

**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 17<sup>th</sup> July 2024, at 2.00 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) (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) A

Mr Gerard Cadwallader (GC) A

Mrs Sarah Hallam (SH)

**In attendance**

Mr James McGeachie (CEO)

Mrs M Dales (Deputy CEO)

Mr D Moore (Trust COO)

Mrs Mary Robson (Trust HR Director)

Mrs K Rich (Co- Company Secretary)

Mrs V Scarff (Marketing Manager)

Mrs V Scott (Clerk to the Executive)

**Action**

**EC/54/24 Welcome & Introductions**

The Chair welcomed all present.

**Apologies for absence**

Apologies for absence were received from GC (holiday), JJ (holiday) and JK (church business).

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

A quorum was present for the meeting.

**RESOLUTION**

**EC/55/24 Opening prayer**

The meeting opened with the Trust prayer.

**EC/56/24 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.

SH declared that she is employed by Lloyds Banking Services and declared an interest in anything related to banking services.

There were no other declarations, either direct or indirect, for items of business on the

agenda.

**EC/57/24 Correspondence**

There was no correspondence to bring forward to the meeting.

**EC/58/24 Minutes of the previous meeting held on Thursday 5th May 2024**

The minutes of the previous meeting held on Thursday 5<sup>th</sup> May, 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/59/24 Reports and Minutes of Sub Committee Meetings**

➤ **HR & Pay Committee**

The minutes of the meeting held on 6<sup>th</sup> June were received, having been previously circulated on Trust Governor. SD explained that Mrs Whitham had provided a report on flexible working to come back at the end of the year.

➤ **Finance & Estates Committee**

The minutes of the meeting held on Wednesday 3<sup>rd</sup> July 2024 were received, having been previously circulated on Trust Governor. GG explained that matters relating to SRS had been discussed in detail. These were on the agenda later in the meeting.

➤ **Audit & Risk Committee**

The minutes of the meeting held on Thursday 4<sup>th</sup> July 2024 were received, having been previously circulated on Trust Governor. AN explained that the key points of the meeting had included Cyber Attacks; the volume of parental complaints; governor training. The Chair advised that the Diocese were working on an update to the Complaints Procedure, however this had not yet been released. AN explained that a contact for stage 2 complaints for parents had been spotlighted. The CEO advised that within the Trust Complaints Policy a designated contact was listed. The Directors **agreed** to wait upon the release of the Diocesan policy before taking further action.

➤ **Catholic Life & Mission Committee**

The minutes of the meeting held on Thursday 11<sup>th</sup> July 2024 were received, having been previously circulated on Trust Governor. LH explained that there had been several resignations from the chaplaincy team; support was in place via Mr Baptist and Mrs Kemple. The Precious in my Sight document had been causing concern in some areas. The CEO explained that this document had been set up initially as a guide for Headteachers. The CEO, The HR Director and Mr Giorgio had met with the Trade Unions on 16.7.24. There had been a misinterpretation of the document in some areas, with a view that its focus was a ban on Pride. A joint positive statement was being issued by the unions and OLoL. The CEO advised that there would be a discussion in September as to what this looked like in practise.

➤ **Standards Committee**

The minutes of the meeting held on Friday 12<sup>th</sup> July 2024 were received, having been previously circulated on Trust Governor. LH confirmed that the need for developing transition across all key stages had been discussed; governor safeguarding training had been focused on; there had been an exploration of the Safeguarding Audit and new recommendations and expectation on annual checks was awaited.

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/60/24**

**Committee Work Plans**

KR explained that the Board and LGB Annual Planners would come to the first meeting of the academic year.

Committee Work Plans also remained as draft until September.

**EC/61/24**

**Legal & Regulatory**

➤ **LGB Chairs - update**

KR advised that following the last round of meetings some LGBs had already elected Chairs, however some would not be elected until September.

**Q. The Chair enquired whether LGBs should be directed to conduct elections in their Pentecost 2 meeting.**

**A.** KR explained that the matter was on the agenda for Pentecost 2, how she would ensure that this year the Pentecost 2 agenda stipulate elections must take place.

**KR**

➤ **Executive Board Sub-Committee Membership 2024-25**

The Chair confirmed that AN was reserve Director for the Catholic Life Committee.

