

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 8th February 2024 at 2.00 pm

Location: Microsoft Teams

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)</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)</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)(KR)
Mrs V Scott (Clerk to the Executive)

Action

EC/01/24 Welcome & Introductions

In the absence of the Chair, SD the Co-Vice Chair, chaired the meeting. The meeting, originally planned to take place in person at The Lawn, Lincoln had been moved to Teams due to inclement weather.

The Co-Vice Chair welcomed all present to the meeting and extended the welcome to SH, this being her first full board meeting.

Apologies for absence

Apologies for absence were received from The Chair (Work commitment), JK (parish business).

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

RESOLUTION

EC/02/24 Opening prayer

The meeting opened with the Trust prayer led by SD.

EC/03/24 Conflicts of interests and business & pecuniary interests

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/04/24 Correspondence

The COO explained that he had received communication from the Regional Director's office requesting an informal meeting. This would take place at the end of February 2024.

Q. The Directors queried whether the request to meet was likely to be based upon the Trust's recent accounts.

A. The CEO advised that it was unlikely that this was the basis for the request.

EC/05/24 Minutes of the previous meeting held on Thursday 30th November 2023

The minutes of the previous meeting held on Thursday 30th November 2023, having been circulated on Trust Governor were **AGREED** and **CONFIRMED** by the Chair.

➤ **Matters Arising**

KR confirmed that all Directors now had access to all meetings.

SD confirmed that as Mrs V Scarff was away, she would report on Marketing at a future meeting.

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/06/24 Reports and Minutes of Sub Committee Meetings

➤ **HR & Pay Committee**

The minutes of the meeting held on Monday 4th December 2023 and the Extraordinary meeting held on Monday 22nd January 2024 were received, having been previously circulated on Trust Governor. The committee had focussed on headteachers' pay progressions. There had been no appeals.

➤ **Finance & Estates Committee**

The minutes of the meeting held on Wednesday 17th January 2024 were received, having been previously circulated on Trust Governor.

Mr Green explained that The COO had updated the Recovery Plan and Finance Pack. The main item for Board attention was the increase in the School Meal price.

➤ **Audit & Risk Committee**

The minutes of the meeting held on Thursday 18th January 2024 were received, having been previously circulated on Trust Governor.

Mrs Neale explained that the Directors had been pleased to note that the Holy Trinity school site was now fully operational following RAAC issues.

➤ **Catholic Life and Mission**

The minutes of the meeting held on Wednesday 30th January 2024 were received, having been previously circulated on Trust Governor.

Mrs Heaver explained that Chaplaincy recruitment had been discussed. The CEO advised that there had been an application for a chaplain role but no appointment had been made to date. Regarding Parish Links, the NRCDES now wished the booklet to go out to all CMATs and OLoL were supporting them with this. One Chaplaincy KPI had been amended due to a delay in the Religious Education Directory (RED) roll-out. The KPI had

therefore been broadened to include the work that chaplains were conducting on prayer. Living Laudatio Si had also been discussed.

➤ **Standards**

The minutes of the meeting held on Thursday 31st January 2024 were received, having been previously circulated on Trust Governor.

Mrs Neale explained that the committee had noted that there were still challenges in completion of governor training and mitigations for this had been discussed. At risk schools had been discussed and the support in place for these explored.

There were no further Directors' questions.

SD 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/07/24

Legal & Regulatory

The following documents were tabled:

- Written Resolution – CEO & Executive Pay – January 2024
- Board & Sub Committee membership revised – January 2024

➤ **LGB Chairs - update**

KR explained that there had been 2 re-elections of Chairs and 2 were awaited, one at St Norbert's, Spalding and one at Our Lady of Good Counsel.

➤ **OLoL Annual Report & Financial Statements Year Ended 31st August 2023 (confirmation of publication on CMAT website)**

KR confirmed that the deadline had been met and the statements published.

➤ **Staff costs for higher paid staff (confirmation of publication)**

KR confirmed that there was a requirement to publish the salaries for the higher paid OLoL staff. The deadline had been met and costs published.

➤ **Confirmation of Written Resolution**

The Directors **NOTED** and **CONFIRMED** that one Written Resolution had been approved outside of the meeting, this was the Resolution for CEO & Executive Pay Bands Uplift.

EC/08/24

Report from the Chief Executive Officer

The following documents were tabled:

- CEO's Report – February 2024
- Chaplaincy Report – January 2024
- Trust Strategic KPIs Report – February 2024
- Risk Register – February 2024
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➤ **CEO's Report**

• **Inspections (Confidential items redacted)**

CSI Inspections: had taken place and Directors were provided with full details of these.

