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:	**Wednesday 8th October 2025 at 2.00 pm**
Location:	**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
	A	Fr John Kyne	Mrs Sarah Hallam
		Mrs Ann Neale	
		Mrs Lisa Walton	
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)	

EC/83/25	**Welcome & Introductions** The Chair welcomed all present. The Chair acknowledged with sadness the recent passing of Director, Mr Gerard Cadwallader. He noted Mr Cadwallader's valuable contribution to the Board and to the Trust, and extended condolences on behalf of the Board to Mr Cadwallader's family. **Apologies for absence** Apologies for absence were received from Fr John Kyne (overseas). It was **RESOLVED** to accept the apologies. A quorum was present for the meeting.
EC/84/25	**Opening prayer** The meeting opened with the Trust prayer.
EC/85/25	**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/04/25	**Correspondence** No correspondence had been submitted for consideration at the meeting.
EC/86/25	**Minutes of the previous meeting held 17th July 2025** The minutes of the previous meeting held on 17th July 2025, having been circulated on Trust Governor were **AGREED** and **CONFIRMED** by the Chair. All matters were AGREED as complete or agenda items except: ➢ **Matters Arising** **Central Services Review Response Summary:** The CEO advised that the collated responses would be reviewed over the summer, compared with the previous year's data and shared in Advent 1. It was **agreed** that this would return to the next meeting as the report was not yet fully complete. Carry forward. It was **RESOLVED** to accept the minutes as a true and accurate record of the meeting.
EC/87/25	**Reports and Minutes of Sub Committee Meetings** ➢ **Standards Committee** The minutes of the meeting held on 12th September 2025 were received, having been previously circulated on Trust Governor. The Committee Chair explained that a summary of the GCSE and A level results along with Admissions had been the main focus of the meeting. ➢ **HR & Pay Committee – extraordinary meeting** The minutes of the extraordinary committee meeting held on 23rd September 2025 were received, having been previously circulated on Trust Governor. The Committee Chair explained that this would be dealt with later in the agenda under the main HR section of the agenda. ➢ **Finance & Estates Committee** The minutes of the meeting held on 25th September 2025 were received, having been previously circulated on Trust Governor. The Committee Chair explained that the main focus of the meeting had been the Trust response to the SRMA Report and an update to the Recovery Plan. These would be dealt with in greater detail later in the meeting. ➢ **Audit & Risk Committee** The minutes of the meeting held on 1st October 2025 were received, having been previously circulated on Trust Governor. The Committee Chair explained that the main focus had been on Trinity Safeguarding, a review of the Risk Appetite Statement and a presentation on Building Maintenance Legislation. There were no further Directors' questions. The Chair **thanked** the Committees and the Executive Team 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.

EC/88/25	**Legal & Regulatory** The following documents were tabled: ➢ Register of LGB Chairs – October 2025 ➢ NRCDES Summary of Changes, Scheme of Delegation, Committee Terms of Reference, LGB Handbook ➢ Policy Review Schedule ➢ Written Resolution - Support Staff & Teacher Pay Settlement of Conduct ➢ **Director Resignations** Mrs Rich advised that Mrs Heaver and Mr Cadwallader had resigned from the Board. Two new Vice Chairs had been elected as follows: • Standards Committee – Mrs Lisa Walton • CL&M Committee – Fr John Kyne It was **RESOLVED** to agree the appointments. ➢ **LGB Chairs - update** Mrs Rich advised that most Chairs had been elected to LGBs at the Pentecost 2 meetings. Any changes had been highlighted in her report to the Board. **A Director enquired whether the new Chairs had been assigned mentors.** Mrs Rich confirmed that this was part of the support packaged offered by the Trust. It was **RESOLVED** to approve the LGB Chairs. ➢ **Companies House - annual filing of OLoL confirmation statement (to note)** The Directors **noted** that the Confirmation Statement had been filed with in the timeline. ➢ **Companies House - Director ID validation (update)** Mrs Rich confirmed that all Directors' ID verifications were now complete. ➢ **NRCDES Summary of Changes, Scheme of Delegation, Committee Terms of Reference, LGB Handbook** Mrs Rich advised that NRCDES had submitted apologies for the delay in providing the above documents. **A Director enquired whether the Audit & Risk Committee should be renamed Audit, Risk and Governance Committee.** The Chair advised that this be built into future planning. The Directors **RESOLVED** to agree and adopt the NRCDES documents listed above. ➢ **Policy Review Schedule** The Director of People explained that policy dates were being discussed with the unions and review dates extended. **The CEO enquired about the process for updating the schedule.** Mrs Rich explained that following a Board meeting, Compliance updated policies on the schedule. Mrs

