

**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:** Tuesday 4<sup>th</sup> February 2025 at 2.00 pm

**Location:** The Becket School, Nottingham

**Membership**

‘A’ denotes absence

‘LA’ denotes late arrival

**Foundation Directors:**

A Mr Nigel Stevenson (Chair)(NS)

Ms Sue Dryden (Co-Vice Chair)(SD)

Fr John Kyne (JK)

Mrs Ann Neale (AN)

A Mrs Lisa Walton (LW)

Mrs Linda Heaver (Co-Vice-Chair) (LH)

Mr Graham Green (GG) A

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)

A Mrs D Stanley (Trust Director of People)

Mrs K Rich (Co- Company Secretary)

Mrs V Scott (Clerk to the Executive)

Mrs V Scarff (Trust Marketing Manager) *for item EC/08/25 only***Action****EC/01/25 Welcome & Introductions**

The Chair welcomed all present.

**Apologies for absence**

Apologies for absence were received from Mrs Walton (school commitment), Mr Green (personal) and Mrs Stanley (holiday).

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

A quorum was present for the meeting.

**RESOLUTION****EC/02/25 Opening prayer**

The meeting opened with the Trust prayer.

**EC/03/25 Conflicts of interests and business & pecuniary interests**

Mr Stevenson 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.

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/04/25 Correspondence**

There was none for this meeting.

**EC/05/25 Minutes of the previous meeting held on 11<sup>th</sup> December 2024**

The minutes of the previous meeting held on 11<sup>th</sup> December 2024, 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/06/25 Reports and Minutes of Sub Committee Meetings**

➤ **Catholic Life & Mission Committee**

The minutes of the meeting held on 16<sup>th</sup> January 2025 were received, having been previously circulated on Trust Governor. Mrs Heaver (sub-committee Chair) explained that Chaplaincy was fully staffed bar one vacancy.

➤ **Standards Committee**

The minutes of the meeting held on 24<sup>th</sup> January 2025 were received, having been previously circulated on Trust Governor. Mrs Neale (sub-committee Chair) explained that the main focus of the meeting had been monitoring and compliance training.

➤ **Audit & Risk Committee**

The minutes of the meeting held on 29<sup>th</sup> January 2025 were received, having been previously circulated on Trust Governor. Mrs Hallam (sub-committee Chair) explained that the meeting had focussed on Assault Reporting and the Review of Cyber Security alongside standing agenda items.

➤ **Finance & Estates Committee**

The minutes of the meeting held on 30<sup>th</sup> January 2025 were received, having been previously circulated on Trust Governor. The Chair explained that the main focus had been on the Finance Pack and the Recovery Plan, to be covered later in this 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/07/25 Legal & Regulatory**

➤ **LGB Chairs - update**

The Co-Company Secretary advised that the Vice Chair at St Mary's Grantham, was temporarily covering since the Chair had stepped down from post.

➤ **ESFA Funding Statement – confirmation**

The Co-Company Secretary confirmed that the ESFA Funding Statement had been uploaded to the website by the deadline of 31<sup>st</sup> January 2025.

➤ **CMAT Board Sub-Committee composition changes**

The Chair advised that there had been changes to the composition of sub-committee members due to Directors' work commitments. He thanked Mrs Neale for stepping up as Vice Chair of the Catholic Life & Mission Committee.

The Chair advised that he, the CEO and the Co-Company Secretary would meet to explore the number of meetings that were required in order to meet obligations.

**NS/JWM/KR**

Mrs Heaver highlighted that the timing of the Members' Meeting, Director training and the Board Away Day had impacted on the burden of meetings all at once. Mrs Hallam requested that a survey of Director's' free time was undertaken to ascertain when this was i.e. day or evening. Mrs Hallam had calculated that the time commitment for a Director was 14 hours per month, which was hard to reconcile with workplaces.

Ms Dryden **queried** whether training could be spread out more evenly across the year and requested that this query was passed to Mr Peter Giorgio. Mrs Hallam **recommended** an annual overview of training. The Co-Company Secretary and the Chair to explore this matter.