Ofsted Inspections

The CEO reported that there had been 3 new **Ofsted** inspections across the Trust. Directors were provided with full details of these.

- **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. Directors were provided with full details of progress.

- **Support for Other Trusts**

The CEO explained that 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.

He advised that OLoL had been supporting other CMATs. Mr Baptist had been involved in working on a national level, The CEO had worked with Catholic Leaders and The Deputy CEO had also carried out wider reaching work.

A Trust Immersion Day had taken place on 6th February 2024 at the Diocesan Centre, Mackworth. Over 100 people had attended. It had been a positive day with highly positive feedback. Those attending had included: 17 of the 19 Diocese in England; 27 CEOs; staff from 36 different CMATs plus 3 Assistant Directors from the CES.

Q. The Directors questioned whether OLoL was ahead of other Trusts or was there a lack of opportunities for CMATs.

A. The CEO advised that there was a mix of both reasons. There was a will to move to large Trusts in other Diocese but most Trusts were currently fairly small; therefore, OLoL was able to provide advice on development into larger Trusts.

- **RAAC update**

The CEO confirmed that at Holy Trinity Newark all work was now complete and the Headteacher was very pleased with the outcome.

- **Risk Register**

The CEO advised that the top **RED** areas of risk were as follows:

Strategic & Reputational

1.3 Failure to recruit and retain high quality Catholic Leaders

Operational

2.8 Failure to ensure adequate cyber security measures are in place

2.9 Failure to ensure that the school sites are maintained to enable good quality teaching and learning

Compliance

3.6 Failure to ensure that procurement procedures are robust and compliant -

3.7 Failure to meet requirements of GDPR legislation

3.9 Failure to comply with Health and Safety legislation

Financial

4.1 Failure to ensure that the CMAT maintains overall financial control in relation to its income, expenditure and overall budget.

4.8 Failure of the CMAT to recruit sufficient learners to make it viable

Safeguarding

5.2 Failure to ensure that there is an effective culture of safeguarding across the organisation

➤ Chaplaincy Report

Q. The Directors enquired whether there was a report on the Catholic Life of the CMAT and Central Team

A. The CEO agreed to circulate the report to the Directors.

JWM/Clerk

SD thanked the CEO for his reports.

EC/09/24

Chief Operating Officer's Report (Confidential items redacted)

The following documents were tabled:

- Board Members' Monthly Finance Pack – to November 2023
- Progress against the Financial Recovery Plan – January 2024

➤ **Board Members' Monthly Finance Pack – January 2024 (reporting to the end of November 2023)**

The COO explained that the Budget Report showed an in-year deficit, which was an improvement on the projected sum.

Q. The Directors queried how the Trust controlled spending on agency staffing.

A. The COO advised that each school was allocated a small budget to spend but spending on cover for over 5 days had to be approved by the Trust. The COO explained that where the spend related to a classroom teacher there was little the Trust could do as cover was essential. However, the Trust had been working with agencies to negotiate a reduced fee for cover. They also maintained regular financial planning meetings with schools to monitor finances.

➤ **Progress against the Financial Recovery Plan**

The COO explained that a draft budget showing a deficit had been set on 22nd May 2023 and a Recovery Plan had been issued based on the budget deficit. Work had taken place with schools to realise the savings in the Recovery Plan and a deficit had been achieved to date.

A return to a balanced position was anticipated to be achieved in 2025-26.

As at the end of 2023, the deficit had been reduced however a further improved position based on current data was currently emerging.

There were also further savings to be achieved at secondary schools.

Q. The Directors questioned whether LGBs could be provided with more clarity on their budget reports.

A. The COO explained that the Trust had changed their financial planning software and now had an improved capability to provide more refined reports for schools. This would be in place once the transition to the new system was complete. It was hoped that the Finance Team would deliver a presentation to governors at a symposium once transition was complete.

➤ **School Resource Management Self-Assessment 2023-24**

This had been circulated to the Directors. Mrs Neale confirmed that there had been 100% attendance at the Members meeting.

Q. The Directors enquired whether the Trust would like the directors to explore any areas in further detail.

A. The COO advised that he was comfortable with the information in place and had evidence to support all answers.

Q. The Directors queried whether the Members' Meeting was an AGM.

A. The CEO confirmed that the requirement was to have a meeting with the Members, rather than an AGM. The CEO **agreed to confirm** this point. The COO **agreed** to add an explanatory note as follows: "An annual members meeting was held on 29th January 2024". SD confirmed she was happy with this wording.

JWM/DM

Q. The Directors questioned who the Members were currently.

A. The COO advised that in the Trust the Members sat above the Board and were defined in the Academies Trust Handbook. The Directors were the Trustees, i.e. the Board. The Members were the defacto shareholders. GG advised that in the Articles, the roles of the Bishop and Members were also further defined.

The Directors

RESOLVED that they agreed the School Resource Management Self-Assessment 2023-24 with the provision of the small amendment above for the COO. The COO agreed to notify the Directors of the addition.

**DM
RESOLUTION**

➤ **Increase Price of School Meals**

The COO advised that due to the rising cost of food prices and the increased cost of labour to ensure all staff are paid at or above the National Living Wage, the Caterers had proposed a price increase in the contract and had put forward a proposal to increase the cost of school meals:

The Finance & Estates Committee recommendation was to proceed with the following option:

To set the paid meal price at £2.60 for Primary schools and £2.80 for secondary schools, accepting that this has a further detrimental impact on the whole Trust budget of £104,728.

The Directors

RESOLVED to AGREE to set the paid meal price at £2.60 for Primary schools and £2.80 for secondary schools, accepting that this has a further detrimental impact on the whole Trust budget of £104,728.

RESOLUTION

The COO advised that parents would be notified after half term.

SD thanked the COO for his reports.

EC/10/24

HR Director's update

The following documents were tabled:

- CEO Pay Scales
- Executive Pay Scales
- Employee Growth and Development Report

➤ **Feedback from extraordinary HR Committee meeting on Monday 22nd January 2024**

The HR Director advised that the HR Committee had met to explore approving consultation on the Restructure on Central Safeguarding and to begin discussion and engagement with Trade Unions (TU) on the financial position.

An initial TU meeting had taken place and the TU had been supportive of working with Trust.

The next Extraordinary HR Committee meeting would take place on 15th April 2024 at 9.00 am

SD assured the Board that the Directors had conducted a robust debate on the proposals brought forward.

➤ **Update from Strategic HR Advisory Group on 6th February 2024 - verbal report.**

The HR Director explained that at the Strategic HR Advisory group the following points had been raised:

- **Terms of Reference (ToR) for the Pay Committee had been explored** – with the decoupling of Pay and Performance the group had looked at which reports would go to the Pay Committee and to the HR Committee. The ToRs extended across all CMATs.
- The vision for Employee Growth and Development (EGD) had been discussed.
- A TU Recognition Agreement would be circulated to the CMAT Boards
- Two Template Reports were brought forward for the HR Manager's Reports and for CMAT progression against the Diocesan Strategy. These were being standardised in order to benchmark across the 3 CMATs.

➤ **Update on vision for Employee Growth and Development.**

A draft Employee Growth and Development Report (EGD) had been put together across the 3 CMATs.

The HR Director welcomed any comments or feedback on the document. She requested that Directors contact her directly with any queries or feedback.

➤ **Confirmation of pay award for CEO and Executive posts.**

A written resolution had been previously circulated to Directors.

The Directors **CONFIRMED** their **APPROVAL** of the final pay awards for CEO & Executive posts.

RESOLUTION

EC/11/24

Safeguarding

The following documents were tabled:

- Safeguarding Report Part, A & B – January 2024

➤ **Safeguarding Report & Safeguarding Action Plan**

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

Part A - updates had been highlighted for the Directors' ease of reference.

Part B –confidential item redacted.

Q. The Directors enquired whether the new Safeguarding Manager would engage with governors to complete their mandatory training.

A. The Deputy CEO explained that that one idea put forward had been to stop governors who had not completed safeguarding training from going into schools. The Trust had

further planned how to support governors to complete their training in the future and the Safeguarding Manager role would support this further.

SD thanked the Deputy CEO for her reports.

EC/12/24 Governance

- **Chairs' Symposium feedback - from meeting on Wednesday 10th January 2024 (Linda Heaver) (next symposium: Tuesday 5th March 2024)**

LH reported that the Chairs' Symposium had focused on SEND with a presentation from Mrs Lane. Mrs Heaver reported much improved attendance at the Symposium. KR advised that a recording of the symposium was available in the Teams chat.

Next topic: Managing Complaints and Managing Behaviour and Exclusions.

In-person Symposium meeting

KR explained that a survey had been circulated to 160 people and 40 had responded.

