

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 21st May 2025 at 2.00 pm

Location: Our Lady of Lincoln Primary School, Lincoln, LN2 2HW

Membership

'A' denotes absence

'LA' denotes late arrival

Foundation Directors:

Mr Nigel Stevenson (Chair)

Ms Sue Dryden (Vice Chair)

A Fr John Kyne

Mrs Ann Neale

LA Mrs Lisa Walton

Mr Graham Green A

Mrs Jennifer Johnson A

Mr Gerard Cadwallader

Mrs Sarah Hallam

In attendance

Mr James McGeachie (CEO)

Mrs M Dales (Deputy CEO)

Mr D Moore (Trust COO)

Mrs D Stanley (Trust Director of People)

Mrs G Tovey (Trust Head of HR)

Mrs K Rich (Co-Company Secretary)

Mrs V Scott (Clerk to the Executive Committees)

Fr Simon Gillespie (Private Secretary to the Bishop of Nottingham and Episcopal Vicar for Catholic Education, Diocese of Nottingham)

Action

EC/38/25 Welcome & Introductions

The Chair welcomed all present and extended a special welcome to Fr Simon Gillespie (Private Secretary to the Bishop of Nottingham and Episcopal Vicar for Catholic Education, Diocese of Nottingham). Mrs Walton had advised the Chair in advance that she would be arriving late to the meeting.

Apologies for absence

Apologies for absence were received from Mr Green (holiday), Mrs Johnson (holiday), Fr John Kyne (parish commitment) and Mr Giorgio (NRCDES Director of Education) (work commitment).

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

A quorum was present for the meeting.

RESOLUTION

EC/39/25 Opening prayer

The meeting opened with the Trust prayer.

EC/30/25 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 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.

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/41/25

Correspondence

➤ **Update re: correspondence relating to 2 Lincolnshire schools [names redacted].**
(2.07pm – Mrs Walton joined the meeting, having informed the Chair of her delayed arrival in advance).

- **School 1**

The Deputy 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. All correspondence had been tabled at the Standards Committee on 2nd May. In April further requests for information were received by the Trust and the Deputy CEO had responded on 9th May. An additional LA request had been received on 16th May and had been responded to. Fr Simon **offered** to share more precise boundary maps with The Deputy CEO to support her correspondence.

Fr Simon

The Directors enquired about the specific objections raised by the local authority regarding the proposed reduction in the Published Admission Number (PAN).

The Deputy CEO stated that the local authority would prefer the school to remain open, noting that other schools in the area are currently oversubscribed. However, she clarified that, despite this oversubscription, none of the affected students were ultimately allocated places at the school in question.

The Directors queried whether the planned new local developments could potentially contribute to an increase in student enrolment numbers.

The Chair noted that new housing developments often include the provision of a new school, which could further impact existing local schools adversely by drawing away prospective students. The CEO added that although the Published Admission Number (PAN) is set at 60, actual enrolment is closer to 45 pupils. This discrepancy results in larger class sizes and creates challenges in maintaining two classes under the current structure. While the local authority wishes to maintain the PAN at 60, the Trust is proposing a reduction in the PAN to better align with actual enrolment and ensure more effective class organisation.

- **School 2**

The Deputy CEO advised that a closure proposal had been sent to the Regional Director and the initial response indicated that it was likely to take a year to reach a final decision from the Minister of State for Education. However, an in-principle decision from the Minister had been sought before the summer break, while a substantive decision was not expected until the Autumn term. The Deputy CEO highlighted that the Nursery at the school only had one child registered for September 2025.

The Chair **thanked** the Deputy CEO for her detailed update.

EC/42/25

Minutes of the previous meeting held on 27th March 2025

The minutes of the previous meeting held on 27th March 2025, having been circulated on

Trust Governor were **AGREED** and **CONFIRMED** by the Chair.

➤ **Matters Arising**

EC/24/25 Mandatory Training/EGD: Mrs Dales confirmed this action had been addressed.

EC/26/25 Board Strategy Day: The Chair confirmed that Mr Giorgio had been invited to the day but was unable to attend.

EC/28/25 Holiday Purchase Proposal: Mrs Stanley confirmed that she had actioned the required change.

EC/35/25 SEND Report: Mrs Dales confirmed this had been add this to her annual work plan.

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/43/25 Reports and Minutes of Sub Committee Meetings

➤ **Catholic Life & Mission Committee**

The minutes of the meeting held on 1st May 2025 were received, having been previously circulated on Trust Governor. Mrs Neale had chaired, the Chair being absent.

➤ **Standards Committee**

The minutes of the meeting held on 2nd May 2025 were received, having been previously circulated on Trust Governor. Mrs Neale explained that Compliance Training was being explored. Mrs Dales would be meeting with Flick to explore the training offer. The CEO advised that as of September 2025 all training would be released in one cohort, as the September completion rates had been higher.

The Directors queried whether there were completion due dates on the system, so staff could prioritise their training.

The CEO confirmed that there were.

