

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: Thursday 12th October 2023 at 2.00 pm

Location: The Lawn, Lincoln

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 Ann Neale (AN)

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

Mr Graham Green (GG)

Mrs Jennifer Johnson (JJ)

Mr Gerard Cadwallader (A) (GC)

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 Lisa Walton (Observer)(LW)

Action

EC/85/23

Welcome & Introductions

The Chair welcomed all present to the meeting and introduced LW who would be observing the meeting. The Chair advised that LW would officially join the Board and the Standards Committee as of 1st November 2023.

LW explained that she was a formerly a Headteacher and now Deputy CEO of EMET.

Apologies for absence

Apologies for absence were received from Mr Cadwallader (holiday) and Fr John Kyne (parish business).

It was **RESOLVED** to accept the apologies.

RESOLUTION

EC/86/23

Opening prayer

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

EC/87/23

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/88/23

Correspondence

None for this meeting.

EC/89/23

Minutes of the previous meetings held on Wednesday 19th July 2023 and Wednesday 13th September 2023

The minutes of the previous meetings held on Wednesday 19th July 2023 and Wednesday 13th September 2023, having been circulated on Trust Governor were **AGREED** and **CONFIRMED** by the Chair.

➤ **Matters Arising**

EC/67/23 - Performance Review and Performance Management: The Chair had requested that Line Managers took responsibility for completion of their direct report's Mandatory Training. The HR Director confirmed that FLICK Training could now be tracked. The Deputy CEO advised that a report would be presented at the next Committee meeting. Feedback from schools had been positive; however, some schools were still to allocate time to staff to complete their training.

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 meetings.

RESOLUTION

EC/90/23

Reports and Minutes of Sub Committee Meetings

➤ **Catholic Life and Mission**

The minutes of the meeting held on Thursday 21st September 2023 were received, having been previously circulated on Trust Governor.

LH explained that the Catholic Life and Mission Committee had focused on Kay Chaplains, career progression for Lay Chaplains and working with St Mary's University; LGBGT+ matters for Line Managers; purchase of liturgical furniture; the Committee had requested a paper which would then come to the Board.

➤ **Standards**

The minutes of the meeting held on Friday 22nd September 2023 were received, having been previously circulated on Trust Governor.

AN explained that the Standards Committee had focused on the new ADSL roles, the committee KPIs and an update about the new performance management framework.

➤ **Finance & Estates Committee**

The minutes of the meeting held on Wednesday 27th September 2023 were received, having been previously circulated on Trust Governor.

GG explained that the main items identified for the Board's attention related to the draft year-end position and positive variance; an improved position was reported; asbestos; maintenance team vacancies in Lincolnshire; the impact of price rises on capital projects; resolution of procurement staffing.

➤ **Audit & Risk Committee**

The minutes of the meeting held on Thursday 28th September 2023 were received, having been previously circulated on Trust Governor.

AN explained that the Audit & Risk Committee had focused on feedback from Wylie & Bissett. Internal audits going forward will focus of GDPR, payroll and Safeguarding. The COO confirmed that Safeguarding would be moved in the programme. The committee had also received GDPR and accident statistics updates.

The Chair thanked the Committees for their reports.

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/91/23

Legal & Regulatory

The following documents were tabled:

- LGB Chairs update
- Scheme of Delegation - no changes
- Terms of Reference

➤ **LGB Chairs - update (CONFIDENTIAL ITEM)**

KR presented her report on LGB Chairs and Chair vacancies, highlighting any changes. A list of new Chairs was provided.

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

RESOLUTION

➤ **Annual filing of Companies House Confirmation Statement - CONFIRMED**

The Directors **noted** that the Annual filing of Companies House Confirmation Statement had taken place.

➤ **Annual Review of the Scheme of Delegation (SoD) -**

KR confirmed that there were minor changes to the SoD. The Directors **noted** these.

➤ **Terms of Reference referred to NRCDES – update.**

KR confirmed that Directors could vote at LGB meetings and that their attendance could make a meeting quorate if necessary.

LGB Quoracy was now defined as 2 governors in attendance and a majority of foundation governors.

Q. A Director enquired whether meetings should go ahead if they were not quorate.

A. Mrs Rich confirmed that meetings should still go ahead even if they were not quorate.

The Directors

RESOLVED to accepted changes to the SoD and the ToR.

