

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 21st July 2022 at 2:00pm

Location: Microsoft Teams

Membership

'A' denotes absence

'LA' denotes late arrival

LA

Foundation Directors:

Mr Nigel Stevenson (Chair)(NS)

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

Fr John Kyne (JK)

Mrs Susan Munro (SM)

Mrs Anne Recchia (AR)

Mrs Ann Neale (A)

Mrs Linda Heaver (Co-Vice-Chair) (LH)

Mr Graham Green (GG)

Mrs Jennifer Johnson (JJ)

Mr Gerard Cadwallader (GC)

Fr Alex Adkins (AA)

Mrs Clare McKenzie (CM)

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)

Mrs HL (Lead Lay Chaplain) (HL) *for item AT/62/22 only*

Action

AT/58/22

Welcome & Introductions

The Co-Vice Chair (SD) opened the meeting since the Chair had advised that he would be joining slightly later than anticipated due to a work commitment.

SD welcomed the Directors formerly of the St Therese of Lisieux Trust, who had now all joined the OLoL Board.

Apologies for absence

There were no apologies for absence.

AT/59/22

Opening prayer

The meeting opened with the Trust prayer led by JWM.

AT/60/22

Conflicts of interests and business & pecuniary interests

AN declared that three members of her family are employed at Trust schools. Mrs Linda Heaver, Mr Graham Green, Mrs Jennifer Johnson, Mr Cadwallader, Fr Alex Adkins and Mrs Clare McKenzie declared that they are Directors of the St Therese of Lisieux CMAT

until August 2022. The Chair declared that he is a Director at Nottinghamshire County Council (NCC) and Finance Director for the NCC pension scheme.

AT/61/22

Board Training Session

A training session focussing on the Virtues was delivered by TR and HL.

TR advised that the presentation resources would be shared with Directors. She explained why STL had commenced the Virtues project as follows:

TR

- To present the STL CMAT and the value it brings in a way understandable to all
- To remind Central Team of their purpose above function
- To facilitate becoming a family of schools

TR advised that Initial resources had been sourced from the Diocese of Leeds and the St Peter & St Pauls' Virtues project.

Steps taken focussed on: Considering existing mission, vision & values; discussions focusing on what and who the project was aimed at; considering how to select virtues.

Q. Fr Alex Adkins queried how the second Leeds Diocese resource document related to the first.

A. TR explained that both were similar but that the second also related to the first. She agreed to share the documents after the meeting.

TR

Inspiration for the project had included NRCDES Director of Education's Welcome; teachings of St Therese; artwork produced by school partners; key words in Scripture. TR identified that 3 qualities set virtues apart, as follows:

Virtues are a habit; Virtues are Acts of Love; Virtues enable Better Version of Ourselves.

Next Steps included: review and stakeholder feedback, followed by a process of recommending virtues linked to each Central Team department to produce "The Little Way". TR shared and explained how the virtues had been allocated to match each department. These had then been combined to form a yellow rose logo – the symbol of friendship and of the STL Trust.

Examples of how these virtues had been lived by the Central Team were shared. These contributed to establishing a Virtue Culture across the Trust.

HL explained that most schools had followed a consultation period with staff, parents and pupils to establish the Virtues that they would follow. She highlighted work at the following schools:

- St Bede's – have 13 sets of Virtues which were chosen by the school community; held a Culture week and included sessions based on Mission and Virtues; Rewards system for virtues behaviour.
- St Peter & St Paul's – Student Chaplaincy Team created content for 'The Living Word,' taking the gospel message and linking virtue to deliver the mission and vision for the week.
- St Hugh's – 8 virtues were chosen and 1 launched every 3 weeks across the year; a Saints' board had also been created in school.
- Our Lady of Good Counsel – followed a consultation and introduced STEP as an acronym for their values.
- St Norbert's Spalding – creative approach to the virtues; were active on Twitter; allocate a Virtue of the Term.
- St Mary's Grantham – the Headteacher worked with staff, children and governors to identify their virtues.
- St Mary's Grimsby – had created some beautiful artwork on the virtues theme.

Directors' Feedback:

AA highlighted that virtues needed to be contextualised. A good example of this had been at St Norbert's Spalding where the school had made the distinction by ensuring that there were Leadership Team virtues and Whole School virtues that were different.

