

**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 8<sup>th</sup> February 2023 at 2.00pm

**Location:** Holy Trinity Parish Centre, Newark, Notts

**Membership**

'A' denotes absence

'LA' denotes late arrival

**Foundation Directors:**

Mr Nigel Stevenson (Chair) (NS)

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 (JJ)

**In attendance**

Mr James McGeachie (CEO) (JWM)

Mrs M Dales (Deputy CEO) (MD)

Mr D Moore (Trust COO) (DM) *for item EC/12/23*

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

Mrs V Scott (Clerk to the Executive) (Clerk)

**Action**

**EC/01/23**

**Welcome & Introductions**

The Chair welcomed all present to the meeting.

**Apologies for absence**

There apologies for absence were received and noted from JK (Church business).

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

**RESOLUTION**

**EC/02/23**

**Opening prayer**

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

**EC/03/23**

**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. AN declared that two members of her family are employed at Trust schools.

**EC/04/23**

**Correspondence**

➤ **Letter from the Regional Directors (Confidential item redacted)**

➤ **Letter from the NEU - Teacher Strikes (Confidential item redacted)**

The Chair thanked JWM for the Trust support to schools regarding the teachers' strikes.

EC/05/23

**Minutes of the previous meetings held on Wednesday 30<sup>th</sup> November 2022**

The minutes of the previous meeting held on Wednesday 30<sup>th</sup> November 2023 having been circulated on Trust Governor were **AGREED** and **CONFIRMED** by the Chair.

➤ **Matters Arising**

All 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/06/23

**Reports and Minutes of Sub Committee Meetings**

➤ **Finance & Estates Committee**

The minutes of the meeting held on Wednesday 18<sup>th</sup> January 2023 were received, having been previously circulated on Trust Governor. It was noted that JK had accepted the role of Vice Chair.

Mr Green explained that there had been two key areas to the Board for attention:

1. The value of the managed print devices contract.
2. The value for the budget management software contract.

➤ **Audit & Risk Committee**

The minutes of the meetings held on Monday 12<sup>th</sup> December 2022 and Wednesday 25<sup>th</sup> January 2023 were received, having been previously circulated on Trust Governor.

AN explained that the Audit & Risk Committee had one matter to bring to the Board for consideration regarding accepting other providers' Safeguarding Training for governors.

➤ **Standards Committee**

The minutes of the meeting held on Wednesday 1<sup>st</sup> February 2023 were received, having been previously circulated on Trust Governor. AR reported that the meeting focus of the meeting had been on schools causing concern, the DPS Strategy and a presentation from Mrs Tibble on Voice 21. AR had been pleased to see this work in action during a school visit. Work on the Safeguarding Audits had also been discussed along with the move to a single Trust Audit.

➤ **Catholic Life Committee**

The minutes of the meeting held on Tuesday 2<sup>nd</sup> February 2023 were received, having been previously circulated on Trust Governor. LH described that the proprieties for the Chaplaincy Strategy and the KPIs had been discussed. These were not yet ready for Board consideration. LH advised that a job description was now in place and that the Chaplains were not responsible for RE in schools.

➤ **HR & Pay Committee**

The minutes of the meetings held on Monday 5<sup>th</sup> December 2022 and Monday 6<sup>th</sup> February 2023 were received, having been previously circulated on Trust Governor. SD explained that there had been no pay appeals this year. The Leave of Absence policy had been focussed on and would be discussed later in the meeting.

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.

EC/07/23

### Legal & Regulatory

The following documents were presented:

- Newly elected LGB Chairs Report
- Written Resolution – Executive Pay Bands Uplift

#### ➤ **Written Resolutions**

The Directors **NOTED** and **CONFIRMED** that one Written Resolution had been approved outside of the meeting, this was the Resolution for Executive Pay Bands Uplift.

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

The Chair reported that Mr Giorgio would be re-scheduling the CSI Training that had previously been cancelled.

