

PUBLIC VIEW - MINUTES OF MEETING

Company Number: 07743523

Meeting title: Meeting of the Our Lady of Lourdes Catholic Multi-Academy Trust Executive Committee

Date and time: Wednesday 13th September 2023 at 1.30 pm

Location: Loxley House, Nottingham

Membership

'A' denotes absence

'LA' denotes late arrival

Foundation Directors:

Mr Nigel Stevenson (Chair)

Ms Sue Dryden (Co-Vice Chair)

Fr John Kyne (JK)

Mrs Anne Recchia (AR)

Mrs Ann Neale (AN)

Mrs Linda Heaver (Co-Vice-Chair)

Mr Graham Green (GG)

Mrs Jennifer Johnson (JJ)

Mr Gerard Cadwallader (GC)

Fr Alex Adkins (AA)

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)

Mrs V Scarff (Trust Marketing Officer) (*for item EC/68/23*)

Mr Mark Blois (Browne Jacobson) Observer

Action

EC/58/23

Welcome & Introductions

The Chair welcomed all present to the meeting and introduced Mr Mark Blois from Browne Jacobson who would be observing the meeting and providing feeding back after the meeting on the Governance Review.

Apologies for absence

No apologies for absence were received.

EC/59/23

Opening prayer

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

EC/60/23

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 one member of her family is employed at a Trust school.

EC/61/23

Correspondence

The following document was tabled:

- Letter from the ESFA to MAT Accounting Officers

The CEO explained that correspondence had been received from the ESFA to all academy Trust Accounting Officers explaining changes to the Academy Handbook and the introduction of an optional checklist tool.

EC/62/23

Minutes of the previous meetings held on Wednesday 24th May 2023

The minutes of the previous meeting held on Wednesday 24th May 2023 having been circulated on Trust Governor were **AGREED** and **CONFIRMED** by the Chair.

➤ **Matters Arising**

Parish Booklet – The CEO confirmed that the booklet was being worked on and was ready to return to Fr Simon Gillespie.

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

The Directors **recognised** Mr Maher’s work for the Trust and thanked him for his time and efforts.

EC/63/23

Reports and Minutes of Sub Committee Meetings

➤ **Finance & Estates Committee**

The minutes of the meeting held on Wednesday 5th July 2023 and an extraordinary meeting held on Monday 17th July were received, having been previously circulated on Trust Governor.

The Committee Chair explained that the main items identified for the Board’s attention related to the budget and 3-year budget plan.

➤ **HR & Pay**

The minutes of the meeting held on Monday 10th July 2023 were received, having been previously circulated on Trust Governor.

The Committee Chair explained that the HR & Pay Committee had focused on strike action, resilience coaching for Headteachers.

➤ **Catholic Life and Mission**

The minutes of the meeting held on Wednesday 12th July 2023 were received, having been previously circulated on Trust Governor.

The Committee Chair explained that the Catholic Life and Mission Committee had focused on CSI inspections, sacred spaces, high-risk schools of concern, Chaplaincy recruitment and the Catholic Life KPIs.

➤ **Standards**

The minutes of the meeting held on Friday 14th July 2023 were received, having been previously circulated on Trust Governor.

The Committee Chair explained that the Standards Committee had focused on approval of a Safeguarding Lead role, PHEW tool being rolled-out, admissions data, schools causing concern, RE data and KPIs, and implementation action plans that were tabled.

➤ **Audit & Risk Committee**

The minutes of the meeting held on Monday 17th July 2023 were received, having been previously circulated on Trust Governor.

The Committee Chair explained that the Audit & Risk Committee had focused on Internal Scrutiny where there had been a positive outcome relating to audit; related

party transactions; Assurance Mapping and Building Maintenance.

The Board passed a resolution relating to internal audit (resolution redacted).

The Chair asked Mr Moore to thank Mrs Abbott for the excellent outcome from the Fraud & Bribery audit & for all her hard work on this.

There were no further Directors' questions.

The Directors

RESOLVED to accept the minutes as true and accurate record of the Sub-Committee meetings.

RESOLUTION

The Chair thanked the Committees for their work.

