

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 30th November 2023 at 2.00 pm

Location: The Becket School, Nottingham

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 Lisa Walton (LW)

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

Mr Graham Green (GG)

Mrs Jennifer Johnson (JJ)

Mr Gerard Cadwallader (GC)

In attendance

Mr James McGeachie (CEO)

Mr Peter Giorgio (NRCDES Director of Education)(PG)

Mrs M Dales (Deputy CEO)

Mr D Moore (Trust COO)

Mrs V Scarff (Marketing Officer) (VS) *for item EC/110/23 only*

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

Mrs V Scott (Clerk to the Executive)

Action

EC/103/23 Welcome & Introductions

The Chair welcomed all present to the meeting and extended the welcome to LW, as her first full board meeting and to PG.

Apologies for absence

Apologies for absence were received from Fr John Kyne (parish business).

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

RESOLUTION

EC/104/23 Opening prayer

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

EC/105/23 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/106/23 Correspondence

None for this meeting.

EC/107/23 Minutes of the previous meeting held on Thursday 12th October 2023

The minutes of the previous meeting held on Thursday 12th October 2023, having been

circulated on Trust Governor were **AGREED** and **CONFIRMED** by the Chair.

➤ **Matters Arising**

Q. A Director queried whether Directors attending the Board meeting remotely should be recorded as such.

A. The Chair explained that this was not necessary since they were in attendance and able to exercise their right to vote.

Q. A Director enquired whether hybrid meeting should be recorded in the minutes as hybrid.

A. The Chair advised that he did not deem this necessary.

EC/97/23 - The CEO confirmed that he had liaised with Mrs Walton, and they would be meeting before Christmas.

EC/97/23 - KR confirmed that she had circulated the full list of Link Governors and their schools and identified gaps.

EC/98/23 - KR confirmed that she was exploring the option of a link for school websites to general Trust policies.

The Chair **requested** that all Directors had access to all committee meetings. KR/Clerk to arrange this.

KR/Clerk

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/108/23 Reports and Minutes of Sub Committee Meetings

➤ **Catholic Life and Mission**

The minutes of the meeting held on Thursday 9th November 2023 were received, having been previously circulated on Trust Governor.

➤ **Standards**

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

➤ **HR & Pay Committee**

The minutes of the meeting held on Monday 13th November 2023 were received, having been previously circulated on Trust Governor. The committee had focussed on teachers' pay progressions.

SD confirmed that the focus on teachers' pay progressions had gone well without issue; Mrs Tovey would be exploring the process further.

Q. A Director queried whether process issues would be raised at the next meeting.

A. Ms Dryden confirmed that it would be.

➤ **Finance & Estates Committee**

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

➤ **Audit & Risk Committee**

The minutes of the meeting held on Thursday 23rd November 2023 were received, having

been previously circulated on Trust Governor.

There were no further Directors' questions.

The Chair thanked the Committees for their reports and their hard work.

The Directors

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

RESOLUTION

EC/109/23 Legal & Regulatory

The following documents were tabled:

- LGB Chairs update

➤ **LGB Chairs - update**

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

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

RESOLUTION

EC/110/23 Report from the Chief Executive Officer

The following documents were tabled:

- CEO's Report – November 2023
- Trust Strategic KPIs Report – November 2023
- Supporting other Trusts – November 2023

➤ **CEO's Report**

- **Inspections (Confidential)**

Ofsted Inspections

The CEO explained that there had been 2 new **Ofsted** inspections across the Trust.

The CEO commended the support provided to schools by the DPS team during Ofsted inspections. There had been 21 inspections so far in the Trust.

CSI Inspections had taken place at 4 schools.

PG confirmed that RE was the most difficult area for schools to achieve a grading of outstanding; this had also been the case under the former DCI framework. He added that a grade of good should be commended as this represented a significant achievement.

Q. A Director enquired whether pressure from Ebacc subjects marginalised RE in the curriculum.

A. The CEO advised that they did not. This was because RE was the schools' primary subject. 10% of curriculum time was given over to RE by requirement. A school not achieving that would be deemed non-compliant.

Q. A Director queried whether outstanding schools supported other schools.

A. The CEO explained that the RE support from the Diocese already provided very strong support for schools that required this.

- **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.

- **Exceptions Report**

The CEO highlighted **fully described** any new amber KPIs.