➤ **Audit & Risk Committee**

The minutes of the meeting held on 7th May 2025 were received, having been previously circulated on Trust Governor.

➤ **Finance & Estates Committee**

The minutes of the meeting held on 8th May 2025 were received, having been previously circulated on Trust Governor.

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

Legal & Regulatory

The following documents were tabled:

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

- **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. She shared details of individual Chairs.

The Directors questioned whether enquiries had been made as to why some Chairs had not engaged with training and symposia.

The Co-Company Secretary advised that she had undertaken some exploration of this area.

The Directors enquired whether the referenced LGB Chairs had sent other representatives in the event of their absence.

The Co-Company Secretary confirmed that they had not.

The Directors enquired about the number of governors currently serving at a named school (name redacted).

The Co-Company Secretary explained that numbers on the governing body at the school were currently very low.

The Directors queried whether the Trust would need to consider combining Local Governing Bodies (LGBs) more extensively in the future.

The Co-Company Secretary agreed that this could be a conversation for some schools. The CEO noted that engagement with Parish Priests would be necessary to help identify communities where underrepresented groups are present. He highlighted these communities as an untapped source of potential governors.

Fr Simon questioned whether there was anything he could do to support with this work.

The Co-Company Secretary **agreed** to liaise with Fr Simon on this matter. The CEO recommended re-energising a Toolkit for Priests. Mrs Hallam noted the timing of approaches to Priests and advised that may be some optimum points in the year to make such approaches.

KR/FrSimon

- **Board Directors and Committee Chairs - membership update**

The Chair advised that he would circulate the committee membership list to the Directors following the meeting, inviting their comments and feedback.

NS

The Directors enquired whether Mrs Heaver would be replaced since she had resigned from the Board.

The Chair explained that Mr Giorgio had advised that a potential new Director had been identified to replace Mrs Heaver. An update was awaited from the diocese.

➤ **Companies House - updates for Directors**

The Co-Company Secretary advised that this item would be covered later in the meeting.

➤ **Revised Meeting Schedule for 2025-26**

The Co-Company Secretary explained that the meeting schedule had been shared with all Directors and was a final version.

EC/45/25 Report from the Chief Executive Officer

The following documents were tabled:

- CEO's Report - May 2025
- Trust KPI Exceptions Report – May 2025
- Shaping the Strategy 2025-28 – Board update – May 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.

The CEO explained the key inspection data to note as follows:

Recent CSI Inspections [confidential item redacted]

Recent Ofsted inspections [confidential item redacted]

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

The CEO explained that the Trust KPIs were allocated to Committees who rag rated them. The CEO 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'. The CEO was **very pleased** to advise that the school was being rebuilt by the DfE, excepting the Science Block, Performing Arts Block and the Chapel. Work would commence in 18 months.

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.

The CEO was pleased with overall progress towards objectives.

➤ **Shaping the Strategy update**

The CEO presented the Strategy for 2025-28 with links to the risk register. He advised that a Strategy Day for the Board would take place on **Thursday 18th September 2025**.

A wide range of Stakeholder feedback had taken place, and The CEO was currently drafting some considerations for the Directors.

The Chair thanked the CEO for his report.

EC/46/25 Chief Operating Officer's Report [confidential item redacted]

The following documents were tabled:

- Board Members' Monthly Finance Pack – May 2025
- Progress towards the Recovery Plan – May 2025
- Changes to the Recovery Plan - May 2025
- Summer Capital Projects – May 2025

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

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

➤ **Approval of Summer Capital Projects**

The COO had shared the Capital Projects report for the summer. Key projects had been focussed on only.

The Directors

RESOLVED to approve the projects.

RESOLUTION

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

EC/47/25 Director of People's Report [confidential item redacted]

The following documents were tabled:

- TA Business Case - May 2025
- Support Staff – Trust Pay Scales – May 2024

Following a robust discussion the Directors

RESOLVED to agree the proposed process for Informal TA Consultation until 24th June 2025.

RESOLUTION

EC/48/25 Safeguarding

The following documents were tabled:

- Safeguarding Report Part A and B – March 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.

➤ **Interim report on a specific school (name redacted) safeguarding matter [confidential item redacted]**

Following a round of discussion, the Directors agreed to call an Extraordinary Board meeting with a single item agenda on Friday 4th July.

Clerk

Governance➤ **Feedback from CMAT Chairs' meeting on 19th May 2025**

The Chair explained that the CMAT Chairs' meeting had focused on HR matters.

The Chair advised that a pensions matter that had been discussed after the last Board was drawing to a conclusion and would return to the next meeting.

NRCDES Director training dates were awaited from Mr Giorgio. The Chair thanked all Directors for their attendance at training events across the year.

➤ **Chairs' Symposium feedback - from meeting on 1st May 2025 (next symposium: 17th September; to note 4 symposia in 2025-26)**

The Co-Company Secretary explained that at the last symposium Mrs Dales had covered SDP and SEF and Mrs Scarff had covered Marketing. This had been well-received by all present.

