

**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:** Thursday 27<sup>th</sup> March 2025 at 2.00 pm

**Location:** The Trust Offices, Loxley House, Nottingham

**Membership**

‘A’ denotes absence

‘LA’ denotes late arrival

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) A

Mr Graham Green (GG)

Mrs Jennifer Johnson (JJ)

Mr Gerard Cadwallader (GC)

Mrs Sarah Hallam (SH) A

**In attendance**

Mr James McGeachie (CEO)

Mrs M Dales (Deputy CEO)

Mr D Moore (Trust COO)

Mrs D Stanley (Trust Director of People)

Mrs K Rich (Co- Company Secretary)

Mrs V Scott (Clerk to the Executive Committees)

A

Mr P Giorgio (Director of Education, NRCDES)

**Action****EC/19/25****Welcome & Introductions**

The Chair welcomed all present.

**Apologies for absence**

Apologies for absence were received from Mrs Hallam (work commitment), Fr John Kyne (church commitment), Mrs Heaver (personal) and Mr Giorgio (Work Commitment).

Mrs Neale had notified the chair that she would be late joining the meeting due to a prior commitment.

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

A quorum was present for the meeting.

**RESOLUTION**

The Directors passed on their best wishes to Mrs Heaver and her husband.

**EC/20/25****Opening prayer**

The meeting opened with the Trust prayer.

**EC/21/25****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.

The Deputy CEO 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/22/25**

### **Correspondence**

The following documents were tabled:

- Letter re: St Augustine's Stamford - from Corinne Murphy, DfE (*James McGeachie*)
- Letter re: Members Meeting - from Peter Giorgio, NRCDES (*Nigel Stevenson*)

#### **Letter re: St Augustine's Stamford - from Corinne Murphy, DfE (James McGeachie)**

Corinne Murphy, from the DfE, had written to the CEO and the Deputy CEO to congratulate the team and all staff involved at St Augustine's Catholic Voluntary Academy, Stamford for the outcome of their recent Ofsted inspection. The CEO explained that the school had been supported by The Deputy CEO, the DPS team and the Finance Department. He **commended** the teams involved in supporting the school.

#### **Letter re: Members Meeting - from Peter Giorgio, NRCDES (Nigel Stevenson)**

The Chair explained that he had not yet met with Fr Simon or Mr Giorgio to discuss the matters raised in the letter.

#### **Q. The Directors queried whether the letter had come directly from the Bishop.**

A. The Chair advised that the letter was from Mr Giorgio on behalf of the Bishop.

#### **Q. The Directors questioned whether the number of Members who should attend the meeting had been confirmed.**

A. The Chair advised that the number of Members that should attend was 4.

**EC/23/25**

### **Minutes of the previous meeting held on 4<sup>th</sup> February 2025**

The minutes of the previous meeting held on 4<sup>th</sup> February 2025, having been circulated on Trust Governor were **AGREED** and **CONFIRMED** by the Chair.

#### **➤ Matters Arising**

**EC/07/25 - Committee Changes** – all changes had been noted by the Board.

**EC/07/25 - Training and Scheduling NRCDES** – The CEO had shared the Board's feedback with Mr Giorgio who had undertaken to provide more notice of forthcoming Director training.

**EC/07/25 - Committee meetings** – the Chair confirmed that the Executive Team was currently working on reducing committee meetings to 1.5 hours each.

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/24/25**

### **Reports and Minutes of Sub Committee Meetings**

#### **➤ HR & Pay Committee**

The minutes of the meeting held on 6<sup>th</sup> March 2025 were received, having been previously circulated on Trust Governor. Mrs Johnson had chaired the meeting and explained that the key focus of the meeting had been on the staffing and also the Holiday Purchase Proposal that would be recommended to the Board later in the meeting.

#### **➤ Finance & Estates Committee**

The minutes of the meeting held on 12<sup>th</sup> March 2025 were received, having been

previously circulated on Trust Governor. Mr Green explained that the main focus of the meeting had been the School Management Self-Assessment Form and a letter from Mr Deglan Lloyd of the DfE. The Chair thanked the Finance Team for work quickly executed as a result of the DfE letter.

➤ **Audit & Risk Committee**

The minutes of the meeting held on 13<sup>th</sup> March 2025 were received, having been previously circulated on Trust Governor. The Chair being absent from the Board meeting, the minutes were presented by the Vice-Chair, Mr Green. He explained that reporting of assault data, the detrimental effect of radon and non-completion of Flick Training had been the key areas of meeting focus.

**Q. The Directors enquired what actions were in place to resolve the Flick training.**

A. The Deputy CEO advised that a letter would be going out to Headteachers naming those who hadn't completed the Flick training in order that this could be pursued by schools.

**Q. The Directors queried what action had been taken regarding non-completion of training by governors.**

A. The Deputy CEO advised that letters had already been sent, and Chairs informed in order that they could follow this up with their LGBs.

**Q. The Directors recommended that a question was added to EGD Forms asking whether staff had completed their mandatory training.**

The Deputy CEO confirmed that this would be added. Clear expectations for Inset Day completion of training would also be issued to schools.

MD

➤ **Catholic Life & Mission Committee**

The minutes of the meeting held on 20<sup>th</sup> March 2025 were received, having been previously circulated on Trust Governor. Mrs Neale had chaired but as she had not yet joined the Board meeting, Mr Cadwallader explained that the focus of the committee had been a presentation from Mr Baptist. The date of the next Syond was noted to be 27<sup>th</sup> January 2026.

➤ **Standards Committee**

The minutes of the meeting held on 21<sup>st</sup> March 2025 were received, having been previously circulated on Trust Governor. Mrs Neale had chaired but as she had not yet joined the Board meeting, Mr Cadwallader explained that the focus of the meeting had been schools causing concern; safeguarding; secondary data and 4 policies to bring forward.

The Chair **thanked** The Deputy CEO and DPS team for all their work at the school.

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/25/25

**Legal & Regulatory**

➤ **LGB Chairs - update**

The Co- Company Secretary advised additional support was being put in place for one

school. The Chair explained that the Chair of governors had been stood down, however the Vice-Chair would step up into the role going forward. Fr Joe Wheat had been undertaking some recruitment work and there were 3 potential governors to bring forward to the school. The Chair of the Board confirmed that he would be attending the next LGB meeting at the school.

➤ **Website Compliance Report to the Board**

The Co- Company Secretary was delighted to report that all 36 schools had completed their audits. Some were being supported with policies and equality objectives. The Co- Company Secretary confirmed that the Gender Pay Gap Report would be published on time by 31<sup>st</sup> March 2025.

**Q. The Directors enquired whether there were any concerns regarding the Gender Pay Gap report**

The Director of People advised that the report was a year in retrospect. Going forward the report would be assembled in the current year; data would be analysed, and any learning would be taken forward.

EC/26/25

**Report from the Chief Executive Officer**

The following documents were tabled:

- CEO's Report - March 2025
- Trust KPI Exceptions Report – March 2025
- Shaping the Strategy 2025-28

• **CEO's Report**

The Directors confirmed receipt of the CEO's report and **were satisfied** that they had received an update on CSIs and Ofsted taking place across the Trust.

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

*(2.31pm – by prior agreement with the Chair, Mrs Neale joined the meeting)*

• **Financial Recovery Plan**

The recovery plan and the timing of this was discussed.

• **Serious Safeguarding Issue** **(CONFIDENTIAL)**

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

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

The CEO explained that the Trust KPIs were allocated to Committees who rag rated them. He advised that there were no red items on the Trust KPIs; since the plan was nearing the end of the cycle much of it was now green.

**Theme 2: Work together so that we can all achieve our full potential, deepen our faith and realise our God-given talents (Discipleship)**

**SP2: Ensure that every pupil has access to the very best teaching in an inspirational physical and technical learning environment - AMBER** - due to the condition of

classrooms at All Saints’.

**Q. The Directors enquired whether the DfE had provided any update relating to the refurbishment at All Saints’.**

A. The COO advised that the Trust had made a decision not to maintain the buildings, as this would result in the school being moved off the list for the refurbishment programme. The CEO advised that the school remained in Priority 3 with a 2027 start date. However, the DfE had suggested that there could be an entire re-build if the Trust waited.