➤ **Executive Board & Sub Committee meeting schedule 2024-25 – updated**

KR confirmed that there had been additional meeting clashes and amendments. The May Board meeting venue was yet to be confirmed. KR **requested** that any changes to cycles for 2025-26 were raised as soon as possible.

➤ **Variation & Reduction of PAN – St Augustine Webster - (Moirra Dales) – seeking Board agreement**

The Deputy CEO explained the Trust submission to the DfE with a rationale to reduce PAN at St Augustine Webster.

Movement was from a PAN of 60 to a PAN of 30. The LA had proposed a PAN of 45, however the Trust was opposed to this level as a PAN of 45 was not achievable.

**Q. The Directors queried what year the change would become effective from.**

**A.** The Deputy CEO advised that this would be operative for year 7 onwards from 2025.

The Deputy CEO tabled her letter to the Members, illustrating the fall in PAN over time. She explained that a Consultation document would go out to parents in September 2024.

**Q. The Directors questioned whether the decision was made by parents.**

**A.** The CEO advised that the decision lay with the Trust, who would consider any feedback.

➤ **Election of Board Chair / Vice-Chairs**

The Directors **noted** that an election was not required at this meeting as the Chair had been elected for 3 academic years commencing September 2023; the 2 Vice chairs had been elected for 2 academic years commencing September 2023.

**EC/61/24**

**Report from the Chief Executive Officer**

The following documents were tabled:

- CEO's Report – July 2024
- Central Services Reviews from: Headteachers; LGB Chairs; Office Managers
- Trust Strategic KPIs Report – July 2024
- SWOT Analysis - July 2024
- Secondary Staffing Consultation Report – July 2024
- Marketing update – July 2024

➤ **CEO's Report**

• **Inspections (Confidential item redacted)**

**CSI Inspections:** the Directors noted the CSI inspections that had taken place. These were fully detailed by the CEO.

**Ofsted Inspections**

The CEO reported that there had been 5 recent **Ofsted** inspections across the Trust. These were fully detailed.

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

The CEO explained that the Trust KPIs were allocated to Committees who rag rated them. Red or amber items were then recorded in the Committee minutes. There were no red items on the Trust KPIs. A Summary of the Committee KPIs was presented to the Board and the CEO explained that an **amber** rating denoted those KPIs that were behind schedule or where there were some concerns. Full details were provided to the Directors.

➤ **SWOT Analysis**

The CEO presented his updated SWOT Analysis under the three areas of strategy. Responses to the weaknesses and mitigations to the threats has been added. The review will then inform any changes to the Trust strategic and operational planning going forward from September 2024.

The Chair **recommended** mapping the Lack of Parish Priests as a Threat and that a lack of Volunteers should be reported as a Threat to governance.

The CEO advised that there was a risk in place for Strength of Governance. He agreed to add this to the SWOT.

**JWM**

**Q. The Directors queried whether a team would be brought back again to manage procurement.**

A. The Chair explained that procurement was encompassed in the Finance & Estates SWOT. It had been resolved that a different model now in place, was being monitored. The CEO explained that as the Trust had asked schools to make cuts in appointments, it

would not be the right optic to appoint a Procurement team at this time.

The CEO explained that the SWOT would form the basis of the Strategy Day discussions. The Directors **agreed** to this.

➤ **Central Services Review**

The annual stakeholder feedback surveys had been completed (closed 10.7.24).

The CEO explained that 3 surveys of the Trust had taken place with Headteachers, LGB Chairs and Office Managers.

The CEO reported that he was pleased with the overall feedback.

**Q. The Directors queried whether “N/A” was available as an option answer for all questions and might help in some scenarios. She suggested removing the neutral response options.**

**A.** The CEO explained that neutral response reflected satisfactory performance.

➤ **HR Director Recruitment Process**

12 applications had been received for the new post to replace The HR Director, and 6 had been shortlisted for interview.

An appointing panel had been in place consisting of Peter Giorgio, Laura O’Brien (Member), 2 Chairs and 3 CEOs. As a result of the process Debbie Stanley had been appointed.

Directors’ approval of appointment was sought along with a request for the new incumbent to commence the role in November 2024.

**Q. The Directors enquired whether December was too short a handover month. He suggested bringing the handover forward to 6 weeks.**

**A.** The CEO advised that The HR Director’s resignation was effective as of 31.12.24

The Directors **initiated a debate** considering the above question.

The Directors **agreed** that they were happy to approve the appointment and for the new appointee to start mid-November 2024.