EC/64/23

Legal & Regulatory

The following documents were tabled:

- LGB Chairs update
- Committee Terms of Reference
- Board & Sub-Committee Membership 2023-24

➤ **LGB Chairs - update (confidential item redacted)**

KR presented her report on LGB Chairs and Chair vacancies, highlighting any changes.

The Directors **RESOLVED** to approve the changes in LGB Chairs.

RESOLUTION

Q. A Director enquired whether there were Vice Chairs for every LGB.

A. KR advised that there were but not all were listed on this report.

Q. A Director queried whether the same committee oversaw St Marys Grimsby and St Joseph's Cleethorpes at one meeting.

A. KR advised that because they shared a joint LGB, in the next year there would be a full joint meeting.

Q. A Director questioned whether all LGB Chairs were elected at the Pentecost meeting.

A. KR explained that Chairs could be elected at either the Pentecost 2 or Advent 1 meetings. Where this decision was still pending, she had highlighted the schools as Advent 1. The CEO explained that at some schools, the Chairs had resigned, or their term of office had expired, and a Chair would not be in place until one was elected at Advent 1.

The Directors recognised that KR did not have full details on Chairs currently and would report further at the next meeting.

KR

➤ **Agreement of Committee Terms of Reference for LGB (to be noted)**

The Directors **noted** the Committee Terms of Reference (ToR).

KR advised that there had been a small tweak on quoracy from the Diocese. The Chair added that a Finance & Estates change was also expected. The Chair advised if this was received, the ToRs would need to go to the Finance & Estates Committee.

GG/KR

Q. A Director enquired whether an LGB meeting could proceed without a quorum.

A. KR advised that LGB meetings should go ahead regardless of whether they were quorate or not.

Q. A Director queried whether the presence of a Director could make an LGB meeting quorate.

A. KR confirmed that they could. The Chair requested that this was made clear in the ToR. KR agreed to share with the Chair the Diocese response on this matter.

KR

➤ **Election of Chair / Vice-Chairs (Link Directors - for future review)**

• **Election of Chair**

In accordance with Article 83, the Directors voted to continue with the current appointed Chair for three years commencing 2022-23. A nomination for The Chair was proposed and seconded.

It was

RESOLVED that NS be elected to serve as Chair **for 3 academic years commencing in 2023-2024.**

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

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

Nominations were received and seconded for Ms Dryden and Mrs Heaver.

The Directors

RESOLVED to accept all SD and LH as Co-Vice Chairs **for 2 academic years commencing in 2023-24**

• **Committee Membership**

The Chair thanked all the Directors for their commitment to committees and in particular highlighted the contribution of Mrs Recchia and Fr Alex who had both supported several committees over the past year.

The Chair proposed the Committee Memberships, Chair & Vice Chairs as per the Board & Sub- Committee Membership 2023-24 document, previously circulated on Trust Governor.

The Directors

RESOLVED to agree the document.

RESOLUTION

New Directors

The Chair advised that Lisa Walton would be joining the Board and the Standards Committee in the new academic year.

• **First Committee meetings**

Note to record election of Chair and Vice chairs at Advent 1 meetings.

EC/65/23

Chairman's Business

➤ **Chairs' Symposium feedback from meeting Wednesday 20th June 2023**

The Chair thanked KR for organising the Chairs' Symposium and LH for chairing in his absence. LH reported that breakout rooms had been very well received. The focus talk had been on Stakeholder Engagement and Admissions Numbers (Marketing &

Maximising Numbers for Future Years) from Mrs Scarff.

Q. A Director questioned whether Link Directors could be informed whether or not their schools had attended the symposium.

A. KR agreed to circulate this information.

KR

The Chair thanked Directors for attending the Symposium.

Q. A Director enquired why the recent finance information had been added to the Symposium agenda very late with no notice.

A. KR explained that it had been important to get a message out quickly and the forum of the symposium had been an appropriate vehicle to speak to Chairs and governors. The COO added that breakout rooms had gone on longer than expected, leaving less time for the item. A Director further explained that it was necessary to get the information to Chairs, since Headteachers had received the information, therefore shortly afterwards the message had been delivered to Chairs.

