

**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 17<sup>th</sup> July 2025 at 2.00 pm

**Location:** The Trust Offices, Loxley House, Nottingham, NG2 1RT

**Membership**

'A' denotes absence  
'LA' denotes late arrival

**Foundation Directors:**

Mr Nigel Stevenson (Chair)	Mr Graham Green
Ms Sue Dryden (Vice Chair)	Mrs Jennifer Johnson
Fr John Kyne	Mr Gerard Cadwallader
Mrs Ann Neale	Mrs Sarah Hallam
Mrs Lisa Walton	

**In attendance**

A 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)  
Mr Peter Giorgio (Director of Education, NRCDES Diocese of Nottingham)

**Action**

**EC/64/25 Welcome & Introductions**

The Chair welcomed all present and extended a special welcome Mr Giorgio (NRCDES Director of Education).

**Apologies for absence**

Apologies for absence were received from Mrs Dales (Lourdes Trip).

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

A quorum was present for the meeting.

**Resolution**

**EC/65/25 Opening prayer**

The meeting opened with the Trust prayer.

**EC/66/25 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 Hallam declared that she is employed by Lloyds Banking Services and declared an interest in anything related to banking services.

Mrs Neale 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/67/25 Correspondence

The following documents were tabled:

- Letter from the Office of Schools Adjudicator (OSA) Determination – [school name Redacted - Confidential Information].
- Email from the Office of the Schools Adjudicator (OSA) - [school named Redacted - Confidential Information].
- External Audit planning letter for the year ended 31 August 2025

### ➤ Correspondence relating to the Office of Schools Adjudicator (OSA) Determination

The CEO explained that a request from the Trust for variation to Published Admission Number (PAN) had been refused by the LA. Following this, a request for a reduction in PAN had been conducted by the Trust in the normal consultation round. The LA had again objected to the request and the Schools' Adjudicator had written to the Trust. The CEO was pleased to report that following some further communication, the Schools Adjudicator had concluded in agreement with the Trust and rejected the objection.

The Co-Company Secretary advised that the variation was for 2026-27 and the CEO highlighted that this was the best outcome and the least disruptive to parents.

### ➤ External Audit planning letter for the year ended 31 August 2025

The COO advised the External Audit planning letter was a standard communication tabled for the Directors' information.

## EC/68/25 Minutes of the previous meeting held on 21<sup>st</sup> May 2025 and Extraordinary Board meeting held on 4<sup>th</sup> July 2025

The minutes of the previous meeting held on 21<sup>st</sup> May 2025, having been circulated on Trust Governor were **AGREED** and **CONFIRMED** by the Chair.

### ➤ Matters Arising

**EC/41/25 school closure:** Fr Simon had agreed to share more precise boundary maps with Mrs Dales to support her correspondence. [Do not carry forward.](#)

**EC/44/25 LGB Chairs:** The Co-Company Secretary to liaise with Fr Simon to explore areas where he might support recruitment of LGB Chairs. The Co-Company Secretary confirmed she had been in touch with Fr Simon. [Complete.](#)

**Board Directors and Committee Chairs: membership update** - Mr Stevenson to circulate his updated list to the Directors for feedback. [Complete.](#)

**EC/48/25 Safeguarding Issue:** The Directors agreed to call an Extraordinary Board meeting on Friday 4th July. Clerk and the Co-Company Secretary to schedule. [Complete.](#)

**EC/49/25 Companies House Changes:** Mrs Hallam to compile a guide to completing this for Directors. [Complete.](#)

**CMAT Policy Review Schedule:** Mrs Stanley to provide a copy of overdue HR Policies to Mr Stevenson. [Complete.](#)

**Lincolnshire Schools - Foundation Director/Link Director support:** The Co-Company Secretary to circulate the list of schools that had previously been allocated to Mrs Heaver. [Complete.](#)

**EC/53/25 Board meeting venues:** specific meeting locations for 2025-26 to be confirmed by the Co-Company Secretary. [Complete.](#)

It was

**RESOLVED** to accept the minutes as a true and accurate record of the meeting.

**Resolution**

## Minutes of the Extraordinary Board meeting held on 4<sup>th</sup> July 2025

The Chair confirmed that he had seen and signed off the minutes of the Extraordinary Board meeting held on 4<sup>th</sup> July 2025. These would be shared with the Directors by secure link.