**Q. A Director questioned whether the employer status on the role had changed.**

**A.** The Chair advised that both the current and new roles were employees of OLoL.

**Q. The Directors queried whether this decision should be taken to 2 other CMATs.**

**A.** The Chair explained that this was not necessary.

The CEO highlighted that with any offer letter in writing there was a risk that the person may walk away. A 3 working-week handover was proposed.

SH recommended offering a start date of 2<sup>nd</sup> December with a caveat that subject to agreements we may be able to bring the date forward. The Chair confirmed his support for this approach and would write a letter accordingly.

The Directors **agreed** to support sending a letter immediately to this effect.

➤ **Secondary Staffing Consultation (CONFIDENTIAL item redacted)**

The CEO explained that a consultation had been launched across all the Trust secondary

schools based around 3 areas of alignment:

1. To align non-contact time at 12% across all schools
2. Remove “curriculum bonus” with the timetables- so increased classes but remains within the DfE targets.
3. Leadership Time adjusted to align senior and middle leadership time at 12% of the total teacher FTE.

The Directors recognised and **commended** the CEO for his management of the current situation in relation to the consultation.

The Chair thanked the CEO for his reports.

*(3.30pm the Marketing Manager joined the meeting)*

### ➤ Marketing Update

The Marketing Manager presented her report on MarComms, previously circulated on Trust Governor.

The key points of the presentation included: multi-channel support for 15 schools comprising: Open Day leaflet campaign, YouTube Ads, banners, printed and digital prospectus and a hidden landing page to their website.

The Marketing Manager presented data highlighting the website views for specific landing pages and the increase in applications at 2 schools since 2023. 8 schools remained on the work-list for 2024-25. In 2025 the Marketing Manager would be focussing on these schools.

Next steps timeline for primary pan marketing were as follows:

- September 2024: - Digital and print prospectuses designed and distributed to all schools. - School adverts uploaded with specific demographic data applied to each. - Updated hidden landing page with key info inc. open day info, prospectus and admissions. - Foundation parents survey to understand the impact of our multi-channel campaign and make adaptations where necessary to our approach
- By December 2024: - Secondary HT meeting to share best practice for a Secondary Marketing toolkit.
- May/June 2025: - Admission application data review

Background Projects included:

- Signage
- OLoL Music Website
- A staff intranet – SharePoint established by the Marketing Manager for sharing resources.

KPIs update:

**Theme 3: Make the world a better place, especially for the most vulnerable in our society, by doing ‘little things with great love’. St Thérèse of Lisieux (Missionary Discipleship)**

*MD4 Expand and develop our internal and external relationships, particularly with our parishes, so that we can share our strengths and learn from others.– Trust Newsletter – 45% of schools had been represented.*

MD6 Actively encourage others to share our values and live them. - SEO compliance – was at 25% and was proving time-consuming.

The percentage of Schools with a prospectus was projected to 75% by the end of 2025.

The Deputy CEO **commended** the Marketing Manager for her support with the DPS EGD videos.

*(3.48pm – her reports being complete, The Marketing Manager left the meeting)*

EC/62/24

### Chief Operating Officer's Report (CONFIDENTIAL items redacted)

The following documents were tabled:

- Board Members' Monthly Finance Pack – as of May 2024
- Progress against the Financial Recovery Plan – May 2024
- Budget Planning Assumptions – May 2024
- Recommendation for the Appointment of Auditors – May 2024

#### ➤ 3-Year Budget Plan

The COO **fully detailed** the budget planning for 3 years. He provided a comprehensive explanation of income and expenditure. He emphasised that the Teacher Pay Award was not yet known, for the Budget basis a 1.9% increase had been included. For support staff, a union response was awaited.

The COO highlighted that whilst there had been improvements, there was still a deficit.

LW recommended adding some estimating and narrative to the 2026-27 budget. She requested a figure for 2026-27 with assumptions.

The COO **agreed** to circulate the submission to Directors.

DM

*(4.25pm to 4.30pm - The Directors adjourned for a short comfort break )*

#### ➤ Board Members' Monthly Finance Pack – July 2024 (reporting to the end of May 2024)

**Q. A Director enquired whether there was any date for the receipt of the RAAC money**

**A.** The COO confirmed that a date had not yet been put forward by the DfE.

*(4.33pm – SD tendered her apologies and left the meeting due to a previous appointment)*

#### ➤ Related Party Transactions

The COO 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 the COO. 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 2024 to 31st August 2025 and confirmed none of the related parties were in attendance for this element of the meeting.

