

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 23rd May 2024, at 2.00 pm

Location: The Lawn, Lincoln

Membership

'A' denotes absence
'LA' denotes late arrival

<p>Foundation Directors:</p> <p>A Mr Nigel Stevenson (Chair)</p> <p>Ms Sue Dryden (Co-Vice Chair) (SD)</p> <p>A Fr John Kyne (JK)</p> <p>Mrs Ann Neale (AN)</p> <p>Mrs Lisa Walton (LW)</p>	<p>Mrs Linda Heaver (Co-Vice-Chair) (LH)</p> <p>Mr Graham Green (GG)</p> <p>Mrs Jennifer Johnson (JJ)</p> <p>Mr Gerard Cadwallader (GC)</p> <p>Mrs Sarah Hallam (SH) A</p>
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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 Scott (Clerk to the Executive)
 Mr R della Spina (Trust DoPS) (RdS) – *for item EC/42/24 only*
 Mr W Ottewell (Director of IT) (WO) - *for item EC/42/24 only*

Action

EC/37/24 Welcome & Introductions
 As the Chair was absent LH, the Co-Vice Chair chaired the meeting and welcomed all present.

Apologies for absence

Apologies for absence were received from the Chair (work commitment), SH (work commitment) and JK (Church business).

It was **RESOLVED** to accept the apologies.
 A quorum was present for the meeting.

RESOLUTION

EC/38/24 Opening prayer
 The meeting opened with the Trust prayer.

EC/39/24 Conflicts of interests and business & pecuniary interests
 AN declared that one member of her family is employed at a Trust school.

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

EC/40/24 Correspondence
 ➤ [Letter from NRCDES re: HR Director Role](#)

The CEO explained a that communication had been received from NRCDES regarding the HR Director role.

The CEO explained that Fr Simon Gillespie had written regarding the plans for The HR Director's retirement and a new HR Director would be recruited to build on the very good work of The HR Director.

Q. The Directors queried the viability of having a rotating line manager for the role.

A. The CEO explained that the line managers provided 360 support, and this was something that he was keen to retain. However, an element of the line management would be around the aspect of working practises.

Q. The Directors questioned whether the HR Director role now was different from the original role.

A. The CEO explained that the original role had evolved, and the changes had been incorporated into the new job description.

EC/41/24 Minutes of the previous meeting held on Thursday 20th March 2024

The minutes of the previous meeting held on Thursday 20th March, having been circulated on Trust Governor were **AGREED** and **CONFIRMED** by the Chair.

➤ **Matters Arising**

EC/24/24 - Schol Resources Return – The COO confirmed that he had amended the return to clarify that a Members' meeting rather than an AGM was held.

EC/12/24 – Safeguarding & Letting of School Buildings - The Deputy CEO confirmed that this had been added to the Trust Safeguarding policy and this had been amended regarding allegations.

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

EC/42/24 Reports and Minutes of Sub Committee Meetings

➤ **Second Extraordinary HR & Pay Committee**

The minutes of the meeting held on 25th April 2024 were received, having been previously circulated on Trust Governor. SD explained that all matters were covered in the CEO Report submitted to this meeting.

➤ **Catholic Life & Mission Committee**

The minutes of the meeting held on Wednesday 2nd May 2024 were received, having been previously circulated on Trust Governor. LH explained that there had been a focus on chaplaincy. The CEO confirmed that there had been a good amount of interest in the new chaplaincy roles.

Q. The Directors enquired whether exit interviews had been carried out with the chaplains that were leaving.

A. LH confirmed that they had and a variety of reasons for them leaving had been reported.

LH confirmed that the LGBTQ work from Mr Baptist had been issued to schools. The Directors agreed that the Guidance would come to the next Catholic Life & Mission Committee (next meeting).

LH/Clerk

➤ **Standards Committee**

The minutes of the meeting held on Thursday 3rd May 2024 were received, having been previously circulated on Trust Governor. LH confirmed that RdS (DPS) and WO (IT Director) would be providing a Filtering and Monitoring presentation at this meeting. The Deputy CEO had appointed a new Trust Safeguarding Manager, who was now in post.

(2.22pm RdS and WO joined the meeting)

➤ **Presentation on Cyber Security Filtering & Monitoring (RdS and WO)**

RdS & WO delivered their presentation previously circulated on Trust Governor and delivered to the Standards Committee.

RdS advised and demonstrated how the Trust mitigations in place around Filtering and Monitoring were robust.

Filtering

WO confirmed that all sites had Fortinet or FortiGate filters in place. Any other systems in schools were being phased out. FortiAnalyser tracked the content and reported back. The Trust was looking at authenticating all devices across schools. In addition, DSLs receive a weekly report of any blocked sites and were supported by the IT Helpdesk. FortiNet were working on Safeguarding to support even better reporting and alerting.

