

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 9 th October 2024, at 2.00 pm		
Location:	Loxley House, Nottingham		
Membership	Foundation Directors:		
‘A’ denotes absence	A	Mr Nigel Stevenson (Chair)(NS)	Mrs Linda Heaver (Co-Vice-Chair)(LH)
‘LA’ denotes late arrival		Ms Sue Dryden (Co-Vice Chair)(SD)	Mr Graham Green (GG)
	A	Fr John Kyne (JK)	Mrs Jennifer Johnson (JJ) A
		Mrs Ann Neale (AN)	Mr Gerard Cadwallader (GC)
		Mrs Lisa Walton (LW)	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 K Rich (Co- Company Secretary) Mrs V Scott (Clerk to the Executive)		

		Action
EC/73/24	Welcome & Introductions The Chair being absent, Co-Vice Chair Mrs Heaver, stepped up to chair the meeting and welcomed all present. Mr Green joined the meeting by remote link. Apologies for absence Apologies for absence were received from Mr Stevenson (work commitment), Mrs Johnson (holiday) and Fr John Kyne (church business). It was RESOLVED to accept the apologies. A quorum was present for the meeting.	
EC/74/24	Opening prayer The meeting opened with the Trust prayer.	RESOLUTION
EC/75/24	Conflicts of interests and business & pecuniary interests 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/76/24 Correspondence

The COO explained that he had received a letter regarding the Trust External Audit and requested a Director's signature. Mr Cadwallader offered to act as signatory.

EC/77/24 Minutes of the previous meeting held on Wednesday 17th July 2024

The minutes of the previous meeting held on Wednesday 17th July 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/78/24 Reports and Minutes of Sub Committee Meetings

➤ **Audit & Risk Committee**

The minutes of the meeting held on 25th September 2024 were received, having been previously circulated on Trust Governor. The committee Chair, Mrs Hallam explained that the key points of the meeting had included reviews of internal audits, with strong reporting feedback. Risk Mapping would be brought to the next Board meeting in December.

DM

➤ **Finance & Estates Committee**

The minutes of the meeting held on 26th September 2025 were received, having been previously circulated on Trust Governor. Committee Chair, Mr Green explained that coming forward to the Board was the plan for reduction in TA staffing across the Trust. The CEO explained that this was being brought to the Board due to the implications of the decision for Committees and other areas of the Board's work.

There were no further Directors' questions.

The Chair thanked the Committees for their reports.

The Directors

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

RESOLUTION

EC/79/24 Legal & Regulatory

➤ **LGB Chairs - update**

The Co-Company Secretary advised that all Chairs would be confirmed by the Advent 2 meeting.

There was one change to note.

The Board **RESOLVED** to approve the appointment of the LGB Chair at St Augustine's, Stamford.

RESOLUTION

Q. The Directors requested further detail relating to LGBs on the report with no Chairs.

A. The Co-Company Secretary explained that the 2 LGB's reported as having no Chair at

present were schools where the Chair had been temporarily stood down due to non-completion of a DBS check. Both Chairs had applications in progress and once these were confirmed the schools would need to re-elect into Chair roles.

➤ **Companies House – Annual filing of OLoL Confirmation Statement**

The Directors **noted** that the Confirmation Statement had been filed with in the timeline.

➤ **Annual Review of the Scheme of Delegation (SoD) – to adopt**

RESOLUTION

The Directors **RESOLVED** to adopt the Scheme of Delegation.

➤ **Committee Terms of Reference – to adopt**

RESOLUTION

The Directors **RESOLVED** to adopt the Committee Terms of Reference,

➤ **Revised Codes of Conduct**

RESOLUTION

The Directors **RESOLVED** to adopt the revised Codes of Conduct.

EC/80/24

Report from the Chief Executive Officer

The following documents were tabled:

- CEO's Report – October 2024
- Trust Strategic KPIs Exceptions Report – October 2024
- Board Strategy Day Outcomes Report
- Admissions Report
- GCSE & A level Destinations Report – October 2024
- Stakeholder Voice Report – October 2024

• **Strategy Day Feedback**

The CEO thanked the Deputy CEO for her comprehensive notes taken on the day. Mrs Heaver thanked the Executive Team for a very productive session.

• **CEO's Report**

CSI Inspections: the Directors **noted that** in 2023-24 – there had been 4 outstanding CSI inspections, 4 Good judgements and 1 RI.

Ofsted Inspections: the Directors **noted that** the in 2023-24 the Ofsted judgements had been as follows: 1 retained outstanding, 10 good judgements and 1 RI.