AR commended that she had seen the virtues demonstrated in the curriculum development at schools she had visited.

JWM thanked TR and Mrs Leech. He explained that Virtues had been the focus of Bishops Day and that Notts schools had been inspired by this and would be following a similar process. JWM identified that the need for the training session had arisen from the Board Away Day where the Directors had agreed that it would be most positive to express the vision and values of the Trust as virtues.

(2.28pm – their session being complete, Mrs Leech and TR left the meeting)

AT/62/22

Correspondence

➤ Letter from Peter Giorgio

JWM explained that he and Mr Giorgio had met to discuss retaining St Therese of Lisieux within the OLoL Trust. A formal letter had therefore been received from Mr Giorgio requesting that the Trust ensured that the patronage and intercession of St Thérèse of Lisieux continued within the diocese and the Our Lady of Lourdes CMAT. Mr Giorgio suggested that the intercession of St Thérèse of Lisieux should be invoked each time the Trust Prayer is recited so that the prayer concludes with the following:

- Our Lady of Lourdes, pray for us ...
- St Thérèse of Lisieux, pray for us ...

The Directors

RESOLVED to agree to Mr Giorgio's request and asked the Trust to update its process accordingly.

RESOLUTION

JWM explained that it was also planned that the Trust would incorporate the STL yellow rose in the Trust Logo. This would be added to any revamped signage.

AT/63/22

Minutes of the previous meetings held on Thursday 25th May 2022

The minutes of the previous meeting held on Thursday 25th May 2022 having been circulated on Trust Governor were **AGREED** and **CONFIRMED** by the Chair.

➤ Matters Arising

AT/42/22 – DM advised that there was a ToR for the Headteacher group. A representative had been sought from each Hub group plus 2 from the secondary Hub. The action was held over to the next meeting. DM to provide an update at the next meeting.

DM

AT/44/22 – KR had liaised with the Diocese who had advised that because the outgoing Chair of the LGB at St Teresa's primary school was a Foundation Director a thank you letter would be issued by NRCDEs on behalf of all parties.

AT/45/22 – JWM confirmed that there would be an in-person networking meeting for all Trust Directors on 5th October 2022 in Newark.

AT/49/22 – KR confirmed that she had contacted schools to request that they ensured that all their policies were updated.

AT/50/22 – DM confirmed that inflation was now flagged as a risk via the budget-setting process and added as a risk on the Finance section of the Risk Register.

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/64/22

Reports and Minutes of Sub Committee Meetings

➤ **HR & Pay Committee**

The minutes of the meeting held on Wednesday 6th July 2022 were received, having been previously circulated on Trust Governor.

(14.42pm – The Chair joined the meeting)

➤ **Audit & Risk Committee**

The minutes of the meeting held on Thursday 7th July 2022 were received, having been previously circulated on Trust Governor.

SD highlighted that she and MD completed the school's Safeguarding Audit.

Internal Auditors Cooper Parry had resigned.

H&S issues had been identified in 2 schools in Lincs and were being managed by Mr Burrough.

➤ **Finance & Estates Committee**

The minutes of the meeting held on Thursday 7th July 2022 were received, having been previously circulated on Trust Governor.

➤ **Standards Committee**

The minutes of the meeting held on Friday 15th July 2022 were received, having been previously circulated on Trust Governor.

AR reported that in January 2023 the new CSI Framework would be used in schools.

➤ **Catholic Life Committee**

The minutes of the meeting held on Friday 15th July 2022 were received, having been previously circulated on Trust Governor.

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.

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

RESOLUTION

AT/65/22

Legal & Regulatory

The following documents were presented:

- Terms of Reference; Scheme of Delegation; Board & Sub Committees Membership; Election & Appointment of Parent Governors; Code of Conduct for Directors; Code of Conduct for Local Governors; Response from Smith Cooper.

➤ **CMAT Committee Terms of Reference (ToR) - for approval**

KR advised that there had been minor changes introducing the new roles of COO, DCEO and Director of Chaplaincy.

Q. The Directors queried whether Safeguarding could still be discussed at Standards Committee meetings.

A. The Chair confirmed that Safeguarding should stay on the Standards agenda. LH

agreed that Safeguarding would stay with Standards and then return to the Board.
The Directors **AGREED** that Safeguarding would also be a Standing Agenda item at Audit & Risk Committee meetings going forward.