➤ **Chairs update**

The Co-Company Secretary explained that she was working on an ambassador role for highly experienced retiring Chairs [names redacted] in order to retain some of their experience and to support current/new Chairs.

➤ **Chairs' Symposium - Chair/Governor attendance**

The Co-Company Secretary was concerned that governor training logs on TG were not up to date.

The Directors enquired whether the Trust could receive governor training attendance data from NRCDES.

The Co-Company Secretary advised that this was not currently an option available to the Trust however, she would explore the matter with NRCDES for 2025-26.

The Co-Company Secretary highlighted the non-attendance of specific LGB Chairs at any Symposia this year.

➤ **LGB Effectiveness Report**

The Co-Company Secretary highlighted those LGBs with low membership numbers however, she noted that low numbers did not necessarily reflect an area of concern. She had RAG rated the low LGBs.

For a number of Nottingham schools The Co-Company Secretary anticipated further work on governor recruitment would be forthcoming from Fr Chris Thomas.

The Co-Company Secretary provided RAG rated LGBs of concern regarding challenge; monitoring; catholic life; standards; wellbeing. Mrs Dales advise that she would remind governors of the items that must be covered at meetings, during the Governor Network.

➤ **Companies House Changes**

The Co-Company Secretary explained that all Directors must log in to the Companies House online service. Failure to do so would result in the issue of fines from Companies House.

Mrs Hallam **offered** to compile a guide to completing this. Mrs Hallam to action.

SH

➤ **North Lincs Clerking update**

The Co-Company Secretary reminded the Directors that, one year prior, Lincs Clerking had transitioned away from the Local Authority (LA) due to the LA's inflexibility on pricing. However, as the remote clerking arrangements implemented over the past year had proven unsatisfactory, The Co-Company Secretary had re-engaged with North Lincolnshire. The LA has since revised its pricing and will resume clerking responsibilities

from the 2025–26 academic year.

➤ **Governance Working Party update**

The Co-Company Secretary reported that Mrs Neale and the Chair had agreed to be part of the new Governance Working Party. The rationale for forming the group was to pull together LGB chairs to obtain their feedback and voice. 6 Chairs had been identified and approached to join the group, and the first meeting would take place after half-term.

➤ **CMAT Policy Review Schedule**

In response to a request from the Chair, the Policy Schedule of overdue and those close to due date policies, had been brought to the meeting.

Mrs Stanley assured Directors that the HR policy dates were being extended until a new schedule was formed. The Chair requested a copy of this and asked that the frequency of policy renewal dates was considered carefully. This would then be presented at the July Board meeting.

The Chair **confirmed** that all polices for extended review dates must go to HR Committee and Audit Committee and then be brought to the Board.

DS/KR

➤ **Final Policy Versions reminder**

The Co-Company Secretary requested that only final policy versions were brought forward to the Board, as this would avoid the confusion of multiple versions when distributing the policies to schools.

A Director queried whether policy branding could be added after a policy had been to the Board.

The Chair emphasised that all policy documents presented to the Board must be complete and must include a front sheet outlining any changes made between the committee stage and submission to the Board.

➤ **Lincolnshire Schools - Foundation Director/Link Director support**

The Co-Company Secretary **agreed** to circulate the list of schools that had previously been allocated to Mrs Heaver. Directors were invited to volunteer if they wished to take on visits to any of these schools.

KR

➤ **Minuted Action Points from Committees**

The Co-Company Secretary requested that any minuted actions not completed by a committee meeting were taken forward to the next committee until complete.

EC/50/25

Director Visits to Schools

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

The Co-Company Secretary confirmed that the Link Director Visits Programme was progressing well.

EC/51/25

Other Matters

There were no additional items for discussion.

EC/52/25

Policies

From the Finance & Estates Committee: **Reserves Policy - May 2025**

From the Audit & Risk Committee: **Parent Privacy Notice - May 2025**

The Directors

RESOLVED to APPROVE the above policies.

RESOLUTION

EC/53/25

Dates of Next Meetings

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

- Thursday 17th July 2025 – Loxley House, Nottingham

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
- Wednesday 8th October 2025
- Wednesday 10th December 2025
- Wednesday 4th February 2026
- Thursday 26th March 2026
- Wednesday 20th May 2026
- Thursday 16th July 2026
- **Determination of meeting venues** – the Directors discussed options for meeting venues in 2025-26. They **agreed** to alternate between Nottinghamshire and Lincolnshire, commencing this cycle with the first Board meeting Nottingham on 8th October. Specific venues to be confirmed by The Co-Company Secretary.
- To note, the Board Strategy Day on 18th September would be held at Holy Trinity, Newark and dd not fall within the rotating cycle.

KR

EC/54/25

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 individual names, school names and items concerning unpublished CSI and Ofsted outcomes; the finance reports and recovery plan; safeguarding issues and all Staffing discussions,

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

EC/55/25

Closing Prayer

The meeting closed with a prayer led by Fr Simon.

The meeting closed at 4.30pm

Signed:.....(Chair)

Date:.....