to the next meeting.

● **Websites**

MD confirmed that all schools had correct policies and Executive Summary on their websites. She was working with VS and CODA to maintain that.

Q. A Director enquired whether all schools had identified an appropriate contact for

issues and questioned whether there was an appropriate space available for these staff to use.

A. MD advised that all schools had Mental Health First Aiders in place and many also had ELSAs. In primary schools, children were very comfortable talking to teachers and TAs. In secondary schools there were Safeguarding Teams supporting students.

Q. A Director questioned whether there was any more advanced training for DSLs.

A. MD advised that DSLs had a good course of training in place; however, other staff in schools were very competent with reporting and recording matters as they arose. There were strong DSLs in schools.

The Chair thanked MD for her report.

AT/90/22

Director Visits to Schools

➤ Director Visits to Schools Programme updates (verbal)

Q. KR explained that she had modelled visits against those of the previous year and enquired when she should commence Phase 1 of this years' Director visits.

A. The Directors agreed these should take place sooner rather than later.

The Directors initiated a debate and discussion relating to the form and scope of Director Visits.

Q. A Director requested time to consider any models of new practise.

A. The Chair agreed with the request and in the meantime KR would organise Director visits for the Notts schools. For Lincs schools visit would continue as they were until a new model was agreed.

The Directors initiated a debate regarding the format of the Director Visits.

SM **requested** that JWM and MD sought advice from other MATs on the format of Director visits. The Chair advocated a clear description of the Director Visit and the Link Director visit are and their aims.

JWM/MD

It was **agreed** that KR would produce a programme for the Notts schools only, for the time being.

KR

➤ Link Director Visits Update LGBs (verbal)

The Chair reminded Directors to visit their LGB meetings, or to plan to do so.

AT/91/22

Other Matters

➤ Trust and Academy Website Compliance Assurance Report – Tamer Robson (4.04pm TR joined the meeting)

TR explained that the audit had been carried out Trust-wide to help ensure compliance with ESFA/DFE legislation and stipulations set out in statutory documents.

Q. A Director enquired whether there were deadlines for Headteachers to complete for compliance.

A. TR confirmed that there were. Ideally this was September however some schools needed to catch up as they had transferred later than others. She anticipated that this work would be completed by Christmas.

Q. A Director questioned whether there was Headteacher sign-off on compliance.

A. TR confirmed that there was a mixed approach to sign off. Spot checks were a useful

tool to achieving this. Once per year was an achievable target for compliance checks, however this area would remain as work in progress.

(Her report being complete, TR left the meeting at 4.10pm)

Q. A Director enquired whether all Hays training had been completed across the Trust.

A. KR advised the deadline was 28th October. MD explained that TR was creating a table for this and would be able to bring forward a report once this was complete.

AT/92/22

Policies

➤ **Policies directly to the Board**

Admissions Arrangements (Approval of arrangements provided by NRCDES) 2024-25 *(if received from NRCDES in time)* – KR advised that this had not yet been received. She explained that there would have to be a 6-week period of consultation on 6th Form Admissions Policies conducted by the Trust since LA deadlines had now been missed.

➤ **Policies from Committees:**

From the Standards Committee:

- Safeguarding Statement
- Safeguarding & Child Protection Policy 2022-23 (schools' version)
- Safeguarding & Child Protection Policy 2022-23 (Central Trust version)
- Child Protection Policy 2022-23 Executive Summary
- DSL Searching & Confiscation Policy 2022-23

From the Audit & Risk Committee:

- Cashless Policy

From the Finance & Estates Committee:

- Minibus Policy - 2022 (changes highlighted)
- Expenses Policy for Directors and Governors - 2022 (no material changes)
- Estates Policy - 2022 (changes highlighted)
- Financial Regulations Document

From the HR & Pay Committee:

- Redundancy & Restructuring Policy
- Capability Policy
- Appeals Procedure

The Directors

RESOLVED to APPROVE the 12 policies and the Financial Regulations Document.

RESOLUTION

AT/93/22

Date of Next Meeting

Board meetings follow the OLoL 2022-23 Schedule and will take place on the following dates:

- **Wednesday 30th November 2022**
- **Wednesday 8th February 2023**
- **Wednesday 29th March 2023**
- **Wednesday 24th May 2023**
- **Wednesday 19th July 2023**

Forward Agenda Items:

Catholic Life Committee - meetings to move to different dates. LH, KR and TB to work

on finding new dates.

Finance & Estates and Audit & Risk Committee - meetings to take place on separate days. Audit & Risk meetings will be moved to new dates. Finance will remain on existing dates and commence at 2pm.

3-Year Strategy

Q. A Director requested another Board away day to consider the 3-Year strategy.

A. The Chair agreed to this request. JWM explained that the Executive Team had converted Board dialogue from the Away Day on 5th October into initial priorities for the strategy. They were ready to present a draft Strategy to a group of Directors comprising LH, AR and SD, who were a sounding Board for the strategy. However, the final strategy would come to the full Board for approval.

Q. A Director requested a timetable for the strategy meetings.

A. JWM advised that the strategy would be discussed by a representative group initially in w/c 14th November and then the Board could convene to receive a presentation of the strategy. The Directors were not in favour of an extended Board meeting to present the strategy. They **AGREED** that they would like to discuss the strategy at an in-person event.

Following further discussion, the Directors **AGREED** to a group meeting in the w/c 14th November to discuss the Strategy.

A short meeting on Strategy would also take place followed by a break, and then the main Board meeting on 30th November.

JWM **AGREED** to finalise a timetable and share it with Directors.

JWM

KR thanked directors for photographs for their OLoL door passes and requested that any outstanding ones were submitted.

Q. A Director enquired how the Trust would like to receive Directors' photos.

A. KR advised hard copies or emailed copies were equally acceptable.

AT/94/22

Determination of confidentiality of business

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

RESOLVED those items concerning COO Report and Ofsted all **REMAIN CONFIDENTIAL** and excluded from any minutes to be made available for public inspection.

The Chair thanked all Directors and the Clerk for their support over the past year. He also thanked JWM and the Central Team.

AT/95/22

Closing Prayer

The meeting closed with a prayer led by JK.

The meeting closed at 4.40pm

Signed:.....(Chair)

Date:.....