RESOLUTION

EC/92/23

Governance

The following documents were presented:

- LGB Review of Effectiveness – October 2023

➤ **Chairs' Symposium feedback - from meeting on Thursday 14th September (Nigel Stevenson) (next symposium: Thursday 9th November 2023)**

The Chair thanked KR for organising the Chairs' Symposium. He reported that breakout rooms had been very well received and more time should be provided to allow greater discussion between the governors.

Next topic: Catholic Life and Ofsted

➤ **CMAT Chairs' meeting feedback - from meeting on 20th September 2023 (Nigel Stevenson)**

The Chair explained that the Strategic HR Committee had been re-established. The Chairs had issued a joint statement on Performance Management changes which had

been circulated to all Headteachers.

➤ **Foundation Director Training update (Nigel Stevenson)**

Foundation Director Training – The Chair commended the support of the OLoL Directors who had attended the training. He reported that further training was scheduled.

Local Governing Advisor role – KR explained that the Local Governing Advisor role had been explored. Both KR & The CEO recommended that Parish Priests remained as Foundation Governors on LGBs rather than taking up advisor roles.

DBS - KR explained the DBS process and requested feedback on leeway. The Chair confirmed that there was no leeway regarding DBS.

Q. A Director queried whether DBS could automatically renew.

A. Mrs Rich explained that this was only possible where governors had signed up for the DBS updates service; however, it was possible for the Trust to action this at the start of an appointment. The Chair recommended that this was mentioned at the Chairs' Symposium and followed up with a letter.

NS/KR

➤ **Mandatory Flick training - to note.**

KR updated the Board regarding Directors' Flick training. Directors **noted** that there were 3 Directors yet to complete their training.

➤ **LGB Effectiveness Review**

• **Governor Numbers**

KR highlighted schools that were low in foundation governors and explained that an action plan was required. She confirmed that a Mansfield school would shortly have 4 Foundation Governors in place.

Q. The CEO enquired who KR had liaised with regarding governor recruitment.

A. Mrs Rich explained that she had liaised with the Head and the Chair; at OL Mrs Rich had worked with the HT and the DHT and with the Parish Priest; she had also reached out to a serving governor to request her support but not received a response. A whole programme of events had also been made available to access.

Q. A Director enquired who the Chair was at St Augustine Webster.

A. The Deputy CEO confirmed that she was still in role as Chair. Numbers on the LGB had increased. The CEO confirmed that this had been a strategic decision based upon Ofsted, to strengthen governance at the school. The Deputy CEO was optimistic that a new Chair would be recruited shortly.

• **Challenge**

SHL – KR advised that 2 new governors had joined the LGB.

She confirmed that details regarding the Chairs/schools who had not attended the Symposium had been shared with Directors.

• **Process**

KR identified that some LGBs were not uploading any documents to meetings. This was now being remedied. In addition, some Governor Visit Reports were also not being uploaded. KR had reminded the LGBs that as sub-committees of the Board, the Directors required sight of LGB documents.

Q. A Director questioned how new Chairs were being supported.

A. The Deputy CEO explained that she was supporting one Chair; another was being supported by an experienced Chair; there was a returning, experienced Chair at Blessed Robert Widmerpool.

➤ **Director Declarations of Interest & update of TG profiles**

KR drew the Director's attention to the completion of their Declarations of Interest and update of their Trust governor profile, some of which were still outstanding.

The Chair thanked KR for her report.

EC/93/23

HR Director's update

The HR Director explained that most of her report was for noting with the exception of the following items:

➤ **Pay Awards**

Teachers: The HR Director advised that the proposed uplift was 6.5% uplift on all pay points and allowances for teachers and leaders except that a higher uplift of 7.1% on point M1 to achieve the Government's aim of a £30,000 starting salary.

The Directors

RESOLVED to agree to the above if this was a final agreement, and provided there were no changes.

RESOLUTION

Support Staff: The employers offer for support staff was:

With effect from 1 April 2023, an increase of £1,925 (pro rata for part-time employees) to be paid as a consolidated, permanent addition on all NJC pay points 2 to 43 inclusive.

With effect from 1 April 2023, an increase of 3.88% on all pay points above point 43 but graded below deputy chief officer (excludes CEO and Executive pay scales).

With effect from 1 April 2023, an increase of 3.88% on all allowances.

The Directors were asked to ratify the implementation of the national pay awards once they have been finalised nationally. Should there be any material change then written approval would be sought from Directors, in writing, on the amended pay offer.

The Directors

RESOLVED to agree to the above and confirmed that if this was a final union agreement, it would not need to return to the Board.

RESOLUTION

The HR Director explained that she had written to the 3 support staff unions to enquire whether the Trust could make the pay award early. The unions had advised that this was not permitted.