	Rich agreed to ask Compliance to re-check their records regarding policies that require updating and to provide a revised list. ➢ **Written Resolution - Support Staff & Teacher Pay Settlement** The Directors **noted** that the following had been previously agreed by Written Resolution in July 2025: ➢ Teacher and Support Staff Pay Awards The Chair thanked Mrs Rich for her updates.
EC/89/25	**Report from the Chief Executive Officer** The following documents were tabled: ➢ CEO's Report - October 2025 ➢ Trust KPI Exceptions Report 2025-28 ➢ TA Informal Consultation – Executive Summary – October 2025 ➢ TA Consultation Feedback Report – September 2025 ➢ Board Report following Informal TA Consultation – September 2025 ➢ Pupil Numbers Report – October 2025 ➢ **Strategy Day feedback and approval of Strategic Plan 2025-28** The CEO thanked all Directors who had been able to attend for their feedback on the Strategy and their contribution to a highly successful day. **The Chair requested that any acronyms were removed from the Strategic Plan.** The CEO agreed to make the necessary revisions. The Directors **RESOLVED** to approve the Strategy 2025-28 (subject to the removal of acronyms). The CEO explained that a supporting Comms Plan was in place for the Strategy. The Directors **acknowledged the success** of the Strategy Day and were grateful for the opportunity to focus and feedback on the strategy. ➢ **Agree KPIs for next academic year** The CEO presented the KPIs for 2025-28 with links to the risk register. Each Priority was owned by a committee and would be RAG rated across the year. ➢ **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 for the year was as follows: ➢ **CSI Inspections 2024-25** There had been 11 CSIs across the year. 5 had been graded Outstanding and 6 as Good. ➢ **Ofsted Inspections 2024-25** There had been 8 inspections in total. One school had achieved outstanding in all areas; 1 mainly outstanding; 5 Good; one school had been graded with one RI judgement for QoE.

	➢ **CSI this year** There had been 2 inspections this year both had been judged as Good. **TRI Inspection Report** Directors **noted** that this report had been seen at the Audit & Risk Committee and would be dealt with later on the agenda. ➢ **Pupil Numbers - Summary Report** The CEO explained that Pupil Numbers were an area of high risk for the Trust, since this affected overall school budgets. (Confidential item redacted). Following robust discussion: **The Board** **RESOLVED to agree to delegate HR authority to the HR Committee** (redacted). **It was agreed** that an additional extra HR Committee meeting would be required before December. ➢ **GCSE and A level Results 2025 - Summary Report** Directors **noted** that this report had been scrutinised at the Standards Committee and circulated to Directors. The Chair thanked the Chief Executive for his reports.
EC/90/25	**Chief Operating Officer's Report (Confidential item)** The following documents were tabled: ➢ Board Members' Monthly Finance Pack – October 2025 ➢ Update on Revised Recovery Plan – October 2025 ➢ Accelerating the Recovery Plan - October 2025 ➢ SRMA Report update ➢ Update on Risk Appetite ➢ Risk Register – October 2025 ➢ **Board Members' Monthly Finance Pack – October 2025 (reporting to the end of August2025)** The Directors **acknowledged receipt** of the Board Members' Monthly Finance Pack, which had been made available to them on Trust Governor. (redaction). ➢ **Progress towards/accelerating the Recovery Plan** The COO advised that this had been covered in the CEO's reporting above. ➢ **SRMA report update** The COO explained that the Finance and Estates Committee had looked in depth at the SRMA Report. (redaction). ➢ **Update on Risk Appetite** The COO explained that the Risk Appetite Statement had been updated based on feedback from Audit and Risk Committee. ➢ **Risk Register** The COO advised that the Risk Register had been updated to realign with the areas of Risk Appetite. Where the mitigated risk was higher than the Risk Appetite, the Trust had put in place an action plan to demonstrate how these would be aligned.

