

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 25th May 2022 at 2:00pm

Location: Microsoft Teams

Membership

'A' denotes absence

'LA' denotes late arrival

Mr Nigel Stevenson (Chair) (NS)
Ms Sue Dryden (Vice Chair) (SD)
A Fr John Kyne (JK)
Mrs Susan Munro (SM)
Mrs Anne Recchia (AR)
Mrs Ann Neale (AN)

In attendance

Mr James McGeachie (CEO) (JWM)
Mr D Moore (Trust Finance Director) (DM)
Mrs M Robson (Trust HR Director) (MR)
Mrs K Rich (Company Secretary) (KR)
Mrs V Scott (Clerk to the Executive Committee)
A Mrs Linda Heaver (STL Chair of Board) (LH)

Action

- AT/38/22** **Opening prayer**
The meeting opened with the Trust prayer led by JWM.
The Directors observed a minute of silent reflection for the recent death of a student at Trinity School.
- AT/39/22** **Apologies for absence**
There were apologies for absence from JK due to Church commitments. The Directors **RESOLVED** to agree to the absence.
- AT/40/22** **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 two members of her family are employed at a Trust school.
- AT/41/22** **Correspondence**
➤ **Letter from the Members re: Pooling -**
DM explained that a letter had been received via Fr Simon Gillespie from the Members granting permission to proceed with GAG pooling.

AT/42/22

Minutes of the previous meetings held on Thursday 31st March 2022

The minutes of the previous meeting held on Thursday 31st March 2022 having been circulated on Trust Governor were **AGREED** and **CONFIRMED** by the Chair.

➤ **Matters Arising**

AR/25/22 – KR had circulated the requested information.

AR **AGREED** to add action to next Standards Agenda (**FORWARD AGENDA ITEM**)

AR **REQUESTED** information from PG detailing the number of responses received for the role of DCI Inspector and how many of these had been successful. JWM advised that there had been significant interest from within the OLoL Trust.

AT/29/22 – DM advised that there would be requests for Headteachers after half term. DM **AGREED** to report on progress after half term.

AT/31/22 – A Director confirmed that secondary schools had been added to the Safeguarding Audit Report.

**Standards
AGENDA**

DM

➤ **Minutes of Extraordinary Board meeting held on 27th April 2022**

The minutes of the Extraordinary meeting held on 27th April 2022 having been circulated on Trust Governor were **AGREED** and **CONFIRMED** by the Chair.

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

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

RESOLUTION

AT/43/22

Reports and Minutes of Sub Committee Meetings

The Chair thanked the sub committees for their hard work and requested any questions:

➤ **Standards Committee**

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

Q. The Directors enquired whether applications had been received for the Chaplain roles.

A. JWM explained that 2 applications had been received for the De La Salle Hub and these were being assessed for suitability for either the Chaplain or the Apprentice route. MR advised that 4 applicants were being taken to interview for the Apprentice Route.

➤ **HR & Pay Committee**

The minutes of the meeting held on Wednesday 11th May 2022 were received, having been previously circulated on Trust Governor.

➤ **Audit & Risk Committee**

The minutes of the meeting held on Thursday 12th May 2022 were received, having been previously circulated on Trust Governor.

➤ **Finance & Estates Committee**

The minutes of the meeting held on Thursday 12th May 2022 were received, having been previously circulated on Trust Governor.

There were no further Directors' questions.

The Directors

RESOLVED to accept the minutes as to accept the minutes as true and accurate record

AT/44/22

Legal & Regulatory

The following document was presented:

- Newly Elected LGB Chairs – May 2022

- **Legal Transfer Documentation Update - (Daniel Moore) (confidential item redacted)**

DM provided the Directors with a full update regarding the current position on the legaltransfer documentation.

The Chair thanked the Directors for their prompt signing of documentation.

- **Update and Timeline on TUPE**

MR informed the Directors of the current position relating to TUPE.