Thursday 20th June 2024 was the proposed date for an in-person symposium at Holy Trinity School – 4pm to 6pm. KR was currently awaiting confirmation from the Parish.

- **CMAT Chairs' update (S Dryden)**

SD reported on behalf of The Chair, that the CMAT chairs had met on 1st December 2023.

- **Report on LGB Effectiveness (verbal)**

KR explained that 14 training plans and 18 monitoring plans had been received from LGBs.

Governor Recruitment – the number of governors on some LGBs was low.

Q. The Directors enquired whether the Trust had an outreach programme to corporate for governors.

A. KR confirmed that this was part of her recruitment plan along with reaching out to Parish Priests and Catholic Staff.

Q. The Directors queried whether Directors could join breakout rooms at the next Symposium.

A. KR agreed to trial this at the next symposium.

KR

KR advised that 2 parish priests had requested a switch to the Advisor Role.

Length of LGB meetings – KR advised that the LGB agendas and Headteacher report templates had been tweaked to link with School Development Plans (SDPs). There had been feedback to the Trust that some LGB meetings had been taking too long. KR had advised LGBs to focus on pre-reading all documents, to avoid presenting at meetings taking up too much time. KR would share this info at the next Headteacher Briefing.

Meeting Schedule for 2024-25 – KR confirmed that meeting planning was underway

EC/13/24 Director Visits to Schools

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

KR confirmed that all the schools in the current phase had been allocated. She thanked the Directors for their support.

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

- AN reported that she had been pleased with her LGB visit.
- GG reported one visit.
- JJ commended the work of the new Headteacher at a school.

Q. The Directors questioned whether the Trust had a recognition system for staff.

A. The CEO advised that there was no formal means to recognise staff. However, he would often write to staff to recognise achievements; there was also a mechanism under the pay policy for exceptional performance. The CEO advised that individual schools and the central team operated their own systems.

Q. The Directors enquired when the schedule for the next visits would be available.

A. KR advised that this would be ready in April 2024.

EC/14/24

Other Matters

➤ **Directors' Retreat - to note change of date - now 16th April 2024 at the Rosimini Centre.**

The Directors noted the change of date as above.

➤ **Diocesan Review of HR Director post.**

SD advised that the Diocese were undertaking some work on the HR Director post and how this would move forward when the current HR Director retired. Mr Giorgio was undertaking this work and NS was the OLoL representative on the group

EC/15/24

Policies

Directly to the Board:

Admissions Arrangements 2025-2026 - KR updated Directors on the consultation responses.

- Primary (including consultation responses)
- Secondary (including consultation responses)
- 6th Form (Trinity, Becket, Christ the King, All Saints', St Peter & St Paul)
- Primary 2024-25: *verbal update – KR advised that the Trust had hoped to reduce PAN for September 2024 at holy Trinity; however, the ESFA wording received had been very ambiguous, therefore the Trust was not able to reduce PAN for September 2024-24*
- Complaints Procedure - Schools Version - January 2024 - No changes, other than an extended review date. The diocese had been working on an update policy; however, as these policies had lapsed, they were being extended until the end of the current academic year.
- Complaints Procedure - Trust version - January 2024 - No changes, other than an extended review date.

The Directors

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

RESOLUTION

From the Finance & Estates Committee:

- Cashless Policy
- Investment Policy

From the Standards Committee:

- Drugs and Substance Misuse Policy 2024
- Guide to Attendance at OLoL Schools 2024
- Intimate Care Policy - January 2024

- Positive Handling Policy - January 2024
- Pupil Attendance Policy 2024
- Suspension and Exclusion Policy update - January 2024
- Trust Safeguarding Policy update - January 2024

The Directors

RESOLVED to APPROVE all the 9 above policies from the Committees.

RESOLUTION

EC/16/24

Dates of Next Meetings

The CEO explained that the Landlord for the offices at Lincoln had offered the Trust a reduced office space in The Lawn building. All employees had been consulted and it had been agreed that space at a primary school would be provided for Lincs staff going forward.

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

- Wednesday 20th March 2024 – Loxley House, Nottingham (*Mrs Neale via link*)
- Thursday 23rd May 2024 - The Lawn, Lincoln
- Wednesday 17th July 2024 – Loxley House, Nottingham

EC/17/24

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, Finance reports, Safeguarding Part B; HR relating to finance, and all meeting papers

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

EC/18/24

Closing Prayer

The meeting closed with a prayer led by the CEO.

The meeting closed at 4.18 pm.

Signed:(Chair)

Date: