

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 30th November 2022 at 1.30pm

Location: Holy Trinity Parish Centre, Newark, Notts

Membership

'A' denotes absence

'LA' denotes late arrival

Foundation Directors:

Mr Nigel Stevenson (Chair) (NS)

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

A Fr John Kyne (JK)

Mrs Anne Recchia (AR)

Mrs Ann Neale (AN)

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

Mr Graham Green (GG)

Mrs Jennifer Johnson (JJ)

Mr Gerard Cadwallader (GC)

Fr Alex Adkins (AA)

In attendance

Mr James McGeachie (CEO) (JWM)

Mrs M Dales (Deputy CEO) (MD)

Mr D Moore (Trust COO) (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 V Scarff (Trust Marketing Manager) (VS) *(for item AT/106/22 only)*

Action

AT/96/22

Welcome & Introductions

The Chair welcomed all present to the meeting.

Apologies for absence

There apologies for absence were received and noted from JK (church commitment) & SD (holiday).

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

AT/97/22

Opening prayer

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

AT/98/22

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 Trust schools. GG, LH and GC declared that they were Directors of St Therese of Lisieux CMAT (STL) for items relating to the transfer of accounts.

AT/99/22	<p>Correspondence</p> <ul style="list-style-type: none"> ➤ None for the meeting 	
AT/100/22	<p>Minutes of the previous meetings held on Wednesday 12th October 2022</p> <p>The minutes of the previous meeting, with one slight amendment to a name, held on Wednesday 12th October 2022 having been circulated on Trust Governor were AGREED and CONFIRMED by the Chair.</p> <ul style="list-style-type: none"> ➤ Matters Arising <p>The Chair reported that he had raised a query regarding the number of Members at the CMAT Chairs’ meeting. He agreed to forward an email response to JWM that he had received from PG.</p> <p>AT/85/22 – This action was retained, as there had not yet been a full HR Committee meeting. GT to bring her Apprentice data to the next full HR committee.</p> <p>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.</p>	<p>NS</p> <p>GT</p> <p>RESOLUTION</p>
AT/101/22	<p>Reports and Minutes of Sub Committee Meetings</p> <ul style="list-style-type: none"> ➤ Catholic Life Committee <p>The minutes of the meeting held on Thursday 10th November 2022 were received, having been previously circulated on Trust Governor. LH described that she had met with MD and TB to establish a committee focus moving forwards.</p> <ul style="list-style-type: none"> ➤ Standards Committee <p>The minutes of the meeting held on Friday 11th November 2022 were received, having been previously circulated on Trust Governor. AR reported that the meeting focus had been on schools causing concern, the DPS diagnostic tool, the DPS Strategy and Voice 21.</p> <p>Q. The Directors enquired about Hays Training and compliance.</p> <p>A. MD explained that alternatives to Hays were being explored. She advised that training was currently on 36 separate platforms, however moving ahead this would be offered on only one platform. The move would enable Hays to operate more efficiently. In addition, there was a focus group currently exploring alternatives to Hays and MD would report on the options available.</p> <p>The Chair REQUESTED that the Trust circulate an email to all explaining why it was important for staff/governors/Directors to undertake the Trust’s Hays training even if they had completed it for other organisations/platforms. MD & KR agreed to action the request.</p> <ul style="list-style-type: none"> ➤ HR & Pay Committee <p>The minutes of the meeting held on Monday 14th November were received, having been previously circulated on Trust Governor.</p>	<p>MD/KR</p>

Mrs Johnson, who had chaired the meeting the absence of the Chair, explained that the committee had received an update from Mrs Robson on the Teachers' ballot. The Teachers' Pay uplift had been agreed along with the Support Staff pay award and teacher pay progressions.

➤ **Finance & Estates Committee**

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

GG explained that there had been three key areas of focus:

Estates Funding for All Saint's re-build, which had not yet been received from the DfE. Funding Initiatives and the Cash Flow Forecast.