The CEO thanked the Directors for all their support for Ofsted Inspections and commended the DPS Team's work in preparing the schools, which was greatly appreciated by Headteachers.

• **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. 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. The CEO was pleased with progress and explained that it was hoped that by year 3 most amber areas would become green.

- **Pupil Numbers – Summary Report**

The Deputy CEO explained that her report reflected current numbers in schools and highlighted those at risk.

➤ **Primary Admissions**

The DPS had met with all red and yellow rag-rated schools. The Deputy CEO highlighted success at St Patrick's Mansfield and thanked the Marketing Team for all their support in achieving this. She explained **in detail** measures put in place for one school in the Trust. The CEO expressed concern regarding the viability of the school.

Q. The Directors enquired whether the decline in pupil numbers at the school was due to demographics.

A. The CEO confirmed that demographics had impacted the numbers at the school.

Q. The Directors questioned whether the loss of the school would then boost the intake at nearby Trust schools.

A. The Deputy CEO confirmed that it would not as the students did not feed into the intake of other Trust schools.

Q. The Directors queried how much of the decline was due to legacy issues.

A. The CEO advised that the school was in an area where it was hard to recruit Catholic leaders.

Q. The Directors enquired what factors affected the intake at the school.

A. The CEO confirmed that factors included standards and the location of the school which was rather hidden from general view. The Deputy CEO explained that she was aiming to increase intake numbers over the next year.

Q. The Directors questioned how many schools in the report lacked a nursery.

A. The Deputy CEO advised that 8 lacked a nursery. The COO explained that the DfE had announced a new programme of funding for schools without nurseries, with a future round planned for the building of new nurseries. The CEO confirmed that the funding required that Trusts successfully demonstrated need.

➤ **Secondary Admissions**

The Deputy CEO explained that secondary KS3 intake numbers were all at PAN. However, numbers at 6th Form were more of a concern at 2 secondary schools.

Q. The Directors queried which schools were competition for the Nottingham 6th Form

A. The CEO advised that the challenge faced was that many students travelled to the school via Nottingham City Centre. Therefore, there were several nearer 6th Form options available to these students.

Q. The Directors enquired why there was a fluctuation in the year 9 and 11 intake.

A. The COO explained that the lower intake years were in fact the unusual factors and the numbers generally overall were now improving in a positive picture.

- **Update on GCSE and A level Results**

The Deputy CEO explained that GCSE progress 8 was generally very strong across the

Trust.

A levels results were less strong, it was thought that the fact that this cohort of students had been part of the Covid assessed exam measures, had contributed to this.

Q. The Directors queried whether those going to university were staying at local universities.

A. The Deputy CEO **agreed** explore this data further.

- **Stakeholder Voice Report**

Parent Voice

The Deputy CEO described that there was work to do on parental engagement based upon a declining return of 880 respondents, against 933 in 2023. Trinity School had not participated on this occasion.

The Deputy CEO had set next steps in place and the DPS would be acting on these.

Pupil Voice

Q. The Directors questioned whether schools sent out their own Voice surveys

A. The Deputy CEO confirmed that they did, and this had impacted on engagement with the Trust's survey.

Q. The Directors enquired whether there was more challenge in engaging secondary teenage students over primary.

A. The Deputy CEO confirmed that this was the case.

Q. The Directors queried whether there had been any opportunity on verbatim feedback on the surveys.

A. The Deputy CEO advised that there had not been an opportunity in the case of this survey.

EC/81/24

Chief Operating Officer's Report (CONFIDENTIAL)

The following documents were tabled:

- Board Members' Monthly Finance Pack – as of end August 2024
- Progress against the Financial Recovery Plan – September 2024
- Updated Budget – October 2024
- Internal Audit Needs Assessment – 2025-27
- Assurance Map Dashboard – September 2024
- Risk Register – September 2024

➤ **3-Year Budget Plan – confirmation of submission**

The COO advised that the biggest change to the budget had been the funding of the Teacher Pay Award. The COO thanked the Directors for their prompt responses.

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

➤ **Progress towards the Recovery Plan**

The COO advised that the recovery plan had been updated for 3 years moving forward, map against gaps.

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

➤ **Review of the Risk Register and Assurance Map**

The COO presented the new Dashboard and explained that regarding the Risk Register, the Audit & Risk Committee would be exploring a couple of risks per meeting in a deep

dive.

➤ **Debts owed to the Trust**

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

The Chair thanked the COO for his reports and work.

EC/82/24

HR Director's update

The HR Director explained that the L&D Development Partner had been successfully appointed as HR Manager at St Ralph Sherwin CMAT and was no longer employed by OLoL.