Executive Pay: Any proposals on uplifts to the CEO and Executive pay scales would be considered by the Executive Pay Committee, who in turn will make recommendations to CMAT Board.

➤ **Strategic HR Advisory Committee**

The HR Director explained that following consideration of the revisions to the Strategic HR Committee at the meetings in the Pentecost Term, the revised membership and remit had been approved by all Boards.

The first meeting took place on 4th October 2023. SD, JJ and The Chair had attended.

The HR Director outlined the areas of discussion at the meeting.

The Chair thanked The HR Director for her report.

EC/94/23

Report from the Chief Executive Officer

The following documents were tabled:

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

- Pupil Admission Numbers
- Ofsted & CSI Inspections
- Exceptions
- Review of Risk Register
- Trust-wide Voice Activity & Outcomes Report

➤ **CEO's Report**

- **Inspections (Confidential redaction)**

Ofsted Inspections

The CEO explained that there had been 2 new **Ofsted** inspections across the Trust (one was not yet published and therefore confidential) .

CSI Inspection had taken place at:

- One had taken place.

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

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.

The CEO **fully explained** the operation of the KPI/Exceptions reporting and offered to meet with Mrs Walton to explore the Trust Strategic Plan in further detail.

JWM/LW

- **Exceptions Report**

The CEO explained that amber areas were discussed in detail at the Committee meetings and dealt with on a lighter touch basis for the Board reporting.

- **Central services feedback**

The CEO confirmed that the feedback had been presented at the September Board meeting, however full surveys and a summary had been provided to Directors at this meeting. The CEO reported that feedback had been very positive in all areas and any local issues raised were being addressed with those schools. He had fed back to the central teams and thanked them for all their hard work. Additionally, summary feedback had been shared with Heads and LGB Chairs.

- **Pupil admissions numbers**

The Deputy CEO explained that the Workforce Planning Group met every 4 weeks to explore the metrics for staffing. One area explored was pupil admissions and she was pleased to report that places had been filled. There were 174 vacant places across the Trust.

The CEO identified that Recruitment of Learners was an area of risk for the Trust. The COO confirmed that following his analysis of pupil numbers, the increase in secondary pupils covered the funding loss resulting from the drop in primary numbers. The Deputy CEO advised that this half term all Hubs had come together to discuss Transition, which would then feed into the next Hub meetings. She described the current marketing campaign. AN commended the work of the Marketing Team and the professional school prospectus.

Q. A Director enquired whether there were further qualifications offered in Trust 6th other than A levels.

A. The CEO confirmed that there were some qualifications offered outside A levels, where specialist equipment was not required. He advised that other 6th Form destinations were relevant, especially where year 11 students left to join other small local 6th Forms.

➤ **Parental Survey**

Mr della Spina had been commissioned to conduct a parent survey across the Trust and 944 responses from parents had been received. The CEO explained that the survey methodology would be expanded to take place at parents' evenings to establish a more representative example and providing further assurance to the Directors of the Trust's commitment to Voice.

➤ **Staff Voice**

A Staff Voice report had been produced by Mrs Tovey.

Q. A Director queried whether there was any comparison in the responses across the CMATs.

A. The HR Director advised that the Trusts were all broadly the same. The return across all 3 CMATs was down on previous years. The CEO commended the strong results relating to how staff perceived that the Catholic Values and Catholic Life of the Trust were felt by all members of the Central Team.

Q. A Director questioned whether the survey was sufficient to prove satisfaction or dissatisfaction.

A. The HR Director advised that all results would be taken forward seriously. The CEO reminded Directors that the Trust had issued several surveys in recent years which could lead to survey fatigue and affect the numbers completing them. The HR Director advised that all the other CMATs were currently in the process of review. The CEO acknowledged that there was still work to be done on engagement with staff.

The Chair thanked The CEO for his reports.

Chief Operating Officer's Report (CONFIDENTIAL)

The following documents were tabled:

- Board Members' Monthly Finance Pack – as of September 2023
- Review of the Risk Register and Assurance Map – September 2023

Board Members' Monthly Finance Pack – as of September 2023

The COO **fully explained** the current budget position to the Directors.

Government Funding Error for 2024-25

A reforecasting exercise was being undertaken. A budget had been submitted to the ESFA.

A 2.7 % increase in GAG had been advised by the DfE, but actually was 1.9% which impacted funding and created a cost.

The Directors **confirmed** that The COO should continue to follow the Recovery Plan.

Q. A Director enquired whether there had been any response from the ESFA to the submission of the Deficit Budget.

A. The COO confirmed that no response had been received to date.

Q. A Director questioned whether the intake for secondary schools could be increased.

A. The COO advised that PAN had been increased at the 4 Nottingham secondary schools. 6th Form numbers could be increased further, however.

Q. A Director queried how SEN support was provided to schools.

A. The COO advised that the Trust was already funding HLN, since the funding received into the Trust was not sufficient to cover this.

EC/95/23

Risk Register & Assurance Map

The COO explained that this was being reported as per the Board Annual Planner. There had been 8 top risks identified.

Q. A Director enquired when the school would re-open.

A. The CEO advised that 2 classes would open in the first 2 weeks after half term.

Q. A Director questioned when the kitchen would re-open.

A. The CEO advised that the kitchen had been designated in the second phase of the repairs, so this would not open until after the classrooms. The entire project would not complete until January 2024. The Chair requested that the Trust Executives keep in mind the importance of maintaining parental communications.

Q. A Director queried whether new Lincolnshire maintenance officers had been recruited.

A. The COO advised that interviews were taking place the next week and it was hoped to recruit new members to Lincolnshire.

The Chair thanked The COO for his reports.

EC/96/23

Safeguarding

The following documents were tabled:

➤ Safeguarding Report Part, A & B – October 2023

➤ **Safeguarding Report & Safeguarding Action Plan**

The Deputy CEO presented her reports, previously circulated on Trust Governor and to Committees. She confirmed that Part A now came to the Audit & Risk Committee and Part B to the Standards Committee.

The Directors commended the clarity of the reports. The Chair thanked The Deputy CEO for her work on Safeguarding.

EC/97/23

Director Visits to Schools

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

KR confirmed that of 11 schools, 9 had been allocated.

➤ **Link Director Visits Update LGBs (verbal) – matters arising and any schools to assign.**

The Chair explained that Link Director visits were made to the LGB and the Chair of Governors, rather than to Headteachers.

KR explained that there were 6 schools requiring Link Director visits.

KR **agreed** to circulate the full list of Link Governors and their schools and to identify any

gaps.

The Chair **confirmed** that he was in discussion with a potential additional Director.

KR

JJ fed back on her visits to twoschools. LH fed back on one school visit.

EC/98//23

Other Matters

➤ **Mass for Mrs Anne Recchia on 30th November 2023**

The CEO confirmed that the next Board meeting would be taking place at The Becket School at 2.00 pm; mass would be taking place in the school chapel from 4 pm.

➤ **Trust and academy Website Compliance Assurance Report (from Board Annual Planner) summary analysis/report local issues – (Karen Rich)**

KR advised that 26 audits had been completed against a deadline of 14th July 2023. 4 had been given an extended deadline to 20th October 2023, and there were valid reasons for non-completion of the audit.

KR explained that schools had been given 3 months for the audit; however, this year had seen the lowest response. Therefore, it was proposed that the audit would be split into parts in the next year.

Q. A Director enquired whether schools could simply provide a link to the Trust website for policies, rather than listing them again on their individual websites.

A. KR advised that some school policies contained school specific information and therefore could not form part of the link. KR **agreed** to explore a link for school websites to general Trust policies.

KR

AT/99/23

Policies

Directly to the Board:

Admissions Arrangements (approval of arrangements provided by NRCDES 2025-26) – KR confirmed that these had not been received in time for the Board meeting.

From the Standards Committee:

- British Values & Catholic Life Policy
- Home Visits Policy
- Managing Allegations Protocol
- Safeguarding Policy
- Safeguarding Statement
- SEND Policy

From the Finance & Estates Committee:

- Estates Policy
- Asbestos Policy
- Draft Financial Regulations Manual 2023-24

The Directors

RESOLVED to APPROVE all the above policies

RESOLUTION

EC/100/23

Dates of Next Meetings

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

- Thursday 30th November 2023 – The Becket School, Nottingham
- Thursday 8th February 2024 - The Lawn, Lincoln

- Wednesday 20th March 2024 – Loxley House, Nottingham
- Thursday 23rd May 2024 - The Lawn, Lincoln
- Wednesday 17th July 2024 – Loxley House, Nottingham

Q. A Director enquired when the Members' meeting was taking place.

A. AN advised that this would take place on 29th January 2024.

EC/101/23 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, COO Finance reports.

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

The Chair thanked all Directors.

EC/102/23 Closing Prayer

The meeting closed with a prayer.

The meeting closed at 4.30pm

Signed:.....(Chair)

Date:.....