The COO agreed that it had been the most expedient, quickest opportunity to deliver the financial information, however upon reflection it could have been a separate meeting.

Date of Next Symposium: Thursday 14th September 2023

The CEO fed back that some Chairs had expressed the desire for a Board member to join each room in the breakout rooms. The Directors **agreed** to consider the matter.

Directors

EC/66/23

Governance

The following documents were presented:

- Chairs' Symposium Annual Planner 2023-24
- LGB Agendas - Advent 1 & 2
- LGB, Board and Sub Committee meeting schedule
- Sub-Committee Work Plans 2023-24
- LGB Annual Planner

➤ **Mandatory Flick training - to note**

KR explained that the new FLICK platform replaced Hays training.

Q. A Director enquired whether the system recorded completion of training.

A. KR confirmed that it did.

➤ **Chairs' Symposium Annual Planner - to note**

The Directors acknowledged the Chairs' Symposium Planner.

Q. The Chair queried whether KR had circulated diary reminders to the Directors.

A. KR confirmed that she would verify this and take any action required.

KR

➤ **New Format of LGB Agendas for 2023-24**

KR presented the new format LGB agendas and advised that headings were now linked to the School Development Plans and could form the framework for Headteacher reports.

Q. A Director questioned how Headteachers could be encouraged to follow the new

Headteacher report format.

A. KR advised that the Deputy CEO and the DPS team were working with Headteachers to move priorities from the SEF into the School Development plan. The CEO explained each LGB would determine their own approach however, the Trust could work with Chairs via the Symposium. The Deputy CEO confirmed that the Trust would prefer schools to use the Trust SEF and SDP formats.

Q. A Director enquired whether Headteachers would welcome the new agenda structure.

A. KR confirmed that the agendas had been based on Headteacher feedback and their support was anticipated.

Q. A Director queried whether a Trust format of reporting should be made compulsory.

A. The Chair advised that his preference was for a “hearts and minds” approach; KR advised that this would be shared and discussed with governors at the first symposium.

➤ **Approval of 2023-24 Final LGB, Board and Sub-committee meeting schedule**

It was **RESOLVED** to approve the minor changes to the schedule.

RESOLUTION

➤ **Sub-committee Work Plans 2023-24 – to note**

The Directors **noted that** they had received the Sub-Committee Work plans.

The Chair thanked KR for her reports.

(2.34pm – MR joined the meeting)

EC/67/23

HR Director’s update

MR provided updates on the following areas of focus:

➤ **Teacher Industrial action**

MR advised that a 6.5% pay award had been accepted for teachers. The award for support staff was still out with the unions. It was hope that a resolution would shortly be forthcoming.

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

➤ **Performance Review and Performance Management**

MR explained that there was a move to de-couple pay from performance management. She had worked with Headteachers and there was a unanimous appetite for change. This was a cross-Diocesan project setting the role of line manager as to coach does not criticise. Mrs Robson would bring forward the project plan to the next HR Committee.

Q. A Director questioned whether the Trust would support Line Managers to become coaches.

A. MR confirmed that Line Managers would be trained in new ways of management. Trust Quality descriptors from the DfE fit well with the new vision. It was envisaged that the work would take until 2024.

Q. A Director enquired whether there was circumstance where pay would not be progressed.

A. MR advised that the move would bring teaching staff in line with support staff. The Chair **requested** that Line Managers took responsibility for completion of their direct report’s mandatory training.

MR

➤ **HR Strategic Advisory Committee**

Ms Dryden and Mrs Johnson would sit on the committee with Mrs Robson with a focus

of bringing completed policies to Committee meetings going forwards.

The Chair thanked Mrs Robson for her report.

EC/68/23

Report from the Chief Executive Officer

The following documents were tabled:

- CEO's Report – July 2023
- Chaplaincy Report – July 2023
- Trust Strategic KPIs Report – July 2023
- Admissions Data – July 2023
- Marketing Comms Report – July 2023

• Chaplaincy & Catholic Life Report

The CEO explained that the Chaplaincy & Catholic Life Report had been presented previously to the Catholic Life Committee and focussed on key progress made towards the Chaplaincy Strategy priorities.