**AGENDA
(A&R)**

➤ **Review of the Scheme of Delegation (SoD)**

An updated SoD was provided by KR.

The Directors

RESOLVED to accept the Scheme of Delegation and the CMAT Committee Terms of Reference.

RESOLUTION

➤ **Chairs & Committee Chairs to be elected and Committee members to be determined:**

• **Election of Chair**

In accordance with Article 82, the Directors voted to continue with the current appointed Chair for the academic year 2022-23. A nomination for The Chair was proposed and seconded.

It was

RESOLVED that Mrs Stevenson be elected to serve as Chair for the academic year 2022-2023.

RESOLUTION

➤ **Election of 2 Vice Chairs for the Board**

The Chair proposed that 2 co-Vice Chairs were elected to take responsibility respectively for the Lincs and Notts regions:

Nominations were received and seconded for SD and LH.

The Directors

RESOLVED to accept all SD and LH as Co-Vice Chairs

RESOLUTION

ToR amendment to be considered to cover this split role.

JWM /KR/NS

➤ **Committee Members**

The Chair thanked all the Directors for their commitment to committees and in particular highlighted the contribution of AN to several committees over the past year.

Mr Cadwallader confirmed that he would remain on the Finance Committee but had been omitted from the Standards Committee.

The Chair confirmed that Mr Cadwallader would be removed from HR & Pay Committee membership but would remain on Finance & Estates and Standards Committee. KR agreed to update her membership document and recirculate this.

KR

The Chair proposed the Committee Memberships as per the Board & Sub-Committee Membership 2022-23 document, previously circulated on Trust Governor.

The Directors

RESOLVED to accept the doc subject to the amendment above.

RESOLUTION

➤ **Election of Link Directors for: Safeguarding, SEND, Health & Safety, GDPR**

The Board confirmed the following appointments to the role of Link Director, by unanimous vote:

➤ **Safeguarding: SD**

➤ **GDPR: SM**

➤ **SEND: LH**

➤ **H&S: Mr Green**

The Directors

RESOLVED to approve the Link Directors as above.

RESOLUTION

The Chair **REQUESTED** that Directors advised him of any additional training or support that they required, in order that this could be addressed in the coming year.

➤ **Expansion of the OLoL Board: Companies House and GIAS**

KR confirmed that the required records had been updated and logged at Companies House with regard to the addition of the Lincs Directors. The Chair, SM and SD's terms of office had been extended to a second term.

➤ **External Auditors Response (for the Board's acknowledgement & acceptance)**

- Committee Constitution – Audit & Risk and Finance & Estates (Chair/Vice-Chair)
- Declaration of Business Interests / Pecuniary Interests

KR drew the Directors' attention to the response issued by Smith Cooper on 30.6.2022 regarding:

The role of the Chair/Vice-Chair of Audit & Risk and Finance & Estates committees.

The advice stated that:

"If the Chair is absent for the finance/audit meeting, then the Vice steps up and would be the same person chairing both committees. This would then be against the handbook guidance. Points to note were that:

- This is only a "should" not a "must" (not sure if this will change in the updated handbook as not yet released) - If it was a one-off that should be fine and they must minute a discussion that this is a one-off at that meeting and note any potential conflict.
- If it is more than a one-off, they would need to make a change.

The Directors **FULLY DISCUSSED** the matter and

RESOLVED to **AGREE** that the appointed Chairs were the individuals most suited to these roles. The Directors noted the potential conflict that could arise if there were absences.

RESOLUTION

Mr Green advised that Vice Chair stepped up to chair a meeting in the absence of the Chair, they were not taking the position of Chair, but rather were Vice-Chairs doing the job of chairing temporarily for that meeting only.

Regarding Signatures on business interest forms - the advice confirmed that electronic signatures were permissible provided that the Board agreed and that any relevant policies were updated to reflect the decision.

The Directors discussed the options available and

RESOLVED to **AGREE** to the process of electronic signatures. KR agreed to update any relevant policies.

RESOLUTION
KR

➤ **For Directors to formally note/approve the changes to:**

- **The timeframe to allow an election prior to the Parent Governor's end of term date**

KR explained that as things stood a Parent Governor's term of office has to elapse before a new election process can take place. The new process allowed the election process to commence before the Parent governor term expired.