**Q. The Directors questioned whether the local MP had been invited to visit the school.**

A. The COO advised that this had been delayed due to Mr Burrough being absent. The Chair advised that the COO continued to arrange the visit with the Headteacher.

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

**SP2: Develop a structured programme of charitable works – AMBER** – the overarching plan had not considered the individuality and subsidiarity of each school.

**SP6: Actively encourage others to share our values and live by them -AMBER** – The CEO explained that current financial restrictions meant that the Trust was not always able to partner with those suppliers that those that were the most aligned with its values.

- **Shaping the Strategy**

The CEO presented the Strategy for 2025-28 and links to the risk register. He advised that a Strategy Day for the Board would take place in September 2025.

The Chair enquired about the role of NRCDES in relation to the strategy discussions. He **proposed** that Mr. Giorgio be invited to the Strategy Day in September.

JWM/NS

EC/27/25

**Chief Operating Officer’s Report (CONFIDENTIAL)**

The following documents were tabled:

- Board Members’ Monthly Finance Pack – March 2025
- Progress towards the Recovery Plan – March 2025

➤ **Board Members’ Monthly Finance Pack – March 2025 (reporting to the end of January 2025)**

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

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

➤ **Progress towards the Recovery Plan**

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

The Chair **assured** the Directors that the Finance & Estates Committee was focussing on this area.

The Chair **thanked** Mr Moore for his reports.

EC/28/25

## Director of People's Report

The following documents were tabled:

- Pay Negotiations Update – March 2025
- Holiday Purchase Proposal – March 2025

### ➤ Pay Negotiations Update – March 2025

The Director of People explained that she had met with the NEU and advised that 2.8% was unlikely to be the final figure for the Teacher pay award. Final Support Staff and Teacher Pay Award figures were not yet known. Mrs Stanley advised that the CES had invited her to join a national working group on this matter.

### ➤ Holiday Purchase Proposal – March 2025

The Director of People explained that the Holiday Purchase proposal had been received by all 3 CMATs. The proposal enabled support staff to buy up to 5 days of holiday (subject to critical timings and approval). There would be no associated cost to the Trust.

**Q. The Directors questioned whether there was a pension implication for those staff that exercised the proposal.**

A. The Director of People confirmed that there was. At the point of application this would be made clear to staff. The Chair confirmed that this **must be** included in the policy.

DS

The Directors

**RESOLVED** to agree to the proposal.

Resolution

EC/29/25

## Safeguarding

The following documents were tabled:

- Safeguarding Report Part A and B – March 2025

### ➤ Safeguarding Report Part A– March 2025

The Chair **acknowledged** that the Safeguarding report Part A and Part B had been received and circulated on Trust Governor. The Deputy CEO advised that there had been little change to the reports.

The CEO advised that low-level concerns would emerge as an increasingly important area of focus.

**Q. The Directors enquired whether trainee teachers should report any incidents that they observed outside of school.**

The Deputy CEO **agreed** to explore this matter further. The CEO confirmed that staff safeguarding duties did not end at the school gates.

MD

### ➤ Safeguarding Report Part B

The Deputy CEO highlighted that the Annual Report by DSLs was not yet due and was therefore rag rated amber.

EC/30/25

## SEND Annual Report

The Deputy CEO noted that this was the first report of its kind and emphasised that it had been presented to the Standards Committee, where some degree of duplication was identified. She stated that future reports would be significantly shorter and would include a stronger focus on risk.

Mr. McGeachie underscored the critical importance of this report in light of current trends in SEND.

Confidential: Some of this item was deemed confidential and was recorded in the

confidential minutes.

EC/31/25

## Governance

- **Feedback from CMAT Chairs' meeting on 25th March 2025**

The Chair explained that the main focus of the CMAT Chairs' meeting had been on the following key areas:

**Strong and Flourishing Catholic MAT Framework** – written by the Birmingham Diocese it may prove a potential self-assessment form for our Trusts but needed work from Mr Giorgio to reflect the NRCDES.

