

CONFIDENTIAL 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 11th December 2024, at 2.00 pm

Location: Loxley House, Nottingham

Membership

'A' denotes absence
'LA' denotes late arrival

LA
A

Foundation Directors:

Mr Nigel Stevenson (Chair)(NS)
Ms Sue Dryden (Co-Vice Chair)(SD)
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)
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 D Stanley (Trust Director of People)
Mrs K Rich (Co- Company Secretary)
Mrs V Scott (Clerk to the Executive)

Action**EC/91/24****Welcome & Introductions**

The Chair welcomed all present.
Mrs Neale joined the meeting by remote link.

Apologies for absence

Apologies for absence were received from Fr John Kyne (urgent parish business). Ms Dryden had advised the Chair that she would be joining the meeting late due to car trouble.

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

RESOLUTION**EC/92/24****Opening prayer**

The meeting opened with the Trust prayer.

EC/93/24**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.

Mrs Neale declared that one member of her family is employed at a Trust school.

Mrs Hallam 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/94/24

Correspondence

There was none for this meeting.

EC/95/24

Minutes of the previous meeting held on 9th October 2024

The minutes of the previous meeting held on 9th October 2024, having been circulated on Trust Governor were **AGREED** and **CONFIRMED** by the Chair.

➤ **Matters Arising**

EC/78/24 - Risk Mapping – The COO explained that he had shared via Trust Governor (TG), documents for Risk Mapping. Two risks would be reported in depth per meeting at the Audit Committee. He had also shared one document detailing how risks would be reported at committees. These would be added to Committee Work Plans

EC/86/24 - Synod – The CEO confirmed that the new date for the Synod of 21st January 2025 had been shared.

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/96/24

Reports and Minutes of Sub Committee Meetings

➤ **HR & Pay Committee**

The minutes of the meeting held on 11th November 2024 were received, having been previously circulated on Trust Governor. The HR Director explained that the HR committee had focused on the annual pay review, this was the first year of decoupling teacher pay and performance.

➤ **Finance & Estates Committee (CONFIDENTIAL)**

The minutes of the 2 meetings held on 20th November 2024 and 2nd December 2024 were received, having been previously circulated on Trust Governor. Confidential: This item was deemed confidential and was recorded in the confidential minutes.

➤ **Audit & Risk Committee**

The minutes of the meeting held on 21st November 2024 were received, having been previously circulated on Trust Governor. Mr Green explained that there had been a review of the management accounts and the Pupil Numbers on census.

➤ **Catholic Life & Mission Committee**

The minutes of the meeting held on 28th November 2024 were received, having been previously circulated on Trust Governor. Mrs Heaver explained that Directors had discussed the CSI and the differential between Catholic Life, Collective Worship and RE. The new Ordo had been shared and explored. SEN Collective Worship and good news regarding recruitment to the Chaplaincy Team had also been focussed on.

➤ **Standards Committee**

The minutes of the meeting held on 29th November 2024 were received, having been

previously circulated on Trust Governor. Mrs Neale explained that the Committee had decided upon 2 meetings in the Advent Term, and that all sub-committee meetings must happen before Audit & Risk. Flick training had also been discussed at the meeting.

There were no further Directors' questions.

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

The Directors

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

RESOLUTION

EC/97/24

Legal & Regulatory

➤ **LGB Chairs - update**

The Co-Company Secretary advised that all Chairs were in place with the exception of 2 schools.