#### ➤ **Annual Report & Financial Statement - 2021-2022 - confirmation of publication**

**Q. The Chair queried whether this document would need to be signed.**

**A.** JWM confirmed that the Chair would need to sign this.

#### ➤ **Approval of LGB Chairs**

KR provided full details of the new Chair elected at Christ the King and advised that he would be supported by the Chair from Holy Trinity school and by the Trust.

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

**RESOLUTION**

EC/08/23

### Chairman's Business

#### ➤ **Chairs' Symposium feedback from meeting Thursday 12<sup>th</sup> January 2023**

The Chair thanked KR for organising the Chairs' Symposium, the Directors who had attended and encouraged future attendance. KR reported that feedback from LGBs had been very positive. Any LGB that had not attended 3 meetings would be reported to the Board.

**Q. The Directors questioned how the Trust would communicate this message to Vice Chairs and governors.**

**A.** KR advised that all governors received a personal invitation to the Symposium.

**Q. The Directors enquired whether the name of the Chairs' Symposium should be changed to include all governors.**

**A.** The Directors initiated a debate on the name of the Symposium. They concluded that the most important attendee was the LGB Chair, although the Symposium was open to all governors. Consequently, their decision was to leave the name unchanged for now. The Chair also felt that a SharePoint of past meeting recordings would be helpful to governors.

**KR**

**Date of Next Symposium: Thursday 2<sup>nd</sup> March 2023 at 6.00pm**

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

The Chair reported that the CMAT Chairs' meeting had taken place in person on Thursday 26<sup>th</sup> January 2023. Matters discussed had included:

- The Bishop was still interested to be informed of Trust-wide activities on the cost of living crisis.
- GC and the Chair had attended a meeting regarding Complaints Procedure.
- Parish Ambassadors – the role was still being fully defined and had been raised at the Catholic Life & Mission Committee.

➤ **Members' meeting update**

The Chair advised that PG and Fr Simon would be grateful for any feedback from Directors. The Chair had responded to this request. The Chair reported that the questions this year had focussed on how the Board gained their assurance.

**Q. The Directors queried how well other CMAT Boards were represented.**

**A.** The Chair advised that representation of other Boards had been mixed.

**Q. The Directors questioned whether there had been any feedback from the Members.**

**A.** The Chair explained that no feedback had been received to date. He had however requested strengths and weaknesses feedback.

JWM described that as the Directors' level of knowledge was very strong he had suggested to the Members that his attendance at the meeting might not be necessary in future. AR and LH commended the pre-meetings that had taken place with the Trust Executive Team members.

The Chair suggested that in future a Member might attend a Board meeting to observe. He thanked the Directors for their support.

**EC/09/23**

**Governance**

The following document was presented:

- Governance update – February 2023

➤ **Report on LGB Effectiveness**

KR explained that the document previously circulated on Trust Governor had been updated since publication.

She was pleased to advise that there had been a new Foundation Governor appointed one more was anticipated.

**Q. The Directors queried whether obtaining a DBS represented an area of delay for the Trust.**

**A.** KR advised that the process for DBS was now very smooth and there should not be any delays.

KR advised that one school had cancelled their LGB meeting this half term as they were not quorate. LH advised that the school had been recruiting for governors for a long time. LH stressed that this was difficult in some geographic areas. She advised that she would visit the school.

**Q. The Directors enquired whether governor recruitment was a national problem.**

**A.** KR highlighted that the Trust had strong Catholic Communities to canvass and that LGBs required more than the minimum composition to cover emergencies. She recommended parent governor recruitment should take place in the period from September to December in academic year.

**Q. The Directors questioned whether the DfE provided any guidance on governor**

**recruitment.**

**A.** KR confirmed that they did not. JWM advised that the DfE did not get involved with this area.

GG reported that some schools that did not have a priest on their LGB were struggling.

**Q. The Directors queried whether there was any possibility of Associate Governorship for Parish Priests.**

**A.** JWM advised that there were several Associate Governors across the Trust among Priests. KR confirmed that this was currently under review with the Bishop.

**LGB Minutes** – KR reported huge improvement in the minutes and Headteachers and Chairs were working hard to maintain the new standard.