Monitoring

Measures in place for monitoring included:

Physical monitoring of students in classrooms; Network support Software in secondary schools that flagged keywords. At Primary level, Senso and Classroom.cloud were in place.

These were all supported by FortiGate internet monitoring and filtering. WO explained that FortiGuard was also a good economic choice.

Q. The Directors queried whether the Trust supported students with bullying on their own devices.

A. The CEO advised that schools had very strong antibullying policies in place. Therefore, when bullying is identified there is a strict procedure around supporting the person, informing parents and addressing the perpetrators. However, the biggest risk related to when the bullying was not reported. The CEO confirmed that an area to explore further for the Trust might be to work with parents on how much time a child was allowed access to the internet at home.

The Directors thanked RdS and WO and **agreed** that they felt highly assured of the processes in place on Filtering and Monitoring.

(2.25pm – WO and RdS left the meeting)

➤ **Finance & Estates Committee (Confidential items redacted)**

The minutes of the meeting held on Wednesday 8th May 2024 were received, having been previously circulated on Trust Governor.

The CEO provided further detail as to monies owed to the Trust and assured the Directors that there was a plan in place to recover this.

➤ **Audit & Risk Committee**

The minutes of the meeting held on Thursday 9th May 2024 were received, having been previously circulated on Trust Governor.

AN explained the key points of the meeting included an internal audit of complaints, which had returned a strong outcome and the appointment of the internal and external auditors.

There were no further Directors' questions.

LH 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/43/24

Legal & Regulatory

➤ **LGB Chairs - update**

KR advised that one new Chair had been elected at St Patrick's Mansfield.

EC/44/24

Report from the Chief Executive Officer

The following documents were tabled:

- CEO's Report – May 2024
- Trust Strategic KPIs Report – May 2024
- Strategic Plan Review Process – May 2024
- Secondary Staffing Consultation Report – May 2024
- HR Director role update – May 2024

➤ **CEO's Report**

● **Inspections (Confidential item redacted)**

CSI Inspections the Directors noted the CSI Inspections that had taken place. Full details were provided to the Directors.

Ofsted Inspections

The CEO reported that there had been 4 new **Ofsted** inspections across the Trust. Full details were provided to the Directors.

➤ **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 of KPIs and progress were provided to the Directors.

➤ **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 CEO advised that this had been accepted in 5 of the 6 secondary schools. One school had been affected more by the changes and had therefore been more opposed.

The Directors entered into a **full and detailed discussion** of the position and the current issues facing educational finances.

➤ **Strategic plan Review Process**

The CEO explained the Trust would be carrying out an annual review of its Trust Strategic Plan with the Board during Pentecost 2 (2023-24) and Advent 1 (2024-25). The aim of the review was to evaluate progress towards key priorities that were the pathways to achieving the Board’s ambitions for the CMAT.

LH thanked The CEO for his reports.

EC/45/24

Chief Operating Officer’s Report (CONFIDENTIAL items redacted)

The following documents were tabled:

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

➤ **Board Members’ Monthly Finance Pack – May 2024 (reporting to the end of March 2024)**

The COO explained that the Budget Report showed an in-year deficit of £3.2M, which was an improvement on the projected £6.6M.

➤ **Progress against the Financial Recovery Plan**

The COO explained that the original budget had been set at a £6.6M deficit based on no action. He advised that other CMATs in the UK had reported higher deficit positions. Budget Planning for the next year had commenced.

➤ **Recommendation for the appointment of Internal & External Auditors**

The COO reported that the outcome of the re-tender process for internal auditors had been to re-appoint Wylie Bisset. This had been taken to the Finance & Estates Committee and was now brought to the Board for approval.

The Directors **RESOLVED** unanimously to the appointment of Wylie & Bissett as internal auditors.

RESOLUTION

The COO explained that the outcome of the re-tender process for external auditors had been to re-appoint PKF Smith Cooper. This had also been taken to the Finance & Estates Committee and was now brought to the Board. This would now be taken to the Members for their final approval of the external auditors.

LH thanked the COO for his reports.

EC/45/24

HR Director's update

Report on Performance Management

The HR Director explained that Employee Growth and Development was underway, work was taking place on policies and training would be rolled out in September 2024.

Flexible Working - Mrs Whitham was working with Jeanette Kinney, a Flexible Working Ambassador from the DfE and would be reporting back on progress.

Update on iTrent and Payroll

The employee self-service and Office Manager Self-Service had been rolled out; Line Manager Self Service would be rolled out shortly.

Support Staff Pay Award

The Employers had put forward a full and final offer of £1290 (pro rata).

EC/46/24

Safeguarding

The following documents were tabled:

- Safeguarding Report Part A – March 2024
- Presentation on Cyber Security Filtering & Monitoring (RdS and WO)

The Chair acknowledged that the Safeguarding report Part A had been received and circulated on Trust Governor. There being no further questions at this time, the Chair thanked The Deputy CEO for her report.

