

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 29th March 2023 at 2.00pm

Location: The Becket School, West Bridgford, Nottingham

Membership

'A' denotes absence

'LA' denotes late arrival

Foundation Directors:

Mr Nigel Stevenson (Chair)

A Ms Sue Dryden (Co-Vice Chair)

A Fr John Kyne

A Mrs Anne Recchia

Mrs Ann Neale

Mrs Linda Heaver (Co-Vice-Chair)

Mr Graham Green

Mrs Jennifer Johnson

Mr Gerard Cadwallader

Fr Alex Adkins

In attendance

Mr James McGeachie (CEO)

Mrs M Dales (Deputy CEO)

Mr D Moore (Trust COO)

Mrs M Robson (Trust HR Director)

Mrs K Rich (Co- Company Secretary)

Mrs V Scott (Clerk to the Executive)

Action

EC/20/23

Welcome & Introductions

The Chair welcomed all present to the meeting.

Apologies for absence

There apologies for absence were received and noted from Fr John Kyne (Church business), Mrs Recchia (holiday) and Ms Dryden (holiday).

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

RESOLUTION

EC/21/23

Opening prayer

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

EC/22/23

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. Mrs Neale declared that two members of her family are employed at Trust schools.

EC/23/23

Correspondence

There was no correspondence for this meeting.

EC/24/23

Minutes of the previous meetings held on Wednesday 8th February 2023

The minutes of the previous meeting held on Wednesday 8th February 2023 having been circulated on Trust Governor were **AGREED** and **CONFIRMED** by the Chair.

➤ **Matters Arising**

Chairs' Symposium – Mrs Rich advised that all matters were in hand with regard to the next symposium.

School Catering – Mr Moore confirmed that the Catering Report would be brought to the next Finance Committee meeting.

GG/DM

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

EC/25/23

Reports and Minutes of Sub Committee Meetings

➤ **Finance & Estates Committee**

The minutes of the meeting held on Wednesday 8th March 2023 were received, having been previously circulated on Trust Governor. Mr Green explained that there had been one key area identified for the Board's for attention and would be dealt with later in the agenda.

➤ **Audit & Risk Committee**

The minutes of the meeting held on Wednesday 15th March 2023 were received, having been previously circulated on Trust Governor.

Mrs Neale explained that the Audit & Risk Committee had focused on Internal Scrutiny and Building Maintenance.

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 their work.

EC/26/23

Legal & Regulatory

The following documents were presented:

- Newly elected LGB Chairs Report

➤ **Approval of LGB Chairs/Chair Vacancies Report (CONFIDENTIAL ITEM REDACTED)**

Mrs Rich provided full details of 4 Chairs, including the acting Chair at one school.

The Directors

RESOLVED to approve the acting Chair.

RESOLUTION

The Directors initiated a **full discussion** regarding the current Chair vacancies and new appointments across the Trust.

EC/27/23

Chairman's Business

➤ **Chairs' Symposium feedback from meeting Thursday 2nd March 2023 (CONFIDENTIAL ITEM REDACTED)**

The Chair thanked Mrs Rich for organising the Chairs' Symposium and the Directors who had attended.

Date of Next Symposium: Thursday 17th May 2023 focussing SDP and Performance &

Standards

Q. The Directors queried those governors who had not attended regularly.

A. Mrs Rich advised she would issue a report to Directors for discussion with their allocated Chairs.

Q. The Directors questioned how many Chairs had not attended the Symposia.

A. Mrs Rich advised that this was around 6-8 Chairs.

Q. The Directors enquired whether the Trust advertised that the Symposium meetings were recorded.

A. Mrs Rich confirmed that this was emailed out to Chairs. The invitation was also sent direct to all governors inviting their attendance.

Q. The Directors queried whether Chairs' feedback could be included in the SWAY bulletin.

A. Mrs Rich agreed to explore this option.

Q. The Directors questioned to whom the SWAY was distributed.

A. Mrs Rich advised that this went to Headteachers and Chairs.

In response to suggestions from the Directors, Mrs Rich **agreed** to share the SWAY Bulletin with all governors going forward.

KR

➤ **CMAT Chairs' Meeting – Feedback to the Board (CONFIDENTIAL ITEM REDACTED)**

The Chair reported that the CMAT Chairs' meeting had taken place in person on 21st March 2023. He provided full detail of items discussed.