➤ **Written Resolutions**

The Directors **noted** that the following had been previously agreed by Written Resolution:

1. Employee Growth & Development (new policy replacing the Performance Review policies for both Teaching and Support staff) and the Capability Policy (revised policy)
2. Teacher and Support Staff Pay Awards
3. CEO & Executive Post-holders Pay Uplift

(2.15 pm – Ms Dryden, having notified the Chair of a delay, joined the meeting)

EC/98/24

Report from the Chief Executive Officer

The following documents were tabled:

- CEO's Report – November 2024
- Trust Strategic KPIs Exceptions Report – November 2024
- Shaping the Strategy Report – November 2024
- Marketing Report – November 2024
- Financial Recovery Plan **(CONFIDENTIAL)**
- Options Report **(CONFIDENTIAL)**
- **CEO's Report**
The Directors confirmed receipt of the CEO's report and **were satisfied** that they had received and update on CSIs and Ofsted taking place across the Trust.
- **Trust Strategic Plan - KPIs/ monitoring**
The CEO explained that the Trust KPIs were allocated to Committees who rag rated them. There were no red items on the Trust KPIs.
- **Shaping the Strategy Report**
The CEO explained that his report was available for Directors to review at their leisure.

- **Staffing Plans (CONFIDENTIAL)**

Confidential: This item was deemed confidential and was recorded in the confidential minutes.

The Chair thanked the CEO and the COO for their reports.

EC/99/24

Chief Operating Officer's Report (CONFIDENTIAL)

The following documents were tabled:

- Board Members' Monthly Finance Pack – as of end October 2024
- End of Year Management Accounts 2023-24
- Analysis and Report on the Financial Statements 2023-24
- Draft Financial Statements 2023-24

➤ **Board Members' Monthly Finance Pack – December 2024 (reporting to the end of October 2024)**

The Directors **acknowledged receipt** of the Board Members' Monthly Finance Pack, which had been made available to them on Trust Governor.

➤ **End of Year Management Accounts**

The Directors **acknowledged receipt** of the Management Accounts, which had been made available to them on Trust Governor.

➤ **Approval of Annual Audited Accounts and Financial Statements**

The COO presented the Financial Statements for 2023-24 and reported that these had been explored in depth at the Finance & Estates Committee.

Confidential: This item was deemed confidential and was recorded in the confidential minutes.

The Directors RESOLVED to agree the statement of accounts.

Resolution

The Chair thanked The COO and his Team for the reports, explanations and work on finance.

EC/100/24

HR Director's update

The Director of People (new to role) explained that she had been settling in well and had hosted an HR Day at Mackworth for the 3 CMATs along with the HR Director. The Director of People was keen to visit schools to establish relationships with Heads.

The Chair welcomed the Director of People and thanked the HR Director, who was retiring, for all her work for the Trust.

Ms Dryden drew Directors' attention to the Pay Review Process which had progressed very smoothly this year.

The CEO reminded all that the Board would be meeting to celebrate Mrs Robson at a meal in the new year. The Co-Company Secretary and the CEO to arrange a date.

JWM/KR

EC/101/24

Safeguarding

The following documents were tabled:

➤ **Safeguarding Report Part A and B - September 2024**

The Chair **acknowledged** that the Safeguarding report Part A and Part B had been received and circulated on Trust Governor.

The Deputy CEO reported that both parts of the report had been to Committees and the new Trust Safeguarding Officer was in place.

(3.30 pm – her report being complete, the Deputy CEO left the meeting).

EC/102/24

Governance

➤ **Chairs' Symposium feedback - from meeting on 7th November 2024 (next symposium: 8th January 2025)**

The Chair commended the agenda revision with The Co-Company Secretary's updates now being delivered first.

Positive feedback had been received in respect of The COO's Risk update.

➤ **Next Symposium – 8th January 2025**

Focus on Effective Chairing – including input from Chairs and Clerks.

The Chair thanked the Directors for their continued attendance and support at the symposia.

➤ **Feedback from CMAT Chairs' meeting on 20th November 2024**

Resolutions - The Chair advised that resolutions had arisen on Pay and works was underway on the CEOs job description.

Members meeting – 23rd January 2025. The Chair reminded Directors that the meeting was now taking place at 1.30 pm not 2 pm. The Chair notified all that he would be arriving late due to a work commitment.

Member's Pre-Briefing – this would take place at 6 pm on 15th January 2025.

Synod – a new date of 21st January 2025 had been arranged.

Director Training – The Chair commended the Board's attendance at Director training.

Guarding the Mission Day – Tuesday 14th January 2025 at Mackworth. The Co-Company Secretary to share information with the Directors.