**LGB Training** – this had been well attended compared to the previous year.

**LGB Monitoring** - some schools had still not returned their Monitoring schedules.

**Governor Resignations** - KR advised that Mr Les Sullivan, governor at The Becket School and St Patrick's Wilford and former Board Director, had resigned for health reasons.

**Q. The Chair requested further detail regarding recent negative feedback relating to school catering.**

**A.** JWM advised that negotiations were taking place with Aspens and the Trust had provided additional funding to the current contract to support the quality of food in schools. JWM further explained that Aspens had taken-on existing Chefs through TUPES.

The Chair **REQUESTED** that a report on this be provided at the next Finance & Estates Committee meeting.

**DM/GG**

➤ **External Review of Governance**

JWM advised that there was some DfE funding available for this, and it had been agreed that the Trust could use the funding to broker a Review of Governance. Mark Blois of Brown Jacobson had been employed to conduct the review. He would witness the Board in action.

**EC/10/23**

**HR Director's update**

No report for this meeting.

**EC /11/23**

**Report from the Chief Executive Officer**

The following documents were tabled:

- CEO's Report – February 2023
- Chaplaincy & Catholic Life Report
- Exceptions
- Trust Strategic Plan & KPIs

**CEO's Report**

➤ **Inspections (confidential item redacted)**

JWM explained that there had been 3 Ofsted inspections across the Trust.

➤ **Trust Strategic Plan**

JWM described that following approval of the Trust Strategic Plan at the Advent 2 Board meeting; key enabling strategies would be presented to the committees with a focus on: Chaplaincy, School Improvement, HR and Business Services. He explained that the Executive Team were in the process of strengthening the actions and KPIs to bring back to the Directors.

JWM had linked each of the 18 priorities in the strategy to one or two committees and

was seeking feedback on which priorities should return directly to the Board.

➤ **Risk**

JWM highlighted that Key Risks would be reviewed at committee level going forward. The Board would receive an update on the most significant risks identified in the Risk Register at the first and third meetings of the year.

The Audit and Risk committee would review the full Risk Register as a standing agenda item.

Committees would receive an update from the Executive Team on key risks linked to their areas.

➤ **Trust Strategic KPIs**

JWM presented the Trust Strategic KPIs and REQUESTED the Directors' feedback on them that should come directly to the Board.

The Directors initiated a discussion of the Trust Strategic KIPs. The Chair was happy for KPIs to be dealt with at a committee level. He advised that the Board essentially required a holistic RAG rated overview of the key themes of the Strategy going forward.

➤ **Chaplaincy & Catholic Life Report**

JWM explained that the Chaplaincy & Catholic Life Report had been presented previously to the Catholic Life Committee.

➤ **Exceptions Report**

JWM advised that at the next round of committee meetings the Executive Team would be reporting against the new KPIs.

The Chair thanked JWM for his hard work and his reports.

*(3.20pm – DM joined the meeting)*

**EC/12/23**

**Chief Operating Officer's Report (Confidential item redacted)**

The following documents were tabled:

- Board Members' Monthly Finance Pack
- Business Services Enabling Strategy
- School Resource Management Self-Assessment Return (Requires approval)

The Chair welcomed DM to the meeting. DM presented his reports, which had been previously circulated on Trust Governors, as follows:

➤ **Board Members' Monthly Finance Pack**

➤ **Business Services Enabling Strategy**

The Strategy covered Estate management, IT and Procurement. DM had provided a heat map on progress and aligned the strategy to the Trust's overarching priorities.

➤ **Risk Register**

The Directors acknowledged receipt of the Risk Register previously circulated.

➤ **School Resource Management Self-Assessment Return (Requires approval)**

DM explained that this demonstrated compliance with the Academy Trust Handbook; the return had been reviewed by the Finance & Estates committee.

The Directors

**RESOLVED** to agree the return.

**RESOLUTION**

**MFD Software & Budgeting Software** – DM explained that this expenditure fell within the delegated limits of the Finance & Estates Committee. He requested that any questions were emailed directly to himself.

The Chair thanked DM for his reports.

*(3.28pm – His reports being complete, DM left the meeting)*

**EC/13/23**

**Safeguarding (Confidential item redacted)**

The following documents were tabled:

- Safeguarding Report – February 2023

MD presented the Safeguarding Report and explained that this information had previously been reported at the Standards Committee. MD acknowledged that she would be returning to SD with a new style of report considering the Standards Committee feedback.

JWM reminded Directors that the main purpose of the audit was to keep children safe and that it was difficult if several different audits had to be used.

➤ **Safeguarding Training for Governors**

A Director **REQUESTED** the Board considered the use of other providers' Safeguarding Training for governors.

The Directors

**RESOLVED**

To review the form of the Safeguarding training and provider but that all staff, Governors and Directors would be required to undertake the Trusts' Safeguarding training.

**RESOLUTION**

The Chair thanked MD for her report.

**EC/14/23**

**Director Visits to Schools**

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

KR reported that the current programme was running through to March 2023. Visits were going well.

**Q. The Directors enquired whether there were any gaps that required addressing.**

**A.** KR advised that there were not.

*(3.55pm – AA left the meeting)*

**EC/15/23**

**Other Matters**

- **Updated Meeting Schedule**

KR confirmed that HR Committee had been extended to 2-hour meetings, by request of the committee.

**The Directors**

**RESOLVED** that all committee meetings be changed to 2-hour meetings. KR to amend schedules and meeting invitations accordingly.

**RESOLUTION**  
**KR**

EC/16/23

## Policies

### ➤ Policies directly to the Board

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

KR advised that Sixth Form Admissions policies had just been received from NRCDES. She explained that the rationale behind the changes was to bring the policies in line with existing in-year criteria.

The following policies had been circulated on Trust Governor:

- Determined 6th Form Admissions Arrangements 2024-25 for All Saint's, Christ the King, The Becket, Trinity and St Peter & St Paul.
- 6th Form Consultation - Feedback & Board response

## The Directors

**RESOLVED to APPROVE all** the above Admissions policies and the responses.

**RESOLUTION**

### ➤ Policies from Committees:

- **From the Finance & Estates Committee:**
  - Bad Debt & Write-off Policy
  
- **From the Audit & Risk Committee:**
  - CCTV Policy
  - Data Breach Notification Policy
  - Subject Access Request policy
  - Health & Safety Policy
  
- **From the Standards Committee:**
  - Low Level Concerns Policy
  - Low Level Concerns - flow chart
  - Allegations Made Against - flow chart.
  - Managing Allegations Protocol
  - Suspensions and Permanent Exclusion Policy - February 2023
  - Trust Home School Agreement
  - Pupil Attendance Policy
  
- **From the HR & Pay Committee:**
  - Low Level Concerns Policy
  - Staff Code of Conduct

## The Directors

**RESOLVED to APPROVE all** the 14 policies above.

**RESOLUTION**

### ➤ Leave of Absence Policy – draft (Confidential item redacted)

SD explained that the Leave of Absence policy (LoA) had been discussed at the most recent HR Committee. The Directors initiated an in-depth discussion relating to the policy.

MR agreed to take the Directors' comments to the CMATs. SD advised that this would also be taken to the EPAC Group.

EC/17/23

## Date of Next Meeting

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



- **Wednesday 29th March 2023 – Loxley House, Notts**
- **Wednesday 24th May 2023 – The Lawn, Lincoln**
- **Wednesday 19th July 2023 – Loxley House, Notts.**

**To note:** The Chair indicated that if he had to join any Board meeting via Teams, then one of the Vice-Chairs present in person would chair the meeting.

**EC/18/23**

**Determination of confidentiality of business**

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

**RESOLVED** those items concerning Coasting School Letter, Strike Letter, Safeguarding, COO Reports, and Ofsted and the LoA policy discussions all **REMAIN CONFIDENTIAL** and excluded from any minutes to be made available for public inspection.

The Chair thanked all Directors

**EC/19/23**

**Closing Prayer**

The meeting closed with a prayer led by JWM

**The meeting closed at 4.10pm**

Signed:.....(Chair)

Date:.....