**KR/NS**

**The Directors enquired whether streamlining of meetings/content could take place to avoid repetition.**

The Chair **agreed** that meetings could be made shorter, for example. The CEO reported that he had asked each Committee to consider how the Executive Team works with them to explore the amount of information shared at meetings. Mrs Hallam suggested that the Diocese might schedule training in the school holidays, since the holiday pattern did not affect most Directors.

Mr Cadwallader wished to protect the Director Visits and Link Visits and felt that these should not be cut back.

**The Directors enquired whether some meetings could take place in the school holidays.**

The Deputy CEO highlighted that the collection of data was often required from schools in order to produce committee reports. This could not be done in the holiday period. Mrs Neale **suggested** trialling shorter agenda. Mrs Heaver **recommended** introducing more detailed work plans as a start point for meeting planning. The CEO highlighted that recruiting additional Directors would also help to resolve the burden.

The Directors **agreed** that a trial of different meeting schedules and potential ways of working would be discussed by The CEO, The Co-Company Secretary and The Chair.

**JWM/NS/KR**

**EC/08/25**

**Report from the Chief Executive Officer**

The following documents were tabled:

- CEO's Report - February 2025
- Trust KPI Exceptions Report – February 2025
- Marketing update - February 2025

- **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.

**Recent Ofsted inspections (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)**

**SP6: Develop a team around the child strategy** - The CEO highlighted that this KPI was rated AMBER. The outcome had been achieved, but by a different method.

**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 financial restrictions sometimes meant that the Trust was not able to partner with those suppliers that those that were the most aligned with its values.

- **Update on Staffing (CONFIDENTIAL)**

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

- **Safeguarding Issue (CONFIDENTIAL)**

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

- **Marketing Update**

*(2.48pm – the Trust Marketing Manager joined the meeting)*

The Marketing Manager presented her report previously circulated on Trust Governor. She focussed on St Joseph's Cleethorpes, where the following work had been undertaken to raise the pupil numbers at the school:

- Regular project meeting established with Headteacher to look at boosting visibility in the area.
- Competitor analysis undertaken in locality
- Polish banners, posters and leaflets distributed in the Parish dispelling fee-paying myth
- Headteacher introducing himself to the local community
- Buy-in and support meeting with Fr. Andrew
- Parent survey at Polish school

- New and improved outdoor banners
- **Signage**  
Installation of Nottingham and Lincolnshire signage had taken place.  
The Trust was still awaiting planning permission for some signs – this aspect was managed by the Estates team.
- **Sustainability**  
A new sustainability logo had been developed and there had been a brand launch and a video compiled.
- **Music Service Website**  
The move to texting to chase music lesson payments had saved admin time and brought in faster settlement of overdue accounts.
- **Secondary school marketing toolkits**  
The focus had been to introduce consistency in Y6/7 & Y11/12 transition days and open day approaches across all Trust secondary schools.
- **Developing our recruitment pipeline**  
Work had taken place with HR and ITT to improve and promote recruitment.  
September 2024: Launched a new 'Work with us' microsite on our Trust website inc. a testimonials page  
January 2024: Piloting Alumni page on The Becket website  
February 2024: Supporting recruitment fair promotion via social media and marketing materials
- **Communications Guidance**  
October 2024: Exec team approved  
December/January 2025: Out for review with Headteachers.  
January 2025: Ready to issue to all parents and carers
- **EDI branding**  
November 2024: Working with EDI working group to create a brand identity  
January 2025: Working on branding to support future marketing initiatives

The Chair thanked the Marketing Manager for her report and all her work on marketing. He also thanked the CEO for his earlier reports.

*(3.00 pm – her report being complete, the Marketing Manager left the meeting)*

EC/09/25

#### **Chief Operating Officer's Report (CONFIDENTIAL)**

The following documents were tabled:

- Board Members' Monthly Finance Pack – as of end December 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.  
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.

➤ **Report on Review of Risk Register undertaken by Committees**

The COO explained that the Trust had a map of each risk and the committee it sat with. He would ensure that this was covered going forward. The Trust had commenced an in-depth review of high-level risk at the Audit and Risk committee: the last meeting had focussed on Budgetary Controls and Cyber Security.