➤ **Audit & Risk Committee**

The Chair explained that the Audit & Risk committee meeting had been deferred to 12th December due to a delay in the auditors finalising the financial statements. The delay related to the late on-boarding of 15 STL schools over the summer.

The Chair **REQUESTED** that the meeting was convened at 6pm on 12th November 2022. The Clerk agreed to convene the meeting.

Clerk

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.

AT/102/22

Legal & Regulatory

The following documents were presented:

- Newly elected LGB Chairs Report

➤ **Written Resolutions**

The Directors **NOTED and CONFIRMED** that two Written Resolutions had been approved outside of the meeting:

Resolution for Teachers' Pay Uplift

Resolution for Support Staff Pay Award

➤ **Directors' Training – Hays, GDPR, Safeguarding**

The Chair was satisfied that this item had been addressed in item AT/101/22.

➤ **Approval of LGB Chairs**

KR provided full details of the new Chair elected at St Mary's Grantham.

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

RESOLUTION

The Chair **REQUESTED** that a letter of thanks be sent to the outgoing Chair for their contribution to the school & the Trust. A letter of thanks would also be sent to Clare McKenzie to thank her for her service to the STL Trust. JWM and KR **AGREED** to action this.

JWM/KR

➤ **Appointment of new Committee Chairs and Vice-Chairs - Audit & Risk and Finance & Estates**

The Directors noted the resignation of Mrs Susan Munro who had relocated out of the area. The Chair requested that a letter of thanks be sent to her, thanking her for her contribution to the Board & the Trust. JWM and KR **AGREED** to action this.

JWM/KR

➤ **Election of Audit & Risk Committee Chair**

One nomination was received for AN, which was seconded. There were no further nominations.

It was

RESOLVED that AN be elected to serve as Chair.

RESOLUTION

➤ **Finance & Estates Committee Vice Chair**

One nomination was received for JK, which was seconded. There were no further nominations.

It was

RESOLVED that JK be elected to serve as Vice Chair.

RESOLUTION

➤ **Appointment of GDPR Link Director**

One nomination was received for GG which was seconded. There were no further Nominations.

It was

RESOLVED that GG be elected to serve as GDPR Link Director.

RESOLUTION

AT/103/22

Chairman's Business

➤ **Chairs' Symposium feedback from meeting Wednesday 9th November 2022**

The Chair thanked KR for organising the Chairs' Symposium and the Directors who had attended and encouraged future attendance. He highlighted that Symposium attendees had requested for more time in breakout rooms and advance notice of the topics to be discussed these rooms, if possible.

Q. The Directors enquired whether any Chairs had queried the number of full LGB meetings per year, as agendas tended to be very heavy.

A. JWM explained that the main meeting content was usually the Headteachers' Report. However, the LGBs determined the content of the HT Report. JWM offered Trust support on this area for any LGBs working with the Headteachers.

Q. The Directors queried whether there was a required number of LGB meetings per year.

A. JWM explained that the Diocese set the number and there must be 6 LGB meetings per year. Mrs Heaver observed that Headteachers should not be recounting verbatim reports at LGB meeting; rather questions should be requested and sent in advance. MD explained that the DPS teams would offer some best practise advice for Headteachers and guidance around what to include in their reports .

Date of Next Chairs' Symposium: Thursday 12th January 2023 at 6.00pm – meeting focus: Catholic Life and CSI.

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

The Chair advised that the CMAT Chairs' meeting had taken place in person on 3rd November 2022. Matters discussed had included:

- **John Walker's Report on Communications** - regarding a mechanism to hold parents to account, which should be written into the Home School Agreement. More work

is required on this document.

Q. KR questioned whether there was requirement to have a Home School Agreement.

A. JWM explained that school must set this out formally.

- **Foundation Director Training** – The Chair thanked MR for the Directors’ Training that she had facilitated at Mackworth on 25th November.