- **RAAC update**

The CEO confirmed that at a Newark school work completed to date included:

- 2 classrooms had been returned to use beginning of November.
- 2 classrooms had returned to use on 29th November.
- The final affected classrooms would be returned to use for the start of Lent term.

- **Support for Other Trusts**

The CEO explained that the Trust's strategic ambitions and priorities included a commitment to being more outward facing and to sharing its strengths. The Trust Strategic Priority under Missionary Discipleship included: Expand and develop our internal and external relationships so that we can share our strengths and learn from others. Therefore, when The CEO had been approached to support another Trust, this formed a good fit with the Trust strategic direction. The CEO highlighted that this also presented professional development opportunities for colleagues.

The DfE had also commissioned the Trust to undertake work supporting a CofE school in Mansfield in the Nottingham and Southwell Anglican MAT. Feedback from the supported Headteacher had been extremely positive following visits to OLoL Trust schools.

CATCOL Immersion Day – PG fed back that the presentation from OLoL had been well received by others attending the day.

The CEO commended the vision of the Bishop and the nurturing nature of the diocese.

- **Marketing update**

(2.48 pm VS joined the meeting)

VS explained that the Trust had created a standard best practice approach for all schools with specific targeted multi-channel marketing initiatives. This had included:

Primary PAN Marketing:

- Digital and print prospectuses designed and distributed to all schools.
- Targeted Leaflet Drop campaign had been put in place for each school advertising open days for all schools.
- All school adverts had been uploaded with specific demographic data applied to each.
- Each school had a new hidden landing page on their websites.

This action would be reviewed in December 2023. The Deputy COO confirmed that coming out of current actions would be a Marketing Toolkit, produced for all schools along with development of a nursery tab on all school websites.

Q. A Director enquired whether contextual school information would inform each school's marketing plan.

A. VS confirmed that individual Headteacher feedback would be utilised and generally

schools would be offering more open days.

Q. A Director enquired how inclusivity was accentuated in the marketing.

A. VS advised that inclusivity was a key message in the prospectus.

- **Promoting school Ofsted reports** – was an area of focus and development going forward.

Q. A Director queried whether there was a danger of losing catholic children to local secondary schools.

A. The Deputy CEO advised that this was being explored and best practise would lead to production of a toolkit for schools. A similar approach was being taken to 6th Form entry and to the offer at 6th Form.

The Chair thanked VS for all her work and requested a further update at the next Board meeting.

VS

(3.05pm – her report being complete, VS left the meeting)

EC/111/23

Chief Operating Officer's Report (CONFIDENTIAL)

The following documents were tabled:

- Board Members' Monthly Finance Pack – November 2023
- Financial Statements 2022-23
- Report on Financial Statements – November 2023
- Progress against the Financial Recovery Plan

➤ **Board Members' Monthly Finance Pack – November 2023**

The COO provided a full narrative relating to the budget and finance pack.

➤ **Report on Financial Statements 2022-23**

The COO explained that the statements were split into 3 key reports:

- Statement of Financial Activities
- Balance Sheet
- Cash Flow Statement

Q. A Director enquired whether capital money could be moved from one account to another.

A. The COO advised that within the capital funds, it could. The Chair confirmed that this was permitted.

Mr Green commended the work of the Finance Teams. The Chair further commended the Board Directors for their work.

The Directors

RESOLVED that the Board agreed and accepted the Financial Statements.

RESOLUTION

➤ **Progress against the Financial Recovery Plan**

The COO **fully detailed** progress against the plan.

The COO advised that the DfE had mis-calculated the GAG funding for 2024/25 as rising by 2.5%, however, they had then revised this figure to 1.9%.

The compound effect of the above would be a delay in moving back into a surplus position. The Chair **confirmed** that the reasons for delay had been **fully explained** by The COO and were acceptable to the Board.

The Chair thanked The COO for his reports.

EC/112/23 HR Director's update

➤ **Pay Awards**

The Chair confirmed that the pay awards, previously conditionally agreed by the Board, had been finalised as follows:

Teachers: the 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.

Support Staff: 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 **CONFIRMED** their **APPROVAL** of the final pay awards for teachers and support staff.

EC/113/23 Safeguarding

The following documents were tabled:

➤ Safeguarding Report Part, A & B – November 2023

➤ **Safeguarding Report & Safeguarding Action Plan**

The Deputy CEO had circulated her reports on Trust Governor and to Committees.