➤ **Environmental Sustainability work**

Good progress was being made on Environmental Sustainability. The Trust-wide Eco Council had met at the Synod in January 2025. The Diocese had also established an eco-group and Ms Dryden sat on the group. The Director of Estates would be part of the Working Group to establish a policy.

The CEO advised that the Trust's approach was to demonstrate this outward from the Central Team first.

The Chair thanked the COO for his reports.

**EC/10/25**

**Director of People's Report**

There was no report for this meeting. The CEO had reported on matters relating to Safeguarding and staffing.

**EC/11/25**

**Safeguarding**

The following documents were tabled:

➤ **Safeguarding Report Part A and B – January 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 she would be revising the format of both Parts A and B of the report.

Ms Dryden explained that she had attended the Safeguarding Leads Network and was **concerned** about the low number of staff present.

Ms Dryden fed back the response from governors regarding the chasing letters that had been sent out by the Trust. The CEO advised that the Trust had checked with all Headteachers prior to sending the letters, that there were no circumstances as to why they should not to send them.

**The Directors questioned whether there was anything to consider from the recent stabbing that had taken place in a school nationally and the rise in knife crime generally.**

The Deputy CEO advised that she would focus on this at the next DSL Network meeting.

**EC/12/25**

**Governance**

➤ **Chairs' Symposium feedback - from meeting on 8<sup>th</sup> January 2025 (next symposium: 4<sup>th</sup> March 2025)**

The Chair proposed a re-think of the Symposium format going forward. Mrs Hallam commended the format of the last symposium and sharing of good practise among Chairs.

➤ **Next Symposium – 4<sup>th</sup> March 2025**

**Focus:** Catholic Life updates from the Director of Chaplaincy and Ofsted & CSI updates from Mr della Spina. The CEO explained that the purpose of the session was to support governors to understand their role in the processes, planning and preparation. Mrs Hallam suggested that this was delivered peer-on-peer by experienced Chairs. She recommended a sharing aspect and a learning aspect to each symposium.

The CEO highlighted that Ofsted inspections had begun to call more frequently for Trust Director representation. The framework indicated that Inspectors should speak to “those responsible for governance”. The Deputy CEO advised that this was not a request at every inspection, however.

➤ **Feedback from CMAT Chairs’ meeting**

Focus had been on:

- Environmental Policy
- An HR overview from the Director of People
- EGD for CEOs
- Staff Surveys
- Changes to LGB Advisor guidance
- Fr Simon Gillespie will be attending a Board meeting. The Co-Company Secretary would liaise with Fr Simon to establish the date.

KR

➤ **Feedback from the Members’ Meeting**

The Chair thanked the Directors for attending the Members’ Meeting. Feedback had been requested, and a response was awaited.

**Q. The Co-Company Secretary enquired whether the Members’ Meeting could take place online.**

Mrs Neale advised she had attended her first meeting online which had not been as successful as the face-to-face meetings.

➤ **LGB Effectiveness (CONFIDENTIAL)**

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

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

The Directors agreed that this had been covered earlier in the meeting under point EC/07/25.

**EC/13/25**

**Director Visits to Schools**

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

There were no further matters for the Board arising from Director visits that not already been discussed in the meeting.

**EC/14/25**

**Other Matters**

There were no additional matters for consideration.

**EC/15/25**

**Policies**

**Directly to the Board:**

**Primary Admissions Policy 2026-27**

Primary Admissions Consultation – stakeholder responses

PAN reduction – supporting documentation

The Directors

**RESOLVED to APPROVE** the primary admissions policy.

Mrs Rich cautioned that an official objection may be raised in the future.

**Resolution**

**From the Standards Committee:**

Drug and Substance Misuse

Positive Handling

**From Audit & Risk:**

SARS Policy

**The Directors**

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

**Resolution**

**EC/16/25**

**Dates of Next Meetings**

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

- 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/17/25**

**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; LGB Effectiveness; and Staffing discussions,

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

**EC/18/25**

**Closing Prayer**

The meeting closed with a prayer led by the CEO.

**The meeting closed at 4.25 pm.**

Signed:.....(Chair)

Date:.....