CEO's Report

• Inspections (Confidential item redacted)

Ofsted Inspections

The CEO explained that there had been 3 new **Ofsted** inspections across the Trust (these were not yet published and therefore confidential)

The CEO commended the work of the DPS team.

Mr Cadwallader commended the change in Ofsted wording.

One CSI Inspection had taken place.

Q A Director queried why RE was often judged lower than Collective Worship and Catholic Life & Mission.

A. The CEO explained that in primary schools more training was required for RE staff. If the designated RE lead then left there was a need to then bring a replacement up to speed. Additionally, the CSI lagged in the data used for the inspection.

Q. A Director enquired how support and resourcing was made available to non-Catholic or new staff.

A. The CEO advised that the Diocese provided excellent training for new staff; additionally, the CMAT received targeted support from Mr David Quinn and the DPS teams constantly explored and reviewed the quality of outcomes.

Q. A Director questioned whether there were any planned changes for the RE GCSE curriculum.

A. The CEO explained that there were no changes to curriculum planned. The RE content was directed and canonically must be followed by schools. Mr Baptist was in the process of exploring methods of delivering RED in a fully lived-out manner.

Q. A Director enquired whether there was direction from the Diocese as to the amount of curriculum time devoted to RE.

A. The CEO confirmed that there was and that the requirement was currently 10%.

- **Trust Self-Evaluation**

The CEO advised that for Board meeting on 13th September 2023 the Trust Quality Descriptions would form the basis of the live self-review.

- **Pupil Admission Numbers**

- **Primary admissions** – any vacancies were reported to the Directors.

Q. A Director queried whether the number of children offered places was the same as the number who had applied.

A. The CEO confirmed that this was the number of places taken up and that the Trust would explore declining numbers with Parish Priests. The Trust were working on marketing to maximising the visibility of the school in the parish.

Q. A Director queried which committees would have oversight of this area.

A. The CEO confirmed that the committees were Standards and Finance & Estates.

- **Secondary admissions** - The CEO was pleased to report that admission numbers were the strongest to date for secondary admissions.

- **Trust Strategic Plan - KPIs/ monitoring**

The CEO reminded Directors that the KPIs were allocated to Committees who rag rated them; red or amber items were then recorded in the Committee minutes. There were no red areas on the Trust KPIs.

- Theme 2 – amber items related to capacity and gathering data.
- Theme 3 – amber items were those that were not progressing as quickly as the Trust would like.

Q. A Director enquired whether the current financial position had impacted the KPIs.

A. The CEO confirmed that some amber items were those impacted by finances.

➤ **Marketing**

(3.20pm – Mrs Scarff joined the meeting)

Mrs Scarff presented her communications report previously circulated on Trust Governor.

Q. A Director queried whether it was Mrs Scarff's recommendation that schools did not use Twitter.

A. Mrs Scarff explained that in conjunction with the Deputy CEO, work would take place to explore why schools should leave Twitter and use Facebook instead.

Q. A Director questioned when signage work would be complete.

A. The CEO advised that some planning permission was awaited. The Trust was currently in transition between the design and implementation of the project. Mrs Scarff explained that the quote for the work had now doubled and if approved by Finance, work should be complete by October 2023.

The Chair thanked The CEO & Mrs Scarff for their reports.

(3.35pm – her reports being complete, Mrs Scarff left the meeting)

EC/69/23

Chief Operating Officer's Report (Confidential items redacted)

The following documents were tabled:

- Board Members' Monthly Finance Pack – as of May 2023
- Proposed Budget 2023-24 – incl 3-year Budget
- Report on related party transactions

Mr Moore explained that he had developed budgets to address the current budgetary issues facing schools that had been discussed in depth at the two Finance & Estates Committee meetings in July. Mr Moore shared his reports at the meeting.

Two proposed budgets were fully presented and discussed.

It was

RESOLVED to agree Financial Option 2.