The presentation on Cyber Security Filtering & Monitoring had been delivered by RdS and WO earlier in the meeting.

EC/47/24

Governance

- **Chairs' Symposium feedback - from meeting on Wednesday 1st May 2024 (K Rich) (next symposium: Thursday 20th June, in-person event)**

KR reported that the Chairs' Symposium on 1st May had focused SEF/SDP (priorities and impact).

- **In-person Symposium meeting – 20th June 2024**

KR confirmed that **Thursday 20th June 2024** was the date for an in-person symposium at Holy Trinity School from 4pm to 6pm. This would not be a hybrid event. It was open to all governors, not just Chairs.

- **CMAT Chairs' update (LH)**

On behalf of The Chair, LH reported that the CMAT chairs had met on 1st May 2024. Key points arising were as follows:

- Governors' Mandatory Training.
- Payroll Errors had been reviewed with a successful outcome. Congratulations to Mr James Osborn and his team. The Payroll report would be going forward to the next HR Committee. The CEO confirmed he had also written to Mr Osborn to thank him.
- Committee ToRs.
- HR role in Headteacher appointments.
- Catholic Leaders recruitment.
- Clergy DBS checks – the Bishop had confirmed that the Diocesan DBS covered priests on pastoral visits.
- Director Training – Mr Giorgio had requested suggestions for Director training.

- **LGB Effectiveness Report (CONFIDENTIAL item redacted)**

KR presented her report on attendance at the Chairs' Symposium.

KR provided **full details** relating to the schools included in her report.

Q. The Directors enquired whether LGBs could share governors.

A. KR advised that the Bulletin had focussed on recruiting Catholic staff to governor roles.

Q. The Directors queried whether Ofsted recognised that governors were volunteers.

A. The CEO confirmed that they did, however he explained that they were volunteering for a role. KR and the Deputy CEO would focus on the practical application of governor training, moving forward. GG suggested that Chairs could also allow Vice-Chairs to take an LGB meeting in order to provide them with experience of taking the chair.

Next Steps

KR would be attending strong LGB meetings in the next year to see good practise and share this across Trust schools.

➤ **ERG Progress Review**

KR advise that Mr Mark Blois had met with The Chair, the CEO and herself. The only matter that remained was the Self-Review for Directors and would come from the Diocese. Mr Blois had recommended sharing the RAG rated table with LGBs.

Q. The Directors questioned what the “impact of the meeting” meant for LGBs.

A. KR advised that she had compiled a list several different impacts and would share these when asked by LGBs. KR **agreed** to share this with all LGBs/Chairs.

KR

➤ **LGB Clerking Proposal 2024-25 (CONFIDENTIAL item redacted)**

KR presented her Cost Comparison Report on clerking, circulated on Trust Governor. The Directors entered into a full discussion relating to the proposal for clerking and a number of questions were asked and answered to their satisfaction.

The Directors RESOLVED to unanimously agree to the Clerking Proposal.

RESOLUTION

EC/48/24

Director Visits to Schools

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

The Directors had visited the following schools:

- JJ reported that she had visited 1 school.
- GC reported that he had visited 2 schools.
- AN reported that she had visited 2 schools.
- LH reported that she had visited 2 schools.
- GG and LH had visited one school.
- GG reported that he had visited one school.
- LW had visited a school with KR to attend the LGB meeting.

(4.20pm – SD tendered her apologies and left the meeting due to a prior commitment)

EC/49/24

Other Matters

None arising for this meeting.

EC/50/24

Policies

Directly to the Board:

Secondary School Admissions Policy 2025-26 – KR explained that the change related to Trinity School.

Q. The Directors queried why the PAN for Becket was lower than that at other Trust schools.

A. The CEO advised that it was lower than 2 schools in the Trust based on net capacity.

From the Standards Committee:

Trust Home School Agreement (for Sept 2024) (located under "other documents")

From the Audit & Risk Committee:

IT Systems Access Policy (located under "other documents")

The Directors

RESOLVED to APPROVE all 3 above policies.

RESOLUTION

EC/51/24

Dates of Next Meetings

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

- Wednesday 17th July 2024 – Loxley House, Nottingham
- Thursday 19th September 2024 – Executive Board Strategy Day – at Newark

EC/52/24

Determination of confidentiality of business

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

It was

RESOLVED those all papers plus items concerning the Ofsted and CSI outcomes not yet published, Finance reports, Consultation discussion and SRS information & focussed areas on governance and clerking proposal

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

EC/53/24

Closing Prayer

The meeting closed with a prayer led by The CEO.

The meeting closed at 4.33 pm.

Signed:.....(Chair)

Date:.....