- **16th January – Members’ meeting – Mackworth - 2pm**

Q. The Directors requested confirmation of who the Members were.

A. The Chair confirmed that they comprised Rt Rev Patrick McKinney, Bishop of Nottingham; Rev Simon Gillespie, Episcopal Vicar for Catholic Education; Laura O’Brien and Rev Canon Paul Chipchase.

- **Quoracy of LGB meetings was also discussed.** The Chair advised that there would be changes to the LGB Handbook from January 2023 to state that quoracy will be set at two with a majority of foundation governors.

- **Environmental Statement**

The Directors

RESOLVED to ADOPT the Environmental Strategy

RESOLUTION

- **MoU – HR and Pensions**

The Chair advised that the MoU had been accepted by the CMAT Chairs.

- **St Edmund Campion – External Review of Governance Report/Action Plan/Next Steps**

The Chair explained that Mrs Sandra Fletcher had conducted a full review of governance for the school’s LGB. Initial feedback from Mrs Fletcher had been well-balanced against standards/targets. The Chair had been complimentary of the process and had welcomed the feedback.

KR, JWM and Mrs Fletcher would be meeting with the LGB on 8th December 2022 to go through the feedback. JWM highlighted that areas of good practise had also been identified.

The Chair thanked KR for coordinating the review.

AT/104/22

Board Strategy

- **Mission Statement**

The Chair thanked the Working Party who had met that morning at 11 am on 30.11.22

The Directors

RESOLVED to APPROVE the mission statement.

RESOLUTION

- **Trust Strategy**

JWM explained that the Strategy had been explored by the Working Party that morning and had been considered fully by Directors. He **agreed** to share the final document.

The Directors

RESOLVED to ADOPT the Strategy.

RESOLUTION

HR Director's update

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

- Teachers' Pay uplift – had been agreed in October 2022 by Written Resolution.
- Support staff pay award - had been agreed by Written Resolution in time to meet December pay packets.
- I-Trend HR Payroll System was now live and would stand alone as of January 2023.
- School Workforce Census was underway.
- Potential Strike Action – the Trust is preparing for strike action if this was the outcome from the ballot. With the notice period required any action would be on or after the 30th January. The unions must give 10 days' notice of this. School closures were to be considered.

Q. The Directors queried how long any potential teacher strikes could last.

A. Mrs Robson explained that the Ballot would last for 6 months; the unions must give at least 10 days' notice of any action; days of strike action is anticipated to be on a piece-meal basis.

Q. The Directors questioned whether teachers could work during national strike action.

A. Mrs Robson advised that this decision lay with the individual teachers in schools.

Q. The Directors enquired whether there was a summary of numbers of staff in unions.

A. Mrs Robson **agreed** to circulate this information.

JWM highlighted that strike action tended to affect secondary schools over primary schools; however, the NAHT had also balloted members to strike, which could complicate matters if Headteachers were to strike.

Q. The Directors queried whether TAs could lead classes if teachers were on strike.

A. Mrs Robson advised that MD was in discussion with Headteachers to explore their individual school positions. Support staff could be asked to teach but not compelled to.

Q. The Directors queried what work students would be set during any support staff supervised lessons.

A. JWM advised that schools aim to provide generic work for students in such situations.

Q. The Directors enquired whether teachers could set work in advance of the strike.

A. JWM and Mrs Neale felt this would amount to breaking strike.

The Chair **requested** that if 10 Days' notice was issued, JWM & MR updated the Board and potentially an evening meeting would be called. JWM and MR **agreed** to action this should the case arise.

JWM/MR

The Chair thanked Mrs Robson for her report.

Report from the Chief Executive Officer

The following documents were tabled:

- Chaplaincy & Catholic Life Report
- Trust Strategic Plan / Exceptions
- Marketing Report

➤ Marketing Update

(VS joined the meeting at 2.22pm)

JWM welcomed VS to the meeting. She highlighted the following key areas of marketing:

- **Signage update**

VS explained that updated signage would be in place at all schools by Easter 2023.