**Chaplaincy Provision** – The Chair was keen to focus on the positive/top benchmarks for chaplaincy rather than setting minimum standards.

The CEO **cautioned** against the sharing of Mr Baptist's time (Director of Chaplaincy) too far outside the Trust.

**Succession Planning and Loss of Chairs of Boards** – The Chair assured the Board that he met with the Vice-Chairs every 2 weeks and updated them on all board matters. They were well briefed to step-up and chair if needed.

**Foundation Directors' Retreat** – this would take place on 14<sup>th</sup> May 2025 at the Rossimini Centre, Ratcliffe College.

- **Chairs' Symposium feedback - from meeting on 4<sup>th</sup> March 2025 (next symposium: Thursday 1<sup>st</sup> May 2025: focus on SDP and Marketing for governors)**

The Co- Company Secretary explained that Mr Baptist and Mr della Spina had both presented at the last Symposium and the Deputy CEO had explained the RAG rated SDP format. All had been received well by governors and good feedback had been returned.

- **Meeting Schedule 2025-26 - discussion point**

The Co- Company Secretary explained that the changes to the meeting schedule were as follows:

- **Audit & Risk** - now 5 meetings per year (Lent 1 NO meeting)
- **Finance & Estates and Audit & Risk** - had been moved to different weeks. FE on Thursdays. AR now back to last meeting in the cycle.
- **Chairs' Symposium** – now reduced to 4 – 2 in advent; 1 Lent; 1 Pentecost
- **Meeting length** – The Co- Company Secretary proposed that meetings would last 1.5 hours for Committees and 2 hours for the Board meeting going forward.

**Resolution**

The Directors **RESOLVED** to agree the changes and proposal.

EC/32/25

## Director Visits to Schools

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

The Chair thanked the Co- Company Secretary for organising the current cycle which was now complete.

The Co- Company Secretary was currently planning the Pentecost cycle of meetings. She thanked Directors for their responses so far. There were 8 schools awaiting Directors' allocation.

EC/33/25

## Other Matters

- **PAN at St Edmund Campion**

The Deputy CEO highlighted that the school was moving from a PAN of 60 to a PAN of 45 in the next round for 2027-28.

The Co- Company Secretary advised that this form part of the Diocese consultation.

**Q. The Directors enquired why the PAN needed to be reduced.**

A. The Chair the national decline in birth rates, coupled with local residents opting to send their children to feeder schools for other local secondary schools, was contributing to the challenge. Additionally, the school's location in an older, more established estate, with a decreasing population of children, was further impacting enrolment numbers.

The Directors

**RESOLVED to AGREE** the reduction in PAN could be taken forward.

Resolution

EC/34/25

**Policies**

**Directly to the Board:**

*(contact name changes):*

Director Privacy Notice

LGB Privacy notice

Admissions Privacy Notice

Visitor Privacy Notice

CCTV Policy

**From the HR Committee:**

Leave of Absence

Maternity and Paternity

Menopause

**From the Finance & Estates Committee:**

Staff Expenses and Overseas Travel Policy

Bad Debt and Write-Off Policy

**From the Audit & Risk Committee:**

Pupil Privacy Notice

Pupil Consent Form

Business Continuity Plan

From the Catholic Life Committee: none for this meeting.

**From the Standards Committee:**

Intimate Care Policy

Suspensions and Permanent Exclusion Policy

Suspension and Permanent Exclusion Guidance for Schools

Suspension and Permanent Exclusion Guidance for Clerks

The Directors

**RESOLVED to APPROVE** all of the above policies.

*(3.55pm – by prior agreement of the Chair, the Director of People left the meeting due to an existing work commitment)*

EC/35/25

**Dates of Next Meetings**

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

- Wednesday 21st May 2025 – Our Lady of Lincoln Primary School, Lincoln *(to note: Fr Simon Gillespie would be attending the meeting)*
- Thursday 17th July 2025 – Loxley House, Nottingham

EC/36/25

**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; safeguarding issue; SEND Report and Staffing discussions,



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

**EC/37/25**

**Closing Prayer**

The meeting closed with a prayer led by the CEO.

**The meeting closed at 4.00 pm.**

Signed:.....(Chair)      Date:.....