Q. The Directors enquired whether staff off sick or on maternity leave had received any communication.

A. MR advised that these had been highlighted in the Trust's correspondence to Headteachers.

- **Confirm Board Membership – timelines**

JWM confirmed that he had not received an update on this from PG at present. The Chair advised that it was hoped that all STL Board Members would join the next OLoL Board meeting

The Chair asked Directors to confirm the Committees that they wished to join. Going forward

ToRs would need approving, Chairs & Committee Chairs would be elected and Committee members would be determined at the next meeting (**FORWARD AGENDA**).

AGENDA

- **Election of LGB Chairs - update on new appointments - Board approval**

The Directors

RESOLVED to approve the appointment of the new Chair of the LGB at St Teresa's Primary School

RESOLUTION

Q. The Directors queried whether the outgoing Chair could be written to thanking him for his service.

A. JWM agreed to action this point.

JWM/KR

- **Standards Committee meeting structure from July 2022 - Board approval**

The Directors

RESOLVED to approve that 2 committees would replace the Standards Committee.

These being a Catholic Life Committee and a separate Standards Committee.

KR advised that the first meeting of the 2 new Committees would take place in July with existing members sitting on both Committees. AR would Chair both the July meetings.

RESOLUTION

AT/45/22

Chairman's Business

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

The Chair advised that the CMAT Chairs' meeting had taken place on 28th April 2022.

Matters discussed had included:

CCE documentation, the Government White Paper, Slides and NGA documentation, which had been circulated by The Chair.

Payroll & Pensions MoU - had been agreed. A further document was now awaited from PG.

Proposals for Central Diocesan Posts and a St Ralph Sherwin (SRS) proposal for appointment of permanent Professional Advisors had been discussed and would move forward to the Members.

Q. The Directors questioned whether there had been a response from PG regarding the Professional Advisors.

A. The Chair explained that limited response had been offered to date.

Q. The Directors enquired whether the Professional Advisors were Catholic.

A. The Chair explained that the proposal was that they would not have to be; rather the emphasis was on getting the right skills on the Board.

SM supported the view that the Trust should look to broaden experience taken to the Board from individuals who were keen to assist Catholic schools, who would gain the benefit of such individual's knowledge and skills.

JWM advised that currently AHTs in schools did not have to be Catholic. The Board should be effective in all areas of running a business and people with industry backgrounds added to this; however, the most important areas of focus was the Catholic identity and ethos of the Trust. The Chair identified that there were no Board members with a Legal background and therefore PG should be consulted as to how that gap was addressed.

A Diocesan-wide Governance Recruitment Officer had been proposed, but this idea had been rejected.

A Governance & Safeguarding Diocesan role had also been explored as an option. The Chair had promoted the OLoL Trust Safeguarding Audit and had requested some information from DM to explore how this could be conducted at a Trust level without the need for a Diocesan post.

CMAT Policies - had been discussed and there would be an exploration of areas that required consistency across the CMATs and those that did not. KR advised that the DPS would be meeting with Mrs Finnoula Boucher. She was optimistic that commonality would be found across CMATs policies.

Foundation Director training – a date was in the diary for next training on 13th June with a focus on H&S.

Training for 2022-23 was discussed with a thought to providing an Induction training package that Directors could also access as a refresher when needed.

Calling Foundation Governors – an event was scheduled for 22nd June at 7.00pm and had been advertised widely.

The 360 Review of CEOs - was being postponed for a year since there was a new CEO in place at SRS CMAT. MR would follow this up with PG.

Other CMAT updates: a new Headteacher had been appointed at SSPP; SRS had appointed Mr Kevin Gritton as their new CEO from 1st September 2022.

OLoL & STL Joint Board Event feedback - 14th May 2022

The Chair had written to PG and JWM to thank them for organising the event.

The Directors agreed the event had been very helpful in enabling Directors from both Boards to network & introduce themselves.

The Directors **REQUESTED** that the event be repeated twice per year.

KR/JWM

JWM reported that the STL Directors had provided positive feedback on the event but had highlighted that they would like more opportunities to get to know the OLoL directors.