Q. The Directors questioned whether the strapline gave the impression of Ofsted judgements.

A. JWM explained that the intent of the strapline was to reflect the Trust's ambition for all its schools, rather than Ofsted judgements.

Q. The Directors enquired whether the Trust logo had been updated.

A. VS confirmed that the Trust yellow star had now been replaced by the STL flower on the logo.

Q. Mr Stevenson requested that VS informed the Diocese of the new logo.

A. VS **AGREED** to action the request.

VS

Q. The Directors REQUESTED that the updated Trust Prayer was uploaded to the Trust website.

A. VS **AGREED** to action the request. She explained that there was now a central portal of all the new branded resources available to all Headteachers.

VS

- **Website Updates**

17 of 21 Notts schools' websites were live; the Lincs schools project had commenced and 2 school sites were now live with 2 more ready to go live shortly.

- **On-line performance building**

The Marketing Assistant had been working on analytics and social media engagement:

- Website performance – VS explained that Meta descriptions on websites had been updated and improved to increase website search presence.
- Twitter Performance – VS highlighted that engagement with Twitter was declining. Work was underway to explore moving entirely to Facebook.
- Linked-In performance – was the main platform used by the Trust particularly for recruitment.
- Social media cover for all schools would be streamlined and improved for their benefit going forward.

The Chair thanked VS for her report and work on marketing.

(Her report being complete, VS left the meeting at 2.38pm)

➤ Chaplaincy & Catholic Life Report

JWM explained that the Chaplaincy & Catholic Life Report had been presented previously to the Catholic Life Committee. TB was now supporting the committee and working on a new Chaplaincy Strategy.

➤ Trust Strategic Plan / Exceptions

JWM explained that his Exceptions report was based on the old Trust Strategy.

- **Engaging Stakeholder groups with the new Strategic Plan**

JWM explained that he would share the new strategy and that the HT Retreat Day would focus on the new Mission Statement, what it stands for, how it is relevant to Heads and their role and how it links to the school's mission statement.

It would be share with LGBs after Christmas.

Ofsted Inspections (Confidential item redacted)

The Chair thanked JWM for his reports.

AT/107/22

Governance

KR explained that her report on LGB Effectiveness had been deferred to Lent 1. The change in the timing of the current Board meeting date had meant that not all LGB minutes were available to include in the report for this meeting.

AT/108/22

Chief Operating Officer's Report (Confidential item redacted)

The following documents were tabled:

- Board Members' Monthly Finance Pack
- Update on the 2021-22 End of Year position pre-audit

➤ **Update on the 2021-22 End of Year position pre-audit**

DM explained that the final audit was not yet complete. He explained fully the reserves position.

DM described that the Finance & Estates Committee received a Monthly Finance Pack. From this same pack, he highlighted the following key points:

- **Outturn**
- **Balance Sheet & Cash Flow forecast**
- **Investment Portfolio**

The Chair thanked MD for his reports.

(2.56pm – Due to a prior commitment, AA left the meeting)

AT/109/22

Safeguarding (Confidential item redacted)

The following documents were tabled:

- Safeguarding Report – November 2022

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

The Chair thanked MD for her report.

AT/110/22

Director Visits to Schools

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

KR reported that she had assigned 14 schools and would share schools dates with the Directors.

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

KR advised that St Augustine Webster, The Becket and St Bede's were currently unallocated schools. Offers of support were gratefully received from:

- JJ - St Augustine Webster
- GG - St Bede's
- LH - St Augustine Stamford
- AN – The Becket

➤ **Link Director process in other CMATS**

JWM explained that he had contacted St Ralph Sherwin CMAT who had nothing currently in place for Link Directors. Similarly, St Thomas Aquinas CMAT did not

undertake Link Director visits; however, Directors were allocated a number of schools and would check their minutes for feedback. Regarding other Trusts, JWM had spoken to the CEOs of 3 external Trusts, none of whom ran any programme of Link Director visits.

Q. The Directors queried whether the NRCDES LGB training could be conducted at a school by all governors together in person.

A. GG advised that this was taking place for Safeguarding at one of his schools. KR agreed that the school LGB could do this; the training would be delivered remotely by NRCDES.

(3.15pm – Due to a prior commitment, GG left the meeting)

Q. The Directors enquired where DPS reports were raised.

A. MD explained they were sent to Headteachers and once agreed, were sent to LGB Chairs.

Q. The Directors questioned who would inform schools about the new format Link Director Visits

A. JWM explained that with the evolution of the Trust, the need for Link Directors had changed. Link Directors would retain a link with the Chair of LGB, but would not need to attend all LGB meetings of that school.

➤ **Director ID Badges**

KR reported that SD and JK photos were awaited.

AT/111/22

Other Matters

➤ **Updated Meeting Schedule**

The Chair confirmed that Committee meeting dates were fixed other than in exceptional circumstances.

JWM reminded Directors that alternative Executive Team Members could also stand-in for anyone who was unable to attend from the executive.

AT/112/22

Policies

➤ **Policies directly to the Board**

Admissions Arrangements (Approval of arrangements provided by NRCDES) 2024-25

KR advised that Primary, Secondary and Sixth Form Admissions policies had been received. For Primary & Secondary main policies there had been no substantive changes.

KR explained that there must be a 6-week period of consultation on 6th Form Admissions Policies conducted by the Trust, since LA deadlines had now been missed. Consultation must be complete by 31st January 2023.

The following policies had been circulated:

- CMAT Admissions arrangements determination guidance - November 2022;
- Admissions arrangements 2024-25 guidance for schools - November 2022
- CMAT Primary Admissions Policy 2024-25
- CMAT Secondary Admissions Policy 2024-25
- CMAT Changes Register – November 2022
- Supplementary Information form
- All Saints' Draft 6th Form Policy for consultation
- Christ the King 6th Form Policy for consultation
- St Peter & St Pauls' Draft 6th Form Policy for consultation

- The Becket School 6th Form Policy for consultation
- Trinity School 6th Form Policy for consultation

The Directors

RESOLVED to APPROVE all the above Admissions policies and
RESOLVED to APPROVE the 6th Form Admissions Consultation Process.

RESOLUTION

➤ **Policies from Committees:**

From the Standards Committee:

- Trust SEND Policy

From the Finance & Estates Committee:

- Company Vehicle Policy
- Estates Policy
- Investment Policy
- Lettings Policy
- Charging & Remissions Policy
- Fixed Assets Policy
- Multi Pay Card Policy
- Modern Slavery Statement for review

The Directors

RESOLVED to APPROVE all the above policies.

RESOLUTION

AT/113/22

Date of Next Meeting

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

- **Wednesday 8th February 2023 – Holy Trinity Newark**
- **Wednesday 29th March 2023 – Notts / Lincs**
- **Wednesday 24th May 2023 – Notts/Lincs**
- **Wednesday 19th July 2023 – Notts/Lincs**

The Chair **CONFIRMED** that if he was not present but joined a meeting via Teams, then one of the Vice-Chairs would chair the meeting.

(3.30pm – The Chair REQUESTED that all the Executive Team members left the meeting prior to the Directors’ discussions relating to the CEO’s pay)

AT/112/22

CEO & Executive Pay Awards (Confidential item redacted)

The Directors entered into a discussion of this agenda item.

(3.40pm - The Chair invited the Executive Team to re-join the meeting)

AT/114/22

Determination of confidentiality of business

The Committee considered whether anything discussed during the meeting should be deemed confidential. It was **RESOLVED** those items concerning CEO and Executive Pay, Safeguarding, COO Reports, and Ofsted all **REMAIN CONFIDENTIAL** and excluded from any minutes to be made available for public inspection.

The Chair thanked all Directors

AT/115/22

Closing Prayer

The meeting closed with a prayer led by JWM

The meeting closed at 3.45pm

Signed:.....(Chair)

Date:.....