➤ **Members' meeting update (CONFIDENTIAL ITEM REDACTED)**

The Chair provided an update report relating to the Member's meeting.

EC/28/23

Governance

The following documents were presented:

- Update on Review of Governance
- LGB Agenda & Meeting Format Questionnaire Feedback

➤ **Update on Review of Governance**

Mrs Rich explained that all documentation was now with Mr Mark Blois of Brown Jacobson. All Chairs, some of the Executive Team, LGB Chairs and 2 Members would be interviewed as part of the Review. Mr Blois will attend the July Board meeting. The Chair thanked Mrs Rich for coordinating the review.

➤ **LGB Agenda & Meeting Format Questionnaire Feedback**

Mrs Rich reported that LGB Chairs had been consulted on the current LGB agenda and meeting format. She fully explained the feedback and data received.

Mrs Rich confirmed that if the agenda changes, some Executive Team reports will also have to change to meet this.

The Directors initiated a debate around freedom over agendas.

Q. The Directors enquired whether LGB meetings were discussed at Headteacher Forums.

A. Mrs Rich confirmed Mrs Tibble had covered some elements at a recent meeting.

Q. The Directors queried whether there was LGB Chair training available.

A. Mrs Rich confirmed that there was Diocesan Chairs' training available, however the Trust could explore making this an annual requirement and develop it further. She added that a Chair's buddy system was also in place across some schools. Mrs Rich **agreed** to share the Training Schedule once collated.

Q. The Directors questioned the decision-making process when LGB meetings were not quorate.

A. Mr McGeachie confirmed that decisions could be made at the next meeting if they could be deferred; Mrs Rich advised that this would mainly affect school-level policies since all Trust policies were for adoption rather than approval.

The Chair thanked Mrs Rich for her report.

EC/29/23

HR Director's update

The following document was presented:

- HR Director's Report- March 2023
(3.10pm – Mrs Robson joined the meeting)

Mrs Robson presented her report previously circulated on Trust Governor. She explained that there had not been an HR Committee meeting this half term so the report had not been seen by the HR committee. Mrs Robson provided updates on the following areas of focus:

- **Teacher Industrial action**

The Directors **noted** the current position regarding teacher strike action.

- **2023 Pay Awards**

- **Teachers' Pay** - The Department for Education had submitted its evidence to the School Teachers Pay Review Board, who would report in May 2023.
- **Support Staff** - The Directors **noted** the current position regarding potential 2023 pay awards.

- **Review of HR Committees and Diocesan Strategic HR Committee**

Mrs Robson confirmed that this would be discussed further at HR Committees during the Pentecost Term with a view to implementation aligning all CMAT Committees from the beginning of the new academic year.

The Chair thanked Mrs Robson for her report.

EC/30/23

Report from the Chief Executive Officer

The following documents were tabled:

- CEO's Report – March 2023
- Trust Strategic KPIs – Hierarchy of Reporting
- Trust Strategic Plan - KPIs/ monitoring
- Chaplaincy & Catholic Life
- Pupil Admission Numbers
- Ofsted & CSI Inspections
- Exceptions

CEO's Report

- **Inspections (Confidential)**

Mr McGeachie reported on Ofsted and CSI inspections across the Trust.

- **Trust Strategic Plan - KPIs Overview**

Mr McGeachie presented the Trust Strategic KPIs and explained how KPI reporting and actions took place. One or two committees who were responsible for monitoring owned each of the strategic priorities.

He described that green rated KPIs were on track, but not necessarily achieved yet. There were no KPIs currently rated red.

KPIs had been linked to the Bishop's Themes as follows:

Theme 1: Follow the example of Our Lady of Lourdes by nurturing everyone in a spirit of compassion, service, and healing (Encounter)

Theme 2: Work together so that we can all achieve our full potential, deepen our faith and realise our God-given talents (Discipleship)

Theme 3: Make the world a better place, especially for the most vulnerable in our society, by doing 'little things with great love' St Thérèse of Lisieux (Missionary Discipleship)

Mr Cadwallader advised that Ofsted Inspectors had been very impressed with the Trust's use of RAG rating.

Q. Mr McGeachie requested feedback on the Hierarchy of reporting,

The Directors confirmed their agreement and approval of the committee cycle and minute reporting of KPIs.

➤ **Secondary Admissions Data (CONFIDENTIAL ITEM REDACTED)**

The Directors noted that they were **very pleased** with the admissions data.