Mrs Rich

➤ **LGB Advisor Request**

The Co-Company Secretary advised that Sr Susan was seeking advisor capacity for 4 schools.

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

Resolution

EC/103/24

Director Visits to Schools

➤ **Link Director Visits updates (verbal)- matters arising for the Board**

Mrs Hallam and Mrs Johnson were concerned that Heads had not responded to their email requests for school event dates.

Mr Cadwallader commended All Saints', Mansfield.

Mr Cadwallader reported that he was concerned that the HT's office was not centrally located in the school at St Bernadette's Scunthorpe.

Mrs Heaver had visited St Peter & St Paul's Christmas Spectacular – she commended the performance.

The Chair and Ms Dryden had attended the Cathedral for school carol concerts.

Mrs Johnson reported that she had visited St Hugh's, and had been impressed. She queried whether Parent Surveys took place.

A Director enquired why Directors could not attend LGBs for more than one meeting per year.

The Chair advised that link conversations with Chairs could take place regularly, however there was no need to attend LGB meetings. The CEO explained that the Link Directors had been extremely helpful when the 2 Trusts were merging. However, if Directors attended LGBs regularly, they were often dragged into operational matters. Ms Dryden highlighted that the Director role was to link with the Chairs and not necessarily to attend LGB meetings. It was also a link for Chairs to turn to for support. Mrs Johnson stated that she felt it broke established bonds to attend only one LGB meeting per year and that schools were disappointed to lose the Director presence.

The Chair **strongly advised** that Directors did not attend every LGB meeting.

EC/104/24 Other Matters

There were no additional matters for consideration.

EC/105/24 Policies

Directly to the Board:

Secondary Admissions Arrangements 2026-27
Sixth Form Admissions Arrangements 2026-27
NRCDES Suspension and Permanent Exclusion Policy - December 2024
Suspension and Permanent Exclusion Guidance for Schools - December 2024
Suspension and Permanent Exclusion Guidance for Clerks - December 2024

The Directors

RESOLVED to APPROVE all of the above policies.

Resolution

From the HR & Pay Committee:

Teachers' Pay Policy
Employee Growth & Development Policy - 2024 (to note as already ratified)
Performance & Capability Policy - 2024 (to note as already ratified)

From the Finance & Estates Committee:

Financial Regulations Manual - 2024
Business Interests Policy - 2024
Expenses Policy for Governors and Directors - 2024
Asbestos Policy - 2024
Extension of review dates to November 2025 were approved for the:
Business Continuity Policy
Lettings Policy
PAT Testing
Estates Policy
Minibus Policy
Company Vehicle Policy

From the Audit & Risk Committee:

Workforce Census Form
Modern Slavery Statement

From the Standards Committee:

Trust Safeguarding Policy
Trust Safeguarding Statement
Behaviour Policy Guidance - for information purposes only
Consultation Guidance for Trust & Schools - for information purposes only
Inset Day Guidance 2024-25 - for information purposes only
Managing Allegations Protocol
Searching and Confiscations Policy
SEND Policy
Student and Mental Health & Wellbeing Policy
Alternative Education Pathways Policy 2024

The Directors

RESOLVED to APPROVE all the above policies.

Resolution

EC/106/24 Dates of Next Meetings

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

- Thursday 6th February 2025 – Loxley House, Nottingham
- Thursday 27th March 2025 – Loxley House, Nottingham
- Wednesday 21st May 2025 – Our Lady of Lincoln Primary School, Lincoln
- Thursday 17th July 2025 – Loxley House, Nottingham

EC/107/24 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 Finance reports and items relating to Staffing discussions

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

Forward Planning:

The Co-Company Secretary advised that Companies house was making changes regarding Directors. Further Guidance was expected in spring/summer 2025 and must be implemented by 2026 or fines would be levied.

EC/108/24 Closing Prayer

The meeting closed with a prayer led by the CEO.

The meeting closed at 4.00 pm.

Signed:.....(Chair)

Date:.....