	Challenge was received from the Directors (redaction). The Chair **thanked** the COO for his reports.
EC/91/25	**Director of People's Report (Confidential item details redacted)** The following documents were tabled: ➢ EPACC Recommendations to CMAT Boards on pay awards 2025 ➢ TA Consultation Feedback Report ➢ Board Report following informal TA Consultation ➢ **Update on informal TA Consultation** The Board received papers setting out a proposed framework and 3 recommendations for determining the alignment of TA roles, job descriptions and associated duties, including the consideration of agreeing a Cover Policy. The Directors considered the principles and criteria of the recommendations. Following discussion the Directors **UNANIMOUSLY RESOLVED** to agree the 3 recommendations. ➢ **CEO and CMAT Executive pay awards and pay progression update** The Board considered pay progression for executive officers, taking into account relevant guidance. Following discussion it was **RESOLVED** that: Pay awards be approved in line with the recommendations presented. ➢ **Extraordinary HR Committee meeting update & EPAC Recommendations** The Board received and considered a confidential report relating to executive remuneration. The Board reviewed the proposals, had regard to value for money, performance and relevant guidance, and formally approved the recommended remuneration arrangements. It was **RESOLVED** that the recommended pay progression awards be approved. In view of the sensitive and personal nature of the information in this item, full details are recorded in a separate confidential minute. The Chair thanked The Director of People for her reports.
EC/92/25	**Safeguarding (Confidential item redacted)** The following documents were tabled: ➢ Safeguarding Report October 2025 ➢ Safeguarding Review – Board Progress Report – October 2025 ➢ **Safeguarding Report** The Chair **acknowledged** that the Safeguarding report had been received and circulated on Trust Governor. The report had been updated with the addition of half-termly reporting and high-risk areas. The DCEO advised that there was no part B report for this meeting due to the early Standards Committee meeting this half term. ➢ **CEO's update (item redacted)** The Board considered a confidential safeguarding report received from CEO. Due to the sensitive nature of the matter, full details are recorded in separate confidential minutes. The Board confirmed it had received appropriate assurance that safeguarding procedures were being followed. The Directors considered the report, sought clarification on oversight arrangements, and were

	satisfied that appropriate safeguarding processes were in place. The Board **endorsed** the actions taken by the Trust and approved the recommended next steps. The matter will continue to be monitored through the Trust's safeguarding reporting arrangements.
EC/93/25	**Governance** The following documents were tabled: ➢ LGB Effectiveness Report - October 2025 ➢ Chair & Governor Symposium Attendance 2024-25 ➢ Chair & Governor Symposium Attendance 2025-26 ➢ Governance - Summary Report to the Board – October 2025 ➢ **Feedback from CMAT Chairs' meeting on 26th September 2025** The Chair explained that the CMAT Chairs' meeting had focussed on: • TA structures • HR Voice Survey • Members Meeting - will take place on 29th January 2026 at 1.30pm at Mackworth. Mrs Rich **agreed** to diarise a pre-meet for Directors the week before. The Chair encouraged all Directors to attend. • Appointment of non-Catholic Directors to Boards. ➢ **Chairs' Symposium feedback from symposium held on 17th September 2025** The Chair explained that feedback from attendees had been that the content of the symposium was excellent. The feedback from the Working Party had also supported this view. **Next symposium:** 18th November 2025 (4 symposia in 2025-26) – focus of the symposium would be Finance. The Chair recommended that the national context was emphasised. The CEO advised that the Trust would be launching the individual school action plans, with full understanding of all dashboards. There would be clear next steps for LGBs. The DCEO planned to organise a mini symposium for the LGBs of the 13 identified schools. **LGB Effectiveness report** Directors acknowledged that they had received the comprehensive LGB effectiveness report: • LGB membership – Mrs Rich confirmed that there were new governor applications in the pipeline. • Engagement at Symposia 2025 – there were 7 LGBs who did not attend the symposium. • Effectiveness **A Director queried whether the effectiveness data was sourced from LGB minutes.** Mrs Rich confirmed it was. She was aware that sometimes LGBs forgot to add the required information, and this was then not reflected in reporting, which contributed to gaps and areas of discrepancy. • Governance Working Party – Mrs Rich explained that the meetings went well. Areas of focus to date had included: the Working Party survey – outcomes; LGB meetings; Governor Recruitment; Relationships, Engagement & Communication. **Policies** Mrs Rich reminded all present that only final versions of policies should be presented to the CMAT Board for approval/ ratification. The Chair thanked Mrs Rich for her reports.