(3.48pm – Mrs Dales tendered her apologies and left the meeting as she was taking part in an Ofsted inspection)

➤ **Marketing update**

(3.48pm – Mrs Scarff joined the meeting)

Mrs Scarff had reviewed website performance over the last quarter in her report, based upon the Trust website.

The Chair thanked Mrs Scarff for her work.

(4pm – her reports being complete, Mrs Scarff left the meeting)

➤ **Chaplaincy & Catholic Life Report**

Mr McGeachie explained that the Chaplaincy & Catholic Life Report would have been presented previously to the Catholic Life Committee, but there had not been a meeting this half term.

Q. The Directors queried whether there were 2 Oscar Romero Hubs.

A. Mr McGeachie confirm that there was one in Notts and one in NE Lincolnshire.

Q. The Directors questioned what extra provision there was for the south Lincs Hubs.

A. Mr McGeachie advised that there were 2 options available: either to develop those already in role in schools, who might be teachers and could be developed to a pay band equivalent to a teachers' pay. Alternatively, to shape the Hubs in a different model to increase capacity. Progress was being made with more people showing an interest in the Chaplain role than previously.

The Chair thanked Mr McGeachie for his hard work and his reports.

(4.25pm – Mr Moore joined the meeting)

EC/31/23 Chief Operating Officer's Report (CONFIDENTIAL ITEM REDACTED)

The following documents were tabled:

- Board Members' Monthly Finance Pack

The Chair welcomed Mr Moore to the meeting. Mr Moore provided a **full and detailed** presentation and report to the Board regarding budget and the monthly Finance Pack.

The Chair thanked Mr Moore and Mr Green on establishing the Action Plan.

(4.39pm – His reports being complete, Mr Moore left the meeting)

EC/32/23 Safeguarding (CONFIDENTIAL ITEM REDACTED)

The following documents were tabled:

- Safeguarding Report – March 2024
- Approach on SEND Report – March 2023

Mr McGeachie presented the Safeguarding Report and explained that this information would usually have gone before the Standards Committee; however, they had not met this half term.

Q. The Directors enquired whether the Safeguarding Report would be discussed at the Audit & Risk committee.

A. Mr McGeachie advised that it currently went to the Standards Committee.

The Directors initiated a debate as to where the report would go and how Committees would manage it. After significant discussion, the Directors

RESOLVED that the report would be discussed in depth at the Standards Committee; the Standards Chair would then report on Safeguarding at the Audit & Risk Committee; this would then return to the Executive Board meeting.

RESOLUTION

➤ **SEND Report**

The Chair commended the SEND report. Mrs Heaver thanked Mrs Lane and Mrs Dales for all their hard work on the SEND Report. The Chair advised that SEND provision was important to the Board, especially to ensure consistency of provision across all Trust schools.

The Chair thanked Mrs Dales the report.

EC/33/23 Director Visits to Schools

- **Director Visits to Schools Programme updates (verbal) and Link Director Visits Update LGBs (verbal)**

Mrs Rich reported that the current programme was running through Pentecost 2. Visits were going well.

The Chair thanked Directors for their support and visits.

EC/34/23 Other Matters

- **Updated Meeting Schedule**

Mrs Rich advised that the draft schedule had been shared with the CET members and

would then come back to Directors.

AT/35/23

Policies

➤ **Policies from Committees:**

- **From the Finance & Estates Committee:**
 - Reserves Policy
 - Staff Expenses & Travel Policy

- **From the Audit & Risk Committee:**
 - Anti-Bribery Policy
 - Counter-Fraud Policy
 - Gifts and Hospitality Policy

The Directors

RESOLVED to APPROVE all the above policies.

RESOLUTION

EC/36/23

Date of Next Meeting

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

- **Wednesday 24th May 2023 – The Lawn, Lincoln**
- **Wednesday 19th July 2023 – Loxley House, Notts.**

EC/37/23

Determination of confidentiality of business

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

RESOLVED those items concerning CMAT Chairs; Finance & Estates; Admissions Data; Finance reports; Safeguarding; LGB feedback; Ofsted Inspections

all **REMAIN CONFIDENTIAL** and excluded from any minutes to be made available for public inspection.

The Chair thanked all Directors

EC/38/23

Closing Prayer

The meeting closed with a prayer led by Fr Alex Adkins

The meeting closed at 4.45pm

Signed:.....(Chair)

Date:.....