The Directors

RESOLVED to approve the new process.

RESOLUTION

- Governor DBS's move to a 4-year cycle with immediate effect (following consultation with the wider Diocese)

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

➤ **Codes of Conduct**

- Code of Conduct for Directors September 2022 - no changes except for new dates
- Code of Conduct for Local Governors September 2022 - no changes except for new dates

The Directors

RESOLVED to **AGREE** the Codes of Conduct for Directors and Local Governors.

RESOLUTION

AT/66/22

Chairman's Business

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

The Chair advised that the CMAT Chairs' meeting had taken place on 23rd June 2022.

Matters discussed had included:

Members' Event – will take place in 2023. LH advised that the format of this meeting could also change and it had been suggested that the Members would attend a meeting at the Trust.

Aligning of Leave of Absence & Notice Periods and CEO Pay Bands - had been discussed.

Complaints Procedure – a review of all policies across the CMATS had taken place and Complaints was added to this process.

Associate Members- had been discussed for LGBs. There would be a change of name for these to Local Governing Body Advisors.

SoD and Committee ToRs - had been focussed on.

Foundation Director Training – was discussed and it was proposed that some training events would be held in person.

Calling Foundation Governors – an event had been held on 22nd June at 7.00pm and had been advertised widely. It was planned to hold 1 event every year.

Other CMAT updates: At St Ralph Sherwin CMAT (SRS) 3 Directors' Terms of Office were not being renewed.

Launch of the Regions Group – had been discussed.

HR Advisory Committee – will continue at CMAT Chairs' level and will include Chairs and Vice Chairs of the HR Committee of each Trust. (JJ **AGREED** to attend).

JJ

Special Advisors to CMAT Boards – SRS had suggested appointing special advisors to Boards to cover where areas of expertise were needed.

LGB Training Programme – would be circulated by KR to all LGBs reminding them of their commitment to training and asking them to map out their training for the year ahead and for Link Governor monitoring visits. KR would share this feedback in the new academic year.

Q. The Directors enquired whether the mapping exercise would be extended to the

Lincs LGBs.

A. KR advised it would, via TR, with an expectation for all to complete.

Q. The Directors requested that reminders of training available were circulated to all.

KR

A. KR agreed to action this.

Q. The Directors questioned whether Local Governors who had not accessed the NRCDEs LGB training were also those who had not completed the Hays training.

A. KR confirmed that in this was the case for some, but not all.

The 360 Review of CEOs - was being postponed for a year since there was a new CEO in place at the SRS CMAT. Plans were in place to re-commence the 360 Review in 2022-23.

➤ **Chairs' Symposium feedback – 27th June 2022 (next meeting Tuesday 13th September 2022)**

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

KR explained that the most recent Chairs' Symposium had been a joint Symposium on 27th June 2022 to welcome all and share some key aspects. The invitation had been circulated to all LGBs and the main session was given over to LGB Networking.

Q. The Directors enquired whether an annual Governor Event should take place for all governors or just for Chairs and Vice Chairs.

A. LH suggested that the Trust should take steps to ensure each school was always represented at the Symposium if their Chair was not available. Fr Alex Adkins advised that governors already felt an increased burden of work and that further meetings and commitments may not be welcomed.

Q. The Directors queried whether there was lack of Trust engagement amongst LGBs who did not attend meetings and training.

A. KR advised that this varied across LGBs. Some were conducting good LGB work but not attending wider events. AN suggested Directors could discuss this during a Link Governor Visit.

Date of Next Symposium: 13th September 2022 – 6.00pm

• **Board Strategies update**

The Chair had circulated an email to all Directors and a Directors' Event was proposed for 5th October 2022 in Newark. JWM and the Executive Team would join the meeting.

AT/67/22

HR Director's Report

The following document was tabled:

- Support Staff Notice Periods – July 2022
- CEO Pay Scales - Revision – September 2022

- **Implementation of New Structure** - this continued according to plan.
- **TUPE** – now completed for 1st August and 1st September 2022.
- **Staff Survey** – further analysis would continue over the summer and would be

explored to address issues in the Trust Strategy going forward.

- **Teachers' Pay Increase** – potential industrial action was anticipated.

Recommendations to the Board included:

- **A Change to Support Staff Notice Periods – for new posts only**

The Directors

RESOLVED to AGREE the proposed new Support Staff Notice Periods, as previously circulated on Trust Governor.

RESOLUTION

AT/68/22

Governance

The following document was tabled:

- ERG Action Plan – July 2022
- Governance Update – Pentecost 1 & 2
- LGB Self Evaluation questions
- Hays online Directors & Governors Framework 2022-24

- **External Review of Governance - Action Plan update**

The Chair confirmed that relevant updates had been made to the plan.

- **LGB Self Review - update (and questionnaire template)**

Directors noted the Questionnaire Template, which had been circulated on Trust Governor.

KR confirmed this had been uploaded and was an NRCDES document. This year the Self Review had been distributed via a form link and the process would close on 27th July 2022 for Notts schools. Analysed and findings would be shared. 62 responses had been received to date. Fr Alex Adkins reported more positive feedback from an LGB who had accessed the new format.

Q. The Directors enquired whether LGBs would be asked for their feedback on how this process might be improved.

A. KR advised that they would.

- **LGB effectiveness – update**

KR explained that the Review was RAG rated based on LGB minutes for questioning and challenge; composition of the LGB; effectiveness of Chair and also uptake of training.

Q. The Directors queried why the uptake of training in 2022 was lower than 2021.

A. KR described that there was a correlation between engagement from the Chair and engagement from the LGB. If training was emphasised in LGB meetings this was then reflected in governor's attendance at other meetings.

Q. The Directors queried why the disparity between 2021 to 2022

A. JWM explained that 2021 had been the first year of the new governor training schedule; however, governors who had now attended a range of training did not take up as much training in the next year. There was a correlation between how experienced the LGB felt they were and the amount of training attended. The Trust would need to work with Chairs to encourage governors to attend further training. KR advised that the new mapping-out exercise for 2022-23 would provide Chairs with more assurance. LH identified that where there was good Clerking the profile of training was also raised. LH explained that she would be meeting with TR and MD. KR advised that the Clerking Briefing would be rolled out to Lincs schools. The Chair enquired whether "barriers to attending training" could be discussed at the Chairs' Symposium. KR **AGREED** to add this to the agenda.

KR

KR advised that the findings from the Self-Reviews and Skills Audit should help to highlight areas where training was needed.

Q The Directors queried what the Catholic Life challenge RAG rating included.

A. KR advised that Catholic Life was dealt with at length in Headteacher Reports but no questions were recorded on Catholic Life. The Trust would be working with Headteachers on this area.

➤ **SEC update (Confidential item redacted)**

➤ **Hays training Framework section for Directors/Governors for 2022-24**

KR advised that Hays training would be rolled out for September 2022.

AT/69/22

Report from the Chief Executive Officer

The following documents were tabled:

➤ **Chaplaincy & Catholic Life Report**

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

- Director of Lay Chaplaincy was appointed on 20 June 2022 – Mr Tom Baptist. JWM described that he had met with Mr Tom Baptist, who would be working on developing the Chaplaincy Team and would input new ideas on curriculum RE and how to make that more lived experience. He will work with MD on curriculum RE; rebrand the BelInspirational Resources and develop Parish Links

➤ **Schools Transfer update (CONFIDENTIAL item redacted)**

JWM highlighted the governance of the project was as per his report previously circulated on Trust Governor.

➤ **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.

Q. The Directors enquired whether there would be a post-project review of the MAT Growth Plan.

A. JWM confirmed that there would be a formal review; conversations with new post holders; a process review would also take place and conclude with a celebration.

➤ **Trust Strategic Plan / Exceptions**

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

- Catholic Life
- Governance
- Standards & Outcomes
- HR & Staffing
- Finance
- Organisational Development

➤ **Trust Risk Register – Top Risks**

JWM explained that all risks were reported to, and scrutinised by the Audit & Risk Committee, however the top risks were reported to the Board.

JWM advised that Inflation and Safeguarding would be added to the Risk Register in

more detail going forward.

The Chair **REQUESTED** that a Marketing Update be provided at the next Board meeting. JWM advised that VS would provide this in October 2022. AN reported positive feedback from schools regarding the work conducted by VS so far.

VS

The Chair thanked JWM for all his reports.