EC/94/25	**Director Visits to Schools** The following document was tabled: ➢ Link Directors and contact details - October 2025 ➢ **Director Visit to Schools Programme updates (verbal) - matters arising** The Directors **agreed** to liaise with Mrs Rich on their availability for visits. ➢ **Link Director Visits updates (verbal)- matters arising for the Board** Mrs Rich advised that 3 schools were yet to be covered. She asked whether Directors required a wider spread of dates. The Directors confirmed that they were happy with the date ranges. Mrs Rich highlighted that there was no expectation for Directors to go into all schools. **A Director questioned what skills the Board were looking for in any new Directors.** The Chair advised that relevant education sector experience, and expertise in marketing, legal, or financial matters would all be beneficial.
EC/95/25	**Other Matters** ➢ **St Edmund Campion - change to PAN** The Directors **RESOLVED to AGREE** to approve a drop in PAN to 30 • **St Hughs, Lincoln** The DCEO explained that increase of PAN from 35 to 40 was proposed. The Directors **RESOLVED to AGREE** to approve an increase in PAN to 40 and the reduction of one class. ➢ **Directors' Social Event** The Directors agreed that a social event would take place immediately after the next Board meeting on 10th December 2025. Mrs Heaver was to be invited.
EC/96/25	**Policies** **Directly to the Board:** There were no polices coming directly to the Board for this meeting. • 2027-28 Admissions Arrangements - Consultations required - verbal update Mrs Rich explained that the Trust would consult on Trinity and all primary schools. However, with the merger of parishes, all changes would have to be consulted on and reflected in policies. These may be ready for the December Board meeting. **From the Standards Committee:** • Attendance Policy • Safeguarding Policy • Trust Safeguarding Statement • Behaviour Checklist • Searching Screening and Confiscations Policy • Supervision Policy

	• Alternative Education Pathways **From the Finance & Estates Committee:** • Environmental and Sustainability Policy • Business Interests Policy **From the Audit & Risk Committee:** • Educational Visits Policy 2025 • Educational Visits Guidance 2025 • Heatwave Policy 2025 • Remote Access & Remote Working Policy 2025 **The Directors** **RESOLVED to APPROVE all of the above policies.**
EC/97/25	**Dates of Next Meetings** Meetings in the OLoL 2025-26 Schedule will take place at 2:00 pm on the following dates: • 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
EC/98/25	**Determination of confidentiality of business** The Committee considered whether anything discussed during the meeting should be deemed confidential due to the sensitive nature of the information. It was **RESOLVED** that all papers plus items concerning consultations (also covered in the Pupil Numbers - Summary Report item); HR reports; restructures; the finance reports and recovery plan; current safeguarding issue and all of the Director of People's reports and related discussions, would **REMAIN CONFIDENTIAL** and excluded from any minutes to be made available for public inspection. All meeting papers remain confidential.
EC/99/25	**Teachers' Pension Decisions – Central CMAT Executive roles – Confidential item redacted** 4.15pm - the Chair requested that All CMAT team members left the meeting at this point, with the exception of the CEO, the Director of People and the Clerk. ➢ **Executive Roles Pensions Decision** A robust and detailed discussion took place regarding eligibility status for the Teachers Pension Scheme (TPS). The discussion involved active contributions and challenges from Directors, the CEO, and the Director of People. The Board explored all relevant points at length, considering the full facts and implications of the decision. Numerous questions were raised, and alternative perspectives were debated thoroughly, ensuring that all aspects of eligibility, process, and potential outcomes were examined in detail before any conclusions were drawn. Following consideration:

	The Board unanimously determined that one role did not meet the criteria for the TPS. *(Some detail has been withheld due to confidentiality)*
EC/100/25	**Closing Prayer** The meeting closed with a prayer.
	The meeting closed at 5.05pm

Signed:..(Chair)   Date:..................................