OLoL's approach to the role of the Link Director – JWM had advised that the purpose of the role was to meet LGB members rather than to join all meetings. He recommended that this area was discussed more fully by all in the future. SM highlighted that Link Directors role was to be strategic, not operational in a school. She would value an opportunity to share lesson learned. JWM shared and appreciated the rationale surrounding the approach that STL had taken to thier Link Director roles.

KR suggested sharing the 2 different programmes and focus for the Link Director and Director Visits to schools with STL Directors, to highlight the OLoL strategy.

Q. The Directors queried whether STL carried out Director Visits to schools.

A. JWM advised that they did, this formed part of a visit to their allocated schools focusing on the LGB.

DM highlighted that the close relationship of Directors and schools in STL had helped to build good relations with the Trust.

The Chair assured all present that any changes to Directors' Visits would be implemented gradually.

JWM reported that the STL Directors had requested training on the Virtues, which he would be happy to arrange. The Directors **AGREED** that this would take place at the start of the next Board meeting.

JWM

JWM reported that he would carry out some pre-work with the Executive Team and then feedback on the Strategic Plan. PG would be invited to the Board meeting at which the strategic plan was discussed.

➤ Chairs' Symposium feedback - 28th April 2022 (next meeting Tuesday 13th September 2022)

KR explained that Catholic Life session from CM and breakout rooms had received very positive feedback; there had also been safeguarding updates from MD and a Wellbeing session from CM.

KR advised that as there were 6 Symposia scheduled for the next academic year and each meeting would have 1 main areas of focus.

Q. The Directors questioned whether the Symposia would be for Chairs only, or whether Vice Chairs would also be invited.

A. JWM supported attendance beyond only Chairs. He suggested inviting all Governors to next meeting and if this were not successful, Vice Chairs would be specifically requested to attend.

Q. The Directors enquired how many schools attended the last Symposium.

A. KR confirmed that 14 schools had been represented.

KR explained that there would be a joint Symposium on 27th June 2022 to welcome all and share some key aspects. An invitation would be circulated to all LGBs.

AT/46/22

HR Director's Report (Confidential item redacted)

MR provided a verbal update and overview of current HR matters including an update on recruitment, the HR & Payroll project and Staff Survey.

AT/47/22

Expansion of the Trust (Confidential item redacted)

The following documents were tabled:

- Schools Transfer Update
- **Feedback from SD - HR Enabling Group**

The Directors

RESOLVED to agree the reporting structure to the COO as presented by MR.

RESOLUTION

The Directors engaged in a **FULL DISCUSSION** relating to the proposed structure models

The Directors **RESOLVED**

that the proposal was rejected and that the original structure proposed for Finance was retained.

RESOLUTION

Following a **LENGTHY AND FULL DISCUSSION** of all points raised, the Directors **RESOLVED to AGREE** the structure agreed by the Board for consultation with the following amendments:

RESOLUTION

- Replace the title "Leader" with "Manager"
- Replace the title "Senior HR Business Partner" with "HR Development Partner"
- The Procurement Manager to report to the Chief Operating Officer (COO) not the Head of Finance.

- **Any HR Updates including: Recruitment processes for DCEO and Director of Chaplaincy**

All Directors had been invited to assist in the interviews for both posts.

It was

RESOLVED that the HR Enabling Group would not meet again and was now disbanded.

RESOLUTION

Any further matters would be raised via the HR & Pay Committee.

AT/48/22

Governance

The following document was tabled:

- ERG Action Plan – May 2022

To be revisited at the July Board meeting (**FORWARD AGENDA ITEM**)

AGENDA

AT/49/22

Report from the Chief Executive Officer

The following documents were tabled:

- Chaplaincy & Catholic Life Report – May 2022
- CEO Report – May 2022
- Exceptions Report – May 2022

- Admission Report – May 2022
- MarComms update – May 2022

➤ **Chaplaincy & Catholic Life Report**

JWM explained that this report had been presented to the Standards Committee. In the Pentecost term the following events had been scheduled:

- W/C Mon 23rd May - Fri 27th May 2022 the Our Lady of Lourdes CMAT Mission Week. A package of resources would be made available to schools to celebrate our sense of Mission and Missionary Discipleship across the CMAT.
- The Trust prayer would be explored with the children each day through the Lay Chaplains leading prayer.
- Schools would be supported in their celebrations for the Solemnity of the Ascension of the Lord (a Holyday of Obligation, Thursday 26th May 2022).
- Faith in Action training for primary school colleagues will take place on Wednesday 15 June, led by one of the Lay Chaplains.
- A Diocesan Staff Retreat was planned at The Briars over the weekend of 17-19 June 2022.
- The DPS team had led a session about Catholic Life and shared good practice on how to monitor this at a recent Chair of Governors Symposium

Greg Treloar who leads the Schools Singing Programme presented to primary Headteachers on the Schools Singing Programme. A number of primary schools were already involved and many others are signing up to this programme.

AN thanked JWM for the acknowledgment of the Chaplain's work at the Trinity School.

➤ **CEO's Report**

- **Support for STL** – JWM highlighted that the support was still being well received and all areas had improved significantly. A report would follow.
- **Impact on OLoL of the support** – this continued to be monitored by Audit & Risk; all going well to date.
- **Inspections** – had taken place at Blessed Robert Widmerpool & All Saints'.
- **Place Planning** – JWM advised that there was a declining birth rate nationally that was reflected at both city and county levels which would lead to surplus places in schools. High priority schools were identified (names redacted). A targeted marketing plan had been put in place to support these schools.

➤ **Admissions update**

JWM presented the latest Admissions Data and identified the High Priority Schools. He fully explained all data brought forward in his report.

Q. The Directors questioned why there were many applications but so few places taken up at a particular school.

A. JWM explained that sometimes if a school was 2nd or 3rd choice but a first choice place was granted, then this would result in the pupil appearing as not taking up their place.

Secondary Admissions – PAN had been raised and all secondary schools had children on their Waiting Lists. The Becket School had 51 on their Waiting List, with 27 of these Baptised Catholics. However, it was likely that most of these received a place at

another Catholic School if The Becket School was not their first choice.

Q. The Directors enquired whether this data had been checked.

A. JWM advised that this had been checked in view of current appeals.

Q. The Directors queried whether schools had been teamed-up geographically to try to divert those on waiting lists to other schools.

A. JWM advised that they had in the past and they would do this again going forward.

Q. The Directors questioned whether the new school being built in West Bridgford would create further competition for Trust schools.

A. JWM explained that non-Catholics at St Edmund Campion would not receive a place at The Becket School. Therefore, these parents often moved their children out of the school to other primary schools to assure a secondary place. There was a new secondary school planned in the Gamston area.

➤ **Trust Strategic Plan / Exceptions** – JWM reported that there was little change to report at this meeting.

The Chair thanked JWM for his comprehensive reports, which had been previously circulated on Trust Governor.

➤ **Chaplaincy & Catholic Life**

JWM explained that the key messages on Catholic Life

➤ **CEO Report**

JWM highlighted key points in his report as follows:

- Support for STL
- Inspections
- Covid 19 update
- Place Planning
- Marketing Update

➤ **Exceptions Report**

JWM advised that progress was good against the following areas:

- Lay Chaplaincy
- Governance
- Standards & Outcomes

➤ **Admissions Update**

(VS joined the meeting at 4.15pm)

VS presented her MarComms Report and highlighted the following points:

- **Websites:**
 - By July 19th 2022, all schools would be migrated to the Trust template.
 - The All Saints' micro site was due to launch for 6th Form and the design will be applied to other applicable secondary schools.
 - An email had been sent to current STL Headteachers to introduce them to the project. CODA have been asked to quote for STL schools in batches as per their migration to OLoL. It is anticipated that all STL schools could be migrated to the OLoL template by December 2022.

- **St Patrick's Wilford Campaign:**
 - A poster campaign was being undertaken at the local tram stop and on local buses; leaflets for libraries and nurseries were being produced; a prospectus for the school had been produced.
- **Signage:**
 - 4 design options had been proposed for all 36 schools. A focus group was being set up to feedback on the chosen option.
 - STL schools had been asked whether they would like the opportunity to rebrand their logos ahead of new signage and website.
- **HTML Emails:**
 - A Survey Response email was being sent out; more proactive communication was anticipated going forward, along with specific focus for future campaigns.
- **Working with DPS:**
 - A project group had been formed to explore improving the aesthetic of schools.
 - VS was working alongside Estates, to explore provision of a framework for the Trust to work with schools to enhance their 'kerb appeal' with a particular focus on foyers, signage and Catholic visibility. VS aimed to create best practice and share examples of existing school success.
- **ITT**
 - VS was working with the ITT Hub to promote the Teaching profession to sixth form and external partners.

Q. The Directors enquired whether the website content could be explored and made more modern including how policies were displayed.

A. VS explained that a Central Repository for policies was being explored so all schools would be able to access the same policies. KR advised that this would work for Trust Policies, however this would not apply for school-level policies. Schools must update these with new branding and logos. KR **AGREED** to write to schools to ensure all policies were updated.

KR

Q. The Directors REQUESTED that schools were contacted to ensure websites were fully populated and contained no blank areas or old content.

A. VS agreed to action this as far as possible.

There were no further Directors' questions.

(Her report being complete, VS left the meeting at 4.34pm)

AT/50/22

Finance Director's Report (Confidential item redacted)

The following documents were tabled:

- Board Members' Monthly Finance Pack

DM provided Directors with an overview of the Board Members' monthly finance pack. He highlighted and detailed the following areas:

- **Outturn**
- **Balance Sheet & Cash Flow forecast**
- **Capital Report**

Q. The Directors queried what the impact of inflation and rising energy costs would be on schools.

A. DM explained that where contracts were expiring 50%-100% increases were being seen. The government had provided some additional funding to relive some of the

pressure and more funding could arise in the future. Inflation was starting to impact but in most cases there were existing contracts in place. However, upon renewal this would be seen to impact budgets.

Q. The Directors questioned whether Inflation should be added as a risk on the Risk Register.

A. DM AGREED to add this to the register along with mapping going forward.

DM

Q. The Directors enquired whether there would be an impact on students, free school meals (FSM) and also catering should there be movement of students to pack lunches.

A. DM advised that he would request tracking data from Aspens. DM, Mrs Goodall and Mr Burrough would carry out spot visits at all the Aspens schools to check on portion sizes and quality of meals on offer. The Chair cautioned that staff churn could also pose an issue for Aspens in delivering quality meals.

Q. The Directors queried whether inflation had impacted on students in schools.

A. JWM explained that it had hit the poorest families first. The Trust had therefore widely sent out FSM information to parents; they had also advertised the Hardship Fund and monitored school uniform to provide help where possible. However, it was those with no recourse to public funds and those on the funding bread-line that struggled. The Trust would ensure that they monitored this. The Chair **REQUESTED** that this remained monitored regularly. The Directors **AGREED** that the Standards Committee would monitor this area going forward (**STANDARDS AGENDA**).

**Standards
AGENDA**

Q. The Directors questioned whether The Becket School had submitted a business case to the Trust for their 4G pitch project.

A. DM advised that this had not yet been received. He had met with the school and Mr Burrough was supporting the school in producing this, as were the Holy Spirit Football Club.

The Chair thanked DM for his reports.

AT/51/22

Safeguarding (confidential item redacted)

The following documents were tabled:

- Safeguarding Report - May 2022
- Safeguarding Audit – May 2022
- Safeguarding School Questions - May 2022

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

The Chair thanked Mrs Dales for submitting her reports and her hard work on Safeguarding.