AT/70/22

Chief Operating Officer's Report (Confidential item redacted)

The following documents were tabled:

- Board Members' Monthly Finance Pack
- 3-Year Budget Plan 2022-25
- Related Party Transactions
- Recommendation on Insurance Arrangements 2022-23
- ESFA Budget Forecast Return for approval

DM explained that the Board received a Monthly Finance Pack. He fully detailed the following areas of the report previously circulated on Trust Governor.

- **Outturn**
- **Balance Sheet & Cash Flow forecast**
- **Capital Report**
- **3-Year Budget Plan 2022-25**

Q. The Directors questioned whether the government would support with energy costs for schools.

A. DM advised that they had already issued a Supplementary Grant to cover increased NI and to reduce the impact of rising costs to schools including energy. In future, this funding would be built into the core GAG funding.

Q. The Directors enquired whether inflation was affecting catering in schools.

A. DM advised that the Trust continued to challenge its catering suppliers and were assured that inflation did not affect the catering offering. However, DM reported that there was a varied level of delivery across the Trust. At the next Finance & Estates Committee meeting, the Aspens contract would be discussed to ensure that the Fixed Price did not impact on the quality of catering.

Q. The Directors queried whether the government would provide increased funding to schools to cover salary increases.

A. DM explained that there would not be any money this year; there would be an increase to funding in the next year but was unlikely to match the salary increases. However, the Trust was fortunate in having the benefit of a buffer provided via pooled resources.

Q. The Directors asked whether there was any Free School Meals provision in the summer holidays.

A. DM advised that Free School Meals funding was still available in the summer however, the offering was slightly reduced for Notts schools.

The Directors

RESOLVED to APPROVE the 3-Year Budget Plan for 2022-25

RESOLUTION

➤ **Related Party Transactions**

DM presented his report previously circulated on Trust Governor. He drew attention that the report was intended to notify the Board that the Trust would be reporting a

small number of related party transactions to the ESFA, full details of the related party transactions were detailed in the report.

Directors

RESOLVED to AGREE the Related Parties.

RESOLUTION

➤ **Recommendation on Insurance Arrangements 2022-23**

DM presented his report previously circulated on Trust Governor.

The Directors

RESOLVED to APPROVE to ADOPT the ESFA Risk Protection Arrangements for 2022-23

RESOLUTION

The Chair thanked DM for his reports.

AT/71/22

Safeguarding

The following documents were tabled:

- Safeguarding Report – July 2022; Review of the Trust’s Safeguarding Arrangements; Safeguarding Action Plan.

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

➤ **Safeguarding Report – July 2022**

- **SEC (confidential item redacted)**

- **Safeguarding Governor Network**

MD was disappointed that only 5 governors had attended the Network meeting due to a technical problem with the meeting link. Problems had arisen due to a shift in systems between OLoL and STL.

Contextual safeguarding and Hidden Men were the focus for the meeting. Mr della Spina highlighted that feedback from the Network had informed the new Policy.

- **Peer on Peer Abuse Working Party**

The original working party will meet in the Advent term to assess the impact of their work across schools.

- **Safeguarding Policy**

A draft Policy was available to Headteachers and DLS Leads.

- **Advanced Safeguarding Leads (ADSLs)**

MD had been working with DM to explore reinstating this role in schools.

- **CPOMS Staff Safe**

Was slowly being introduced across all schools and HR were working with schools to transfer the SCR to this programme.

➤ **Safeguarding Action Plan**

This had been previously circulated on Trust Governor. For 2022-23 a 3-level, Action Plan was planned with Actions for the Board, Trust and Schools.

➤ **Safeguarding Audit Report**

MD described that 2 reports had been received from Dr Stephen Hopkins reviewing Safeguarding arrangements across Trust schools. The Trust-level review had been commissioned by the Trust to enable it to:

- review its governance processes related to safeguarding and the ultimate

- accountability of the trust board for the safeguarding of pupils in its academies
- validate and affirm the strengths of the trust wide safeguarding related support it provides for schools
- identify areas of development that will potentially strengthen its safeguarding work and can be added to its safeguarding improvement action plan.

The Trust report had focused on 2 key questions:

1. How does the trust's executive ensure that the trust board is able to effectively discharge its responsibilities (including its ultimate accountability) in relation to the safeguarding of pupils across the trust?
2. How does the trust add value to the academies, in terms of supporting their provision to safeguard their pupils, and therefore contribute to the assurance that the board requires?