Clerk

EC/69/25

### Reports and Minutes of Sub Committee Meetings

#### ➤ HR & Pay Committee

The minutes of the meeting held on 5<sup>th</sup> June 2025 were received, having been previously circulated on Trust Governor. The Committee Chair explained that a significant outcome from the meeting related to the Resolution on Pay and to advise the Board that pay scale increments for eligible staff should be implemented and paid in September, with the exception of the Executive Team, those on Pay Scale 6, and individuals subject to capability procedures. All other matters for the Board would be covered in the meeting today.

#### ➤ Audit & Risk Committee

The minutes of the meeting held on 1<sup>st</sup> July 2025 were received, having been previously circulated on Trust Governor. The Committee Chair explained that the main focus had been on work on H&S and audit data. All other matters for the Board would be covered in the meeting today.

#### ➤ Finance & Estates Committee

The minutes of the meeting held on 2<sup>nd</sup> July 2025 were received, having been previously circulated on Trust Governor. The Committee Chair explained that the main focus of the meeting had been on the Procurement Policy. The Chair was disappointed at the lack of appetite for collaboration on procurement from the other CMATs. All other matters for the Board would be covered in the meeting today.

#### ➤ Catholic Life & Mission Committee

The minutes of the meeting held on 10<sup>th</sup> July 2025 were received, having been previously circulated on Trust Governor. The Committee Chair being absent, the Vice-Chair explained that a comprehensive report had been received from Mr Baptist who had shared his concerns relating to budget and potentially the DfE view of spend on Chaplaincy.

The CEO noted that the draft School Resource Management Adviser (SRMA) report had been reviewed. He highlighted that while chaplaincy was mentioned, the emphasis was on ensuring its effectiveness in delivering the mission.

Mr Cadwallader **commended** the CEO for his work with the SRMA.

#### ➤ Standards Committee

The minutes of the meeting held on 11<sup>th</sup> July 2025 were received, having been previously circulated on Trust Governor. The Committee Chair explained that schools causing concern; workload and pressure on DPS and admission numbers in schools had been the main focus of the meeting.

There were no further Directors' questions.

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

The Directors

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

Resolution

**Legal & Regulatory**

The following documents were tabled:

- Register of LGB Chairs – May 2025
- Companies House update - May 2025
- Final meeting schedule 2025-26
- Codes of Conduct

➤ **LGB Chairs - update**

The Co-Company Secretary advised that the Chairs who would be leaving this academic year had been highlighted in orange on her report for ease of identification. Those shaded yellow were new Chairs or Vice Chairs. The Co-Company Secretary shared details of all individual Chairs.

**The Directors asked whether the details were correct for St Edmund Campion school.**

The Co-Company Secretary advised that she was currently awaiting an update from the LGB Chair.

The Co-Company Secretary reported that some Local Governing Bodies (LGBs) were postponing the elections to the Advent 1 meeting to allow additional time for recruitment into key roles.

**The Directors enquired whether Fr Simon would be reaching out to parish priests to encourage new governors from among the parishioners.**

The Co-Company Secretary confirmed that Fr Simon had plans to do this. Mr Giorgio advised that there had been a number of enquires resulting from the Diocesan Calling Catholic Governors events and on 14<sup>th</sup> September 2025 there would be a further focus on Education Sunday.

The Chair **thanked** the Co-Company Secretary for all her work on governance.

➤ **Board Directors and Sub-Committee membership 2025-26**

The Chair thanked all the Directors for their commitment to committees. He proposed the Committee Memberships, Chairs & Vice-Chairs as per the Board & Sub-Committee Membership 2025-26 document, previously circulated on Trust Governor. The Directors **RESOLVED** to agree the Committee Memberships, Chairs & Vice-Chairs.

**Resolution**

➤ **Executive Board & Sub Committee meeting schedule 2025-26 – updated**

The Co-Company Secretary advised that there was a small change for Directors to note, relating to the window for the LGB Pentecost 1 meeting (un-clerked) that had now returned to the calendar.

➤ **Election of Vice-Chair**

The Chair noted that whilst the Board Chair had been elected for 3 academic years commencing September 2023, the Vice Chair had been elected for 2 academic years commencing September 2023.

The Chair proposed that a Vice Chair was elected. Nominations were received and seconded for Ms Dryden.

**RESOLVED** to accept Ms Dryden as Vice Chair for 2 academic years commencing in September 2025.

➤ **Review of Scheme of Delegation (identification of areas to take to NRCDES)**

An updated version of the Scheme of Delegation was awaited from NRCDES. Mr Giorgio confirmed that copies would be ready to sign in the new academic year.

➤ **Agreement of Committee Terms of Reference**

An updated version of the Committee Terms of Reference was awaited from NRCDES. Mr Giorgio confirmed that copies would be ready to sign in the new academic year.

➤ **Codes of Conduct**

The Co-Company Secretary described minor changes to the Governor Code of Conduct

**The Directors enquired about the process for signing the Directors' Code of Conduct.**

The Co-Company Secretary advised that the Directors' Code of Conduct would be uploaded to Trust Governor and requested that it not be signed until September.

➤ **Companies House Director ID Verification**

The Co-Company Secretary was pleased to report that Director ID verification had successfully taken place for several Directors that morning.

➤ **DfE Academy Trust Handbook – Sept 2025 – highlighted changes (for information purposes)**

The COO confirmed that he would be running a training session on the DfE Academy Trust Handbook in December 2025.

The Chair **thanked** The Co-Company Secretary for her updates.

**EC/71/25**

**Report from the Chief Executive Officer**

The following documents were tabled:

- CEO's Report - July 2025
- Trust KPI Exceptions Report – July 2025
- SWOT Analysis - July 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.

[Item Redacted - Confidential Information].

➤ **Central Services Review Response Summary**

The CEO reported that 33 responses had been received from schools. The missing responses pertained to Executive Headteacher roles and one Headteacher who was absent due to illness. He shared the survey results and provided the following narrative and analysis. [Item Redacted - Confidential Information].

➤ **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 its cycle much of it was now green with a few amber areas.

[Item Redacted - Confidential Information].

The CEO **thanked** Directors for their work on KPIs.

➤ **SWOT Evaluation and Summary – July 2025**

The CEO presented the Strategy for 2025-28 with links to the risk register.

He advised that a wide range of Committee SWOT feedback had taken place, and that he had drafted an overarching SWOT based on this feedback.

The Chair **commended the quality** of the SWOT analysis. The CEO explained that the SWOT informed the development of the new strategy and was shaped by risk assessments and stakeholder voice work. The Chair also expressed his satisfaction that the analysis linked directly to the risk register. He reminded the Directors that the Strategy Day for the Board would take place on **Thursday 18<sup>th</sup> September 2025**, where further updates would be provided.

EC/72/25

**Chief Operating Officer's Report [Item Redacted - Confidential Information].**

The following documents were tabled:

- Board Members' Monthly Finance Pack – July 2025
- Updated Recovery Plan – July 2025
- Progress towards the Recovery Plan - July 2025
- 3-year Budget 2025-28 – July 2025
- 2025-26 Related Party Transactions – July 2025
- Bad Debt Report – July 2025

➤ **Board Members' Monthly Finance Pack – July 2025 (reporting to the end of May 2025)**

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

[Item Redacted - Confidential Information].

➤ **Progress towards the Recovery Plan**

The COO advised that 2/3 of the teacher pay award was covered by DfE funding and that the Government Spending Review had resulted in a 1 % increase to education over the next 3 years. Salary Costs remained the biggest area of spend. [Item Redacted - Confidential Information].

➤ **Update on the Revised Recovery Plan**

The COO explained that the SRMA Review feedback had not yet been included in the plan. Updated actions were identified.

[Item Redacted - Confidential Information].

➤ **3-Year Budget Plan**

[Item Redacted - Confidential Information].

The COO requested that the Directors approve the Medium (amber) budget on the clear understanding that the Trust would be measured against this budget: 2% increase.

The Directors

RESOLVED to APPROVE the budget with this understanding.

Resolution

➤ **Related Party Transactions**

The COO presented his report on Related Party Transactions relating to the next academic year. A small number of related party transactions were being reported to the ESFA, all of which were fully detailed by the COO. These related to the links between the Diocese and the Trust, and permission from the ESFA was being sought ahead of 1st September.

The Board of Directors

RESOLVED that they were satisfied that they had been notified of the related party transactions that would be declared to the ESFA for the period 1st September 2025 to 31st August 2026 and confirmed none of the related parties were in attendance for this element of the meeting.

Resolution

➤ **Bad Debt Report**

[Item Redacted - Confidential Information].

The Directors

RESOLVED to approve the bad debt recovery plan.

Resolution

The Chair **thanked** the COO for his reports.

EC/73/25

**Director of People's Report**

The following documents were tabled:

- Report on Eligibility for Teachers' Pensions – Central CMAT roles - July 2025

[Item Redacted - Confidential Information].

The Chair thanked Mrs Stanley for her reports.

EC/74/25

**Safeguarding**

The following documents were tabled:

- Safeguarding Report Part A and B – July 2025

➤ **Safeguarding Report Part A & B – May 2025**

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

*(4.02pm – The Chair left the meeting – by prior agreement)*

➤ **Interim report on Trinity safeguarding matter**

[Item Redacted - Confidential Information].