SD advised that she and the Deputy CEO would be supporting LGBs going forward with their Safeguarding Audits.

EC/114/23 Governance

The following documents were presented:

- **Chairs' Symposium feedback - from meeting on Thursday 9th November (Nigel Stevenson) (next symposium: Wednesday 10th January 2024)**

The Chair thanked KR for organising the Chairs' Symposium.

Next topic: SEND – delivered by Mrs Tracy Lane

The CEO suggested holding a face-to-face Chairs' Symposium in the Pentecost term.

Q. A Director questioned where the Symposium would be held.

A. The CEO suggested that Newark was the most likely location. PG was supportive of the idea but cautioned that in his experience attendance at in-person events was sometimes not strong. The CEO advised that the event would be held during the day, to mitigate against this and boost attendance.

JWM/KR

- **CMAT Chairs' update**
The Chair explained that the CMAT chairs had not yet met since the last Board meeting but would be meeting on 1st December 2024.
- **Change to cycle for Standards and Catholic Life committee meetings**
KR agreed to amend the meeting cycles for 2024-25.

KR

EC/115/23 Director Visits to Schools

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

KR confirmed that these were visits to all schools and Headteachers at schools. She would share details with the Directors.

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

The Chair reminded all that Link Director visits were meetings with the LGB and the Chair of Governors, rather than Headteachers. This was a means for the Trust and Board to keep in touch with and support Chairs.

EC/116/23 Other Matters

There were none for this meeting.

AT/117/23 Policies

Directly to the Board:

- Admissions Arrangements (approval of arrangements provided by NRCDES 2025-26)
- Admissions Guidance for CMATs 2025-2026 – for info purposes
- Admissions Guidance for Academies 2025-2026 – for info purposes
- Supplementary Information Form 2025-2026 – for determination
- Primary Admissions Policy 2025-2026 – this includes the approved reduced PAN of 30 for Holy Trinity School Newark.
- Primary Admissions Policy 2024-2025 (revised Nov 23 to reflect the approved significant change for HTN – PAN reduced to 30)
- Secondary Admissions Policy 2025-2026 (out for consultation, closing Monday 8th January 2024)
- Sixth Form Admissions Policies - All Saints', Christ the King, St Peter & St Paul, The Becket, Trinity

The Directors

RESOLVED to agree all the policies that had come directly to the Board.

RESOLUTION

KR confirmed the consultation would run to 8th January 2024 and she would update after this.

From the Standards Committee:

- Student Mental Health & Wellbeing Policy

From the Finance & Estates Committee:

- Modern Slavery Statement
- Director & Governor Expenses Policy

From the Audit & Risk Committee:

- Subject Access Request Policy
- GDPR Data Protection Impact Assessment Policy & Procedure
- Freedom of Information Publication Scheme for Academies
- Freedom of Information Publication Scheme for CMAT

RESOLVED to APPROVE all the above policies

EC/118/23 Dates of Next Meetings

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

- Thursday 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

Members’ Meeting – The Chair advised that the Members would be meeting on 29th January 2024 at 2.00 pm. Mr Giorgio confirmed that 5th January 2024 was deadline for submission of information. The Chair suggested that a Teams meeting was called after The CEO had met with the Bishop. The CEO recommended that as per the previous year, each committee chair would meet with their Exec Team link. The Chair confirmed this action.

EC/119/23 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 and CSI outcomes not yet published, all COO Finance reports and the CEOs PM all **REMAIN CONFIDENTIAL** and excluded from any minutes to be made available for public inspection.

The Chair thanked all Directors and PG. PG thanked the Directors for hosting him and all the Central Team for their work.

EC/120/23 Closing Prayer

The meeting closed with a prayer led by PG.

3.40 pm The Chair requested that all Trust Central Team left the meeting ahead of Board discussions relating to the CEO’s performance management.

EC/121/23 CEOs Performance Management Feedback (CONFIDENTIAL ITEM REDACTED)

The Chair initiated a **full and detailed discussion** relating to the CEO’s Performance Management and process.

The Directors raised several questions which were answered to their satisfaction. A **resolution** was passed by the Directors.

The meeting closed at 3.55pm

Signed:.....(Chair)

Date:.....