Q. The Directors queried whether drug abuse had been covered by the Audit.

A. MD advised drug abuse was not specifically covered by the Audit; however, the policy did cover drug abuse. The Auditor had only focussed on the two question areas.

Q. The Directors questioned whether the Trust needed to look more closely at drug abuse.

A. MD explained that there had been recent CPD training from Andrew Hall covering County Lines. In addition, an ADSL had discussed "Different Men" in families. MD advised that in the Safeguarding Policy this year a Contextual Safeguarding aspect had been added where schools could include their own specific issues. This would enable the Trust to identify any common themes arising.

The Chair thanked MD for submitting her reports and her hard work on Safeguarding.
(5.20pm – Mr Green left the meeting)

AT/72/22

Director Visits to Schools

➤ **Director Visits to Schools Programme updates (verbal)**

The Board **AGREED** that this report would be held over to the next meeting.

➤ **Link Director Visits Update LGBs (verbal)**

Q. A Director described that he had recently sat on a Complaints Panel where the investigating officer was a teacher at the school and enquired whether this was correct process.

A. The Chair advised that informal and Stage 1 Complaints should be managed at a school. JWM advised that the Trust Complaints policy was based on the CES policy in partnership with the DfE and approved by ESFA. It would be unmanageable for someone from another school to investigate other school complaints. MR identified that the independence of the Investigating Officer was more important in the case of Disciplinary Investigations, than Complaints.

Q. The Directors enquired whether training was needed for being an Investigating Officer and was there any guidance in place.

A. MD advised that training had been put on for Headteachers and SLTs. The DPS also supported from Stage 2 onwards. Template documents had been produced by the DPS along with guidance.

AT/73/22

Other Matters

➤ Trust and Academy Website Compliance Assurance Report - verbal update – KR

KR advised this was still in progress for schools and she would provide a full report at the Advent 1 Board meeting.

KR

➤ OLoL email addresses for Directors

KR explained that all Directors who did not have one would be receiving new OLoL email addresses. This was for GDPR and Security purposes, where documents were shared outside of Trust Governor and to avoid Directors' personal emails being included in SAR requests. This must be activated by the end of term.

The Chair **REQUESTED** that other email addresses were deleted as options. KR agreed to liaise with IT on this matter.

KR

➤ Training Plan for Directors – The Chair **REQUESTED** that Directors advised of any additional training or support that they needed by September 2022.

➤ Annual Cycle of Business (Committee Work Plans) & Board Annual Planner

KR advised that all the above documents were presented for info purposes.

➤ Annual Meeting Schedule for 2022-2023 academic year (attached & previously shared)

The above document was shared for information purposes.

AT/74/22

Policies

➤ From Audit & Risk Committee: Biometrics Policy

The Directors

RESOLVED to APPROVE the above policy

RESOLUTION

AT/75/22

Date of Next Meeting

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

- Wednesday 12th October 2022
- Wednesday 30th November 2022
- Wednesday 8th February 2023
- Wednesday 29th March 2023
- Wednesday 24th May 2023
- Wednesday 19th July 2023

Forward Agenda Items:

- Agree Trust KPIs for next academic year (from Board Annual Planner) - held over to Advent 1
- Trust and academy Website Compliance Assurance Report (from Board Annual Planner) summary analysis/report local issues – KR to lead – held over to Advent 1
- SEND Annual Report - held over to Advent 1 2022 Standards Committee before coming to the Board
- Voice Summary Report - Advent 1
- All Safeguarding to come directly to the Board as of September 2022.

(5.10pm - LH & CM left the meeting due to prior commitments)

AT/76/22

Determination of confidentiality of business

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

RESOLVED those items concerning Safeguarding, COO Report, Transfer of STL Schools, CEO Pay Bands 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.

(5.20pm – AA, JWM, DM, KR and MD left the meeting, their business being complete)

AT/77/22

CEO Pay Bands (Confidential item redacted)

The Directors

RESOLVED to APPROVE the pay bands and the grading within each band.

CEO Pay was guided by the CEO PAY Policy separately and was not being agreed at this point.

RESOLUTION

AT/78/22

Closing Prayer

The meeting closed with a prayer led by JK.

The meeting closed at 5.30pm

Signed:.....(Chair)

Date:.....