EC/75/25

**Governance**

➤ **Feedback from CMAT Chairs' meeting on 2<sup>nd</sup> July 2025**

The Chair explained that the CMAT Chairs' meeting had focused on TAs and discussion

around pension eligibility; Lay Chaplains strategy; Staff Voice; CEO's reflective questions relating to Performance Review and Process had been shared with Chairs by Mr Giorgio. Succession Planning had been discussed relating to Chair and Vice Chair of the Board roles.

**Directors' Retreat** - a date for this was being explored. Mr Giorgio **requested** that Directors able to attend please contact Mrs Gill Burns at NRCDES.

**The Directors asked what the procedure would be if someone was unable to attend the Directors' Safeguarding training.**

Mr Giorgio advised that the session had been recorded and would be made available.

➤ **Chairs' Symposium Annual Planner 2025-26**

The Co-Company Secretary explained that the schedule had been reduced to four symposia for the 2025–26 academic year. These will incorporate extracts from the annual planner with an increased focus on its content. Going forward, items to be fed back to the Trust will be summarised in a synopsis at each symposium meeting.

**Next symposium:** 17th September 2025

➤ **Board Strategy Day reminder**

The Co-Company Secretary advised that the date for the **Board Strategy Day was 18th September 2025**. Refreshments would be available from **9.30am for a 10am start at Holy Trinity Parish Centre**.

EC/76/25

**Director Visits to Schools**

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

The Co-Company Secretary confirmed that 2 Link Director Visits were being carried forward and Advent dates would be shared with the Directors in due course. JJ advised that she had a visit to St Augustine Webster to be carried forward.

The Co-Company Secretary requested Directors' support with the 3 visits remaining due to the recent resignation of Mrs Heaver. GG offered to take OLGC and Sleaford. AN offered to take Stamford. The Co-Company Secretary thanked the Directors for their generosity in accommodating these visits.

EC/77/25

**Other Matters**

There were no additional items for discussion.

EC/78/25

**Policies**

**The Directors queried whether there was a way for Directors to be notified as new documents were added to a meeting.**

The Co-Company Secretary and the Clerk agreed to explore how this could be managed more effectively and would report back to Mrs Hallam in the first instance.

**Directly to the Board:**

- Complaints Policy & Procedure
- Update on Primary Admissions 2027-28 – The Co-Company Secretary advised that there would be a change for some schools [names redacted]. All changes would come via a consultation.

**From the HR & Pay Committee:**

- Flexible Working Policy
- Dignity at Work Policy
- Staff Code of Conduct (to note)

**From the Audit & Risk Committee:**

- Biometric Policy - 2025
- IT Security Policy - 2025
- IT Change Management Policy – 2025

**From the Finance & Estates Committee:**

- Commercial Purchasing Card Policy
- Procurement Policy

**From the Catholic Life Committee:** none for this meeting

**From the Standards Committee: to note for information purposes -**

- Communication Guidance for all Staff
- Communication Guidance for Parents and Carers
- Working Together Guidance 2025
- Trust, School and Home Agreement

**The Directors**

**RESOLVED to APPROVE the above policies.**

**RESOLUTION**

**EC/79/25**

**Dates of Next Meetings**

Meetings in the OLoL 2025-26 Schedule will take place at 2:00 pm on the following dates:

- **Thursday 18th September 2025 – Board Strategy Day - Holy Trinity, Newark – 10am start (9.30am refreshments available)**
- Wednesday 8th October 2025 - Trust Offices, Loxley House, Nottingham
- Wednesday 10th December 2025 - Our Lady of Lincoln Primary School, Lincoln
- Wednesday 4th February 2026 - Trust Offices, Loxley House, Nottingham
- Thursday 26th March 2026 - Our Lady of Lincoln Primary School, Lincoln

- Wednesday 20th May 2026 - Trust Offices, Loxley House, Nottingham
- Thursday 16th July 2026 - Our Lady of Lincoln Primary School, Lincoln

**Forward Agenda Items**

- Strategy - following the Board Strategy Day meeting.
- Recovery plan

**EC/80/25 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 named individuals or schools, CEOs report elements and unpublished CSI and Ofsted outcomes; the finance reports and recovery plan; current safeguarding issues and all of the Director of People’s report and related discussions,

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

**EC/81/25 Closing Prayer**

Mr Giorgio thanked the Directors for all their work and support across the year;

The meeting closed with a prayer led by Fr Simon.

**The meeting closed at 4.30pm**

Signed:.....(Chair)

Date:.....