AT/52/22

Director Visits to Schools

The following report was tabled:

- Director Visits to Schools 2021-22
- **Director Visit Reports (verbal)**
 - AN reported that she had visited Christ the King and Holy Trinity and seen the forest farm. At St Joseph's she had seen the Nursery and a Let Us Pray liturgy in use plus a CAFOD group.
 - AR explained that she had visited St Patrick's Wilford and been impressed with Catholic Life at the school and their positivity towards support from the Trust; the FS outdoor area had also been highly improved.
 - SM advised that she had visited TBS on two occasions – key focus had been Catholic

Life via The Becket Way. She had met the chaplains and was impressed with the new Reading Programme from Mr Griffin. Link governors had been appointed at the school. The Headteacher was strong, however she felt that support for the LGB was required.

- SD reported that she had visited St Philip Neri, and this had been very positive.

Phase 3 Director Visits to Schools

KR advised that these visits were already booked.

Q. The Directors enquired whether there had been any feedback from schools regarding on Director Visits.

A. JWM confirmed that there had been positive feedback to the visits.

Q. The Directors queried how Directors could improve their links with schools.

A. JWM emphasised that the connection between schools and Directors was key and that the increased visibility of Directors was important in achieving this. AN noted that visits were also important for the Directors to understand the schools and their geography. KR suggested that SM arranged to meet with the Headteacher at The Becket School to have a tour of school and to see school in action without the LGB Chair present, so taking up the Link Director Visit aspect of the role. The Chair confirmed that this approach worked well.

Q. KR questioned whether she should get Director availability before approaching schools for visits dates

A. The Directors felt that a hybrid approach was best, tailored to each Director.

➤ Link Director Update (verbal)

The Chair reported that he had carried out a link visit with his LGBs for the start of their meetings.

AN reported that she had made contact with the OLPS Chair and would visit the school with her.

➤ Unassigned schools

KR reported that all schools were currently covered for Link Director visits.

AT/53/22

Other Matters

➤ Board & Committee Meetings

This item had been carried forward from the previous meeting, to be discussed going forward.

After full discussion, the Directors

RESOLVED that all meetings would take place online.

It was also **AGREED** that twice per year JWM would arrange additional in-person meetings with a focus on driving the Trust business forward.

RESOLUTION

Q. The Directors enquired whether in-person meetings could take place in schools.

A. JWM explained that it was not so easy to arrange meetings in schools due to the pressure on space for educational uses and especially so in primary schools. Meetings in Lincoln would be preferred at the Trust offices. Options would include offering a hybrid meeting or accepting that not everyone would be able to attend.

This item would be discussed further by JWM and with the STL Directors.

AT/54/22

Policies

- **Directly to the Board:** none for this meeting
- **From Committees:** none for this meeting
- **STL Transfer of Policies/Adoption Strategy**

Q. KR queried whether there was a roll-out strategy for STL to adopt the OLoL policies.

A. The Chair advised that the HR policies would be a straight swap. He was happy for the policies to be adopted gradually. KR would rollout this information to the STL schools.

AT/55/22

Date of Next Meeting

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

- **Thursday 21st July 2022**

Forward Agenda Items:

- Review of Scheme of Delegation (identification of areas to take to NRCDES) (item from Annual Planner) - held over to Pentecost 2
- Approval of Trust insurance arrangements – DPM – via Finance & Estates &/or Audit & Risk(?) then update Board - held over to Pentecost 2
- Review Succession Plan (Via HR committee July) - Pentecost 2
- Agree Trust KPIs for next academic year (from Board Annual Planner) - held over to October 2022
- SEND Annual Report (from Board Annual Planner) - Pentecost 2 meeting - to be presented at Standards Committee ahead of the Board meeting.

AT/56/22

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.

Q. The Directors questioned which Committees Directors would sit on in the new academic year.

A. The Chair explained that he would meet with KR and the Clerk to determine a plan ready for the next Board meeting.

KR **AGREED** to send The Chair a list of STL Directors and their committees.

The Chair proposed approving 2 Vice Chairs for the Main Board at the next meeting (**AGENDA ITEM**) and would ensure these were included in the proposal.

**KR
AGENDA**

AT/57/22

Closing Prayer

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

The meeting closed at 5.15pm

Signed:.....(Chair)

Date:.....