RESOLUTION

➤ **Related Party Transactions**

Mr Moore presented his report on Related Party Transactions relating to the next academic year. A small number of related party transactions were being reported to the ESFA, all of which were fully detailed by Mr Moore. These related to the links between the Diocese and the Trust, and permission from the ESFA was being sought ahead of 1st September. The Directors initiated a **comprehensive discussion** in respect of the related party transactions.

The Board of Directors

RESOLVED that they were satisfied that they had been notified of the related party transactions that would be declared to the ESFA for the period 1st September 2023 to 31st August 2024 and confirmed none of the related parties were in attendance for this element of the meeting.

RESOLUTION

The Chair thanked Mr Moore for his reports.

EC/70/23

Safeguarding

The following documents were tabled:

- Safeguarding Report - July 2023
- Safeguarding Action Plan – July 2023

➤ **Safeguarding Report & Safeguarding Action Plan**

The Deputy CEO presented her reports, previously circulated on Trust Governor and to Committees. She explained that she had added Twitter & Facebook to the Safeguarding Report.

Q. Mr Green enquired whether Safeguarding should come to Audit & Risk Committee.

A. The CEO advised that Safeguarding must come to the Board; however, Audit & Risk or Standards could own it. The Chair advised that all the Committee Chairs were at Audit & Risk, so that was the benefit.

The Directors **RESOLVED** that Safeguarding would now be brought to the Audit & Risk Committee and that any actions for DPS or Standards would be reported back to the Standards Committee.

**S/GUARDING
RESOLUTION**

The Chair thanked the Deputy CEO for her reports.

EC/71/23

Director Visits to Schools

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

KR reported that there would be a new programme in the new academic year.

EC/72//23

Other Matters

- **Acknowledgment of final Board meeting for Mrs Ann Recchia and Fr Alex Adkins**

The Chair thanked AA and AR for their service and hard work as Directors of the Trust. In turn they each thanked the Directors for their support over their time in role.

AT/73/23

Policies

From the Finance & Estates Committee:

- Business Interests Policy

From the HR & Pay Committee:

- Annual Leave for Support Staff Policy – *agreed in principle but policy final to come back to the next meeting.*
- Pensions Discretions Policy

From the Standards Committee:

- Alternative Provision Policy
- Draft Safeguarding Policy

The Deputy CEO explained that there were further tweaks to be made to the Safeguarding policy; however, there was a need for it to be circulated to schools before September.

*The Directors **RESOLVED** to grant their provisional agreement – and would approve the final Safeguarding policy by Written Resolution once it had been updated by the Deputy CEO.*

From the Audit & Risk Committee:

- Biometrics Policy
- Data Protection Policy
- Whistleblowing Policy

The Directors

RESOLVED to APPROVE all the above policies on the understanding that the final

RESOLUTION

Safeguarding Policy would be circulated and approved by Written Resolution if necessary and that the Annual Leave Policy was agreed in principle and would return to the next meeting.

EC/74/23

Dates of Next Meetings

Meetings follow the OLoL 2023-24 Schedule and will take place at 2:00 pm on the following dates:

- Wednesday 13th Sep 2023 – Loxley House, Nottingham
- *(Mrs Neale requested a meeting link) (Mr Cadwallader apologies)*
- Thursday 12th October 2023 - The Lawn, Lincoln *(Mr Cadwallader apologies)*
- Thursday 30th November 2023 – Loxley House, Nottingham
- Thursday 8th February 2024 - The Lawn, Lincoln
- Wednesday 20th March 2024 – Loxley House, Nottingham
- *(Mrs Neale requested a link)*
- Thursday 23rd May 2024 - The Lawn, Lincoln
- Wednesday 17th July 2024 – Loxley House, Nottingham

EC/74/23

Determination of confidentiality of business

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

RESOLVED those items concerning the Ofsted outcomes not yet published, internal audit resolution, Finance reports; specific Safeguarding and CEO items and any named schools or staff

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

The Chair thanked all Directors.

EC/75/23

Closing Prayer

The meeting closed with a prayer led by JK.

The meeting closed at 4.30pm

Signed:.....(Chair)

Date:.....