RESOLUTION

- **Debt owed (Graham Green & Daniel Moore) (Confidential item redacted)**  
The COO tabled his report on the debt for the OLoL payroll and pensions service.

The Chair thanked the COO for his reports in the face of challenging circumstances.

**EC/63/24 HR Director's update**

No updates were brought forward to the meeting.

**EC/64/24 Safeguarding**

The following documents were tabled:

- **Safeguarding Report Part A & B - July 2024**

The Chair acknowledged that the Safeguarding report Parts A and B had been received and circulated on Trust Governor. The Deputy CEO explained that she had updated part B in relation to complaints.

- **Year 6 SATs Results**

The Deputy CEO advised that the SATs raw data had been presented relatively late at the Standards Committee, due to the late timing of the data availability. The DPS team would now explore the data in more depth and report to the Standards Committee.

**EC/65/24 Governance**

- **Chairs' Symposium feedback - from meeting on Wednesday 20<sup>th</sup> June 2024 (next symposium: 18<sup>th</sup> September 2024)**

Mr Stevenson reported that the Chairs' Symposium on 20<sup>th</sup> June 2024 had focussed on Staff Voice, supported by Mrs Tovey.

- **Foundation Director Training**

The Chair thanked the Directors for consistently supporting the training events. The new training plan would be circulated to Directors in due course.

- **Chairs' Symposium Annual Planner 2024-25**

KR confirmed that she had previously shared the planner.

- **CMAT Chairs' update**

Mr Stevenson reported that the CMAT Chairs had met on 3<sup>rd</sup> July 2024.

- **Board Strategy Day**

This was due to take place on Thursday 19th September 2024 at Newark.

- **LGB Advisor Request' - Board approval of the adviser roles**

KR explained that this was an Application for 4 parish priests to be moved to Advisor roles from Foundation Governors.

**The Directors RESOLVED to agree the request.**

**RESOLUTION**

**EC/66/24 Director Visits to Schools**

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

KR agreed to share a list in September. The Chair advised that that there would be an opportunity for Directors to express an interest for preferred schools, to enable an even distribution of travel to schools, and support of Directors.

- **Link Directors**

GG explained that it had come to light that a barrier to parents accessing the Little Acts of Kindness fund was filling out the physical form.



**Q. The Directors questioned whether a school could complete the form on behalf of parents.**

**A.** The COO advised that they could, however the Trust would explore the process to make the fund more accessible, then re-launch the fund with a simplified access and also to reiterate the Headteacher discretionary levels.

**EC/67/24 Other Matters**

None arising for this meeting.

**EC/68/24 Policies**

**Directly to the Board:**

None for this meeting

**From the Finance & Estates Committee**

Environmental and Sustainability Policy

**From the Audit & Risk Committee**

IT Security Policy and Acceptable Usage Policy (staff & pupils)

Biometrics Policy - no changes, just extension of review date to July 2025

**From the Standards Committee:**

Trust Home School Agreement (for Sept 2024)

Alternative Provision Policy

Attendance (updated) Policy

CLA Report to Governors (proforma)

Restricting Access to School Site Protocol

The Directors

**RESOLVED to APPROVE all 8 above policies.**

**RESOLUTION**

**EC/69/24 Dates of Next Meetings**

Meetings follow the OLoL 2024-25 Schedule and will take place at 2:00 pm on the following dates:

- Thursday 19th September - Executive Board Strategy Day - Newark
- Wednesday 9th October 2024 - Nottingham
- Wednesday 11th December 2024 - Newark
- Thursday 6th February 2025 - Nottingham
- Thursday 27th March 2025 - Newark
- Wednesday 21st May 2025 - Nottingham
- Thursday 17th July 2025 - Lincoln

**EC/70/24 Determination of confidentiality of business**

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

**RESOLVED** that all papers plus items concerning the Ofsted and CSI outcomes not yet published, Finance reports, Consultation discussion, SRS information & focussed areas on SRS would

all **REMAIN CONFIDENTIAL** and excluded from any minutes to be made available for public inspection. All meeting papers remain confidential.

**EC/71/24 Closing Prayer**

The meeting closed with a prayer led by the CEO.

**The meeting closed at 5.05 pm.**

Signed:.....(Chair)

Date:.....