Employee Growth and Development was currently the main are of HR work and all related policies would go to the next HR Committees. These had been to Trade Unions.

Teachers' Pay - all teachers on points 1-5 had been automatically incremented.

Support Staff Pay Award – this was still not finalised; Unison was balloting for strike action.

Employment Law – new regulations covered Day-1 Rights; Flexible Working; EDI Reporting; Extension of Gender Pay Gap reporting; Entitlement to written Terms & Conditions for casual and fixed-term staff.

Q. The Directors enquired whether the Trust had financially planned for the Support Staff Award.

A. The COO advised that the offered amount had been planned for.

Q. The Directors queried whether the Trust could pay the award ahead of union sign-off.

A. The HR Directors advised that this was not possible, as according to the unions this would undermine their position. The CEO explained that the Trust would prefer to support its staff by paying the award in advance however advice prevented this.

EC/83/24

Safeguarding

The following documents were tabled:

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

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

The Deputy CEO reported a new appointment to the role of Trust Safeguarding Manager.

EC/84/24

Governance

➤ **Feedback from CMAT Chairs' meeting on 18th September 2024**

On behalf of the Chair, Mrs Heaver reported that there had been a discussion relating to: **How to improve the Members' meeting** - The Directors **initiated a discussion** on this matter.

Diocesan Pupil Levy increase – had been queried with NRCDES, who had explored this and confirmed the uplift.

Diocesan QA of CMATs.

Training for Directors 2024-25 -it was noted that attendance at these events was strong from OLoL Trust Directors.

Local Governors' Code of Conduct – this had been updated to account for the removal of Foundation Governors; guidance on removal of Parent Governors was being sought.

Q. The Directors enquired whether the Trust Suspensions policy was different to the DfE policy.

A. The Co-Company Secretary confirmed that the Trust policy was broadly in line with the DfE policy.

➤ **Chairs' Symposium feedback - from meeting on 18th September 2024 (next symposium: 7th November 2024)**

The Co-Company Secretary reported that the new LGB Agenda and SDP had dominated the Symposium agenda. The Deputy CEO and the Co-Company Secretary were now working on improvements to the agenda.

The Co-Company Secretary explained that the Trust was focussing on ensuring that any changes were accompanied by an explanation of the implications for governors and their role and remit.

➤ **Next Symposium – 7th November 2024**

The Chair thanked the Directors for consistently supporting the training events. The new training plan would be circulated to Directors in due course.

➤ **Link Director School Allocations 2024-25**

The Co-Company Secretary shared the current links. The CEO confirmed that The Deputy CEO would inform Link Directors of any schools likely to be inspected.

Q. The Directors requested a phone call asap once the Trust was notified of an inspection.

A. The Deputy CEO confirmed that this was already current practise.

➤ **LGB Effectiveness**

The Co-Company Secretary shared her report and provided assurance regarding appointment of governors for schools of concern.

She explained that the individually logged training courses for governors on Trust Governor profiles informed the records behind training attendance reports from the Trust, therefore it was essential that these were kept up-to-date.

The Co-Company Secretary was supporting LGBs that required development and attending some meetings of those identified as good, from a learning perspective.

Training Plans and Monitoring Visit Plans had been requested from LGBs for submission to the Trust by 1st November 2024.

Contracts were being reviewed for internal clerking; SRS has shared a job description.

EC/85/24

Director Visits to Schools

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

The Co-Company Secretary had circulated the dates and would match against

EC/86/24

Other Matters

Trust Governor profiles - The Co-Company Secretary reminded Directors to complete their Profiles on Trust Governor.

Flick Training – The Co-Company Secretary reminded Directors to complete any outstanding Flick Training.

Synod – 19th November 2024 – The CEO provided an updated regarding the Synod. He advised that Mr Baptist would be in contact with the Directors.

TB

EC/87/24

Policies

Directly to the Board:

- **Suspensions and Exclusion Policy 2024** – short amendments on pages 8 and 13
- **Complaints Policy & Procedure 2024**

The Directors

RESOLVED to APPROVE the 2 above policies.

EC/88/24

Dates of Next Meetings

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

- Wednesday 11th December 2024 – Parish Centre, Newark
- 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/89/24

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 any Ofsted and CSI outcomes not yet published, Finance reports, Consultation discussions and Debts owed to the Trust would **REMAIN CONFIDENTIAL** and excluded from any minutes to be made available for public inspection. All meeting papers remain confidential.

EC/90/24

Closing Prayer

The meeting closed with a prayer led by the CEO.

Matters to go forward: Planning and Risk mapping to go forward to the next meeting.

The meeting closed at 4.00 pm.

Signed: (Chair) Date: