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 4th February 2026 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	Mr James Cooper
	Mrs Lisa Walton	

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 Committees)

EC/01/26	**Welcome & Introductions** The Chair welcomed all present. Mr Green joined the meeting virtually, by prior agreement with the Chair. The Chair welcomed Mr James Cooper to the meeting. **Apologies for absence** Apologies for absence were received from Fr John Kyne (parish commitment). It was **RESOLVED** to accept the apologies. A quorum was present for the meeting.
EC/02/26	**Opening prayer** The meeting opened with the Trust prayer.
EC/03/26	**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.

	Mrs Dales declared that one member of her family is employed at a Trust school. Mr Moore declared that he was a member of the Executive Board at St Ralph Sherwin CMAT. There were no other declarations, either direct or indirect, for items of business on the agenda.
EC/04/26	**Correspondence** The following documents were tabled: ➢ Letter from Tim Coulson (and Bridget Phillipson) ➢ Letter from Tim Coulson re: low attainment Mrs Neale advised that all schools mentioned in both letters had also received a letter from Mrs Neale. **A Director enquired whether the letters were issued annually on a regular basis.** Mr McGeachie confirmed that whilst the letters were not received regularly, they had been issued in the past historically. **A Director enquired whether the recommendations would filter back via the Standards Committee.** Mrs Dales explained that the letter sent to schools contained the RISE CPD programme details for the region. The DPS team would explore these and the matter would return to the Standards Committee as a standing agenda item going forward.
EC/05/26	**Minutes of the previous meeting held 10th December 2025** The minutes of the previous meeting held on 10th December 2025, having been circulated on Trust Governor were **AGREED** and **CONFIRMED** by the Chair. It was **RESOLVED** to accept the minutes as a true and accurate record of the meeting. ➢ **Matters Arising** **EC/108/25 Central Services Feedback -** Completed. **Staff Voice Surveys -** Completed. **Members' Meeting arrangements -** Pre-meeting had been arranged for 20th January 2026 at 6pm on Teams (Mrs Rich agreed to record the meeting and share this with Mrs Walton who tendered her apologies in advance). Completed. **EC/110/25 To note: the Lent term HR Committee** had been moved from 26th February 2026 to meet the consultation timelines and would now take place on 17th March 2026. Ms Dryden advised that had since been rescheduled to 10th March 2026. **EC/111/25 TRI Safeguarding:** Completed. **EC/112/25** Mrs Neale requested that Mrs Rich share with LGBs that the new Ofsted Framework asked questions regarding governor training. Mrs Rich agreed to action this matter. Completed. **EC/113/25** Proposal that AGU Stamford, OLGC and St Bernadett's be allocated to Mr James Cooper. Mrs Rich agreed to update her allocations and share with Mr Stevenson and Mr Green, prior to submission to Mr Cooper. Completed. **A Director enquired which committees Mr Cooper sat on.** Mrs Rich stated that these were the Catholic Life and Mission and the Standards committees. **EC/115/25** Summary of consultation feedback to date regarding Primary arrangements and Trinity 6th Form . Completed. **Disciplinary Policy and Procedure** – Mrs Johnson highlighted that on p3 the wrong policy was referred to which was the Redundancy and Restructuring Policy. The Clerk agreed to contact NRCDES as the policy owner. The Clerk confirmed that the NRCDES had been informed of the policy error. Completed. **Policies to the Board:** Completed.
EC/06/26	**Reports and Minutes of Sub Committee Meetings** ➢ **Catholic Life & Mission Committee**

	The minutes of the meeting held on 15th January 2026 were received, having been previously circulated on Trust Governor. The Committee Chair reported that the Synod had been rearranged for 30th June 2026 and the St Joseph's Cleethorpes Ofsted report had now been received. Mrs Dales advised that Ofsted reports were taking longer than usual to return to schools at the current time. **A Director asked how students were selected for the CAFOD Rome trip.** Mr McGeachie advised that the Trust had been selected by CAFOD to attend at short notice and places were limited. The Chaplaincy Team had been asked to identify CAFOD Ambassadors and team members able to attend at short notice. ➢ **Finance & Estates Committee** The minutes of the meeting held on 22nd January 2026 were received, having been previously circulated on Trust Governor. The Committee Chair explained that the main focus of the meeting had been on marketing for schools with low pupil numbers, the impact of pupil numbers on the recovery plan, and sustainability measures. 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/07/26	**Legal & Regulatory** The following documents were tabled: ➢ Policy Review Schedule ➢ Board Annual Planner 2025-26 ➢ Board Annual Planner 2025-26 - tracked changes ➢ **LGB Chairs - update** Mrs Rich provided a verbal update and advised that there was now a new Chair at St Joseph's Boughton *(name redacted).* The Directors **RESOLVED** to approve the appointment. ➢ **Policy Review Schedule** Mrs Rich explained that there were a number of overdue policies, due to the lack of Audit & Risk and Standards committee sub-committee meetings in this round. She cautioned that there would be a significant number of policies passing through the committees for approval by the Board in next round of meetings. Mr Stevenson noted his appreciation for the progress made on the development and updating of Trust policies. He requested that formal policy review dates be included on the policy schedule to ensure appropriate governance and ongoing oversight. **A Director asked whether the policy review schedule could be distributed more evenly throughout the year to allow sufficient time for detailed scrutiny.** Mrs Rich advised that policy reviews were currently included within the Committee Work Plans. She **agreed** to explore the inclusion of specific policy titles within the Work Plans for greater visibility. Mr Moore suggested that a three-month advance notification for policies approaching their review date would be beneficial. Mrs Rich **agreed** to explore this proposal with the Compliance team.

	➢ **Board Annual Planner** Mrs Rich presented a tracked-changes version of the Board Annual Planner and explained the changes. She advised that the Scheme of Delegation review should be brought forward to Lent 2, any changes could then be shared with the Diocese and approved at Pentecost 2 Board meeting and be ready for the new academic year. The Directors **RESOLVED** to approve the changes to the Planner. The Chair **thanked** Mrs Rich for her updates.
EC/08/26	**Report from the Chief Executive Officer** The following documents were tabled: ➢ CEO's Report – February 2026 ➢ Trust KPI Exceptions Report – February 2026 ➢ Restructure Summary Report – February 2026 ➢ OLP LGB Concerns - February 2026 ➢ St Joseph's and St Peter & St Paul's update ➢ **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: • **CSI Inspections 2025-26** The CEO advised that there had not been any new inspections since the last meeting. • **Ofsted Inspections 2025-26** (confidential item) The CEO noted The CEO advised that there had not been any new inspections since the last meeting, however the report for one school had now been received (name redacted). ➢ **Trust Strategic KPIs** The CEO explained that most strategic KPIs were on track to complete on schedule. For the purposes of RAG rating the following applied: RED - unlikely to be achieved / significant concerns; AMBER - behind schedule / some concerns; GREEN - on track to be achieved / no concerns. The Board reviewed the Trust's strategic KPI report and considered performance against agreed priorities. The Board noted that overall performance was in line with expectations. They received updates on 6 amber rated strategic priorities. The Directors were assured that progress remained on track and agreed that performance would continue to be monitored through regular meeting reporting. **Bishop's 5-year Plan** The Chair **recommended** that this was discussed further at the next Catholic Life and Mission committee. The Directors entered into a discussion around strategic objectives, funding opportunities and alignment of the Bishop's Plan with the Trust Strategy. The CEO also explained that the Strategic Plan and associated KPIs were allocated to designated workstreams, which were subsequently assigned to the relevant committees for oversight and delivery

	➢ **Update on Restructures and Consultations (confidential item)** The Board received and noted a confidential update from management regarding organisational matters. Details of the discussion have been redacted from the public version of the minutes for reasons of commercial and personal confidentiality. • **Restructure Timeline – Delegated Responsibility** The CEO highlighted the Restructure timeline responses were being heard on 10th March 2026. He enquired as to the extent of delegated authority that the Restructure Committee could exercise. **It was noted** that the Committee would receive a summary of consultation feedback and present potential next steps. The CEO also sought further clarification on the Committee's level of actual decision-making authority. Following a robust discussion, Mr Stevenson confirmed that **the HR Committee could submit early recommendations to the Board through an Extraordinary meeting**. The Vice-Chair, as Chair of the HR and Pay Committee, advised that a smaller group of the Board should not hold final decision-making authority. **The Directors unanimously agreed with this position.** **It was therefore agreed to call an extraordinary evening Committee meeting of the Full Board on: Monday 16th March – evening 7pm – on Teams -** Mr McGeachie, Mr Moore, Mrs Dales, Mrs Robson and Mrs Tovey to attend from the Executive Team. ➢ **CJO – school closure update (confidential item)** The Board received an update on ongoing Trust matters relating to the closure of one school. No formal decision was required at this meeting. Further details have been omitted from the public version of the minutes on confidentiality grounds. ➢ **St Peter and St Paul's – 6th Form closure (confidential item)** The Board received an update on ongoing organisational matters relating to one 6th Form closure. No formal decision was required at this meeting. Further details have been omitted from the public version of the minutes on confidentiality grounds. The Chair **thanked** the Chief Executive Officer and Deputy CEO for their reports.
EC/09/26	**Chief Operating Officer's Report (confidential item)** The following documents were tabled: ➢ Board Members' Monthly Finance Pack – December 2025 ➢ COO's Report to the Board – February 2026 ➢ Update on the Financial Recovery Plan ➢ Risk Register ➢ Promoting Schools with low numbers – performance review The Board received the Chief Operating Officer's reports. The contents of the report and related discussion have been omitted from the public version of these minutes due to the commercially and operationally sensitive nature of the matters covered. The Chair **thanked** the COO for his reports.
EC/10/26	**Director of People's updates (confidential item)**

	The Board received an update regarding the Director of People. Further details have been omitted from the public version of these minutes due to the personally sensitive nature of the matters discussed.
EC/11/26	**Safeguarding** The following documents were tabled: ➢ Safeguarding Report Part A & B – February 2026 ➢ TER Examples of incomplete Training ➢ Governors to chase ➢ Email to Heads and Chairs regarding incomplete training ➢ Flick Report to the Board ➢ TRI Safeguarding Review – Board Progress Report – February 2026 ➢ **Safeguarding Report Parts A & B** Mrs Hallam **noted** that the Safeguarding report had been received directly to the Board, there being no Audit & Risk or Standards Committee meetings in the round. The Directors **AGREED not to receive** the Safeguarding Reports A and B until the Lent 2 meeting in the cycle going forward **(subject to any urgent need).** The DCEO provided the Board with a full update relating to complaints and any LADO referrals and Low-Level Concerns. **<u>Part B</u>** The DCEO advised that the report had been reviewed for this meeting. ➢ **Update of Safeguarding: safeguarding training – analysis** The DCEO advised that she would be leading on Safeguarding going forward, as one Director *(name redacted)* would shortly be leaving the Trust to take up a new role for Ofsted. ➢ **CEO's update on Trinity safeguarding matter (Confidential item)** The Board received and noted the safeguarding report from the CEO. The Directors then entered into an in depth discussion. Details have been withheld from the public version of the minutes to protect confidential and sensitive personal information. The Chair **thanked the** CEO and the DCEO for their reports.
EC/12/26	**Governance** The following documents were tabled: ➢ Governance Summary Report – February 2026 ➢ LGB Effectiveness Report – January 2026 ➢ CMAT Summary Response Report on Admissions consultations 2027-28 ➢ **Members' Meeting - feedback from meeting on 29th January 2026** The Chair **thanked all** Directors for their attendance at the Members Meeting. Mrs Hallam explained that Fr Simon had drawn attention to some incorrect references to himself and the Diocese in some reports. Progress in the Trust's financial figures had been recognised by the Members. A Director advised that Directors' assurance on KPIs had been an area of questioning. **A Director asked if there had been any feedback from the Members.** The Chair advised that this would be discussed at the CMAT Chairs meeting this evening. The CEO suggested that Members should receive minutes from Committee/Board meetings. A Director advised that the Directors had invited the Members to attend a Board meeting. ➢ **Chairs' Symposium** **Next symposium:** 5th March 2026 (4 symposia in 2025-26) – focus of the symposium would be the Ofsted

	New Framework (from Mrs Dales and Mrs Tibble) plus an update from Mr Moore on School Recovery Plans. ➢ **LGB Effectiveness/update report** Mrs Rich explained that training completion numbers were improving. Compliance Data figures were available up to December 2025 and there had been further progress since. Additionally, DSG attendance was now included in the report, as requested by the Board. Mrs Rich was **pleased** to report that Effectiveness overall had improved. ➢ **Summary Report to the Board on Governance** LGB membership concerns were highlighted and detailed for the Directors by Mrs Rich. **A Director noted that one school had a governor resignation, and asked if this was included in the report.** Mrs Rich advised that this was not yet included since the resignation was effective from the end of April 2026. Schools were now in possession of their LGB pop-up banners, to support with governor recruitment and LGB awareness. The Governance area of the Trust website had been updated with personal quotes A school was discussed re: numbers on the LGB (school details redacted for confidentiality). **Symposia Engagement** – Mr Stevenson stated that letters should be sent to Chairs who were not engaging in the Symposia, asking them to explain why they did not consider attendance important, as participation was a key part of their role. **Effectiveness** – (school names redacted) were highlighted as schools of concern. **Feedback common themes** - included: Leadership, Staffing, Workload, Well-being Matters; SEND pressures & concerns regarding levels of support; Safeguarding ; Financial constraints and Transparency; Parent, Parish & Community Engagement. **Governance Working Party** – comprised 5 LGB Chairs, 2 Directors, the CEO and the Governance Lead. The remit of the group was to direct input into key aspects to help shape Trust local governance practise. Discussions and outcomes from the group would be drip-fed at the Symposia going forward, to ensure that progress and impact could be monitored. Mrs Rich reported that there would be a 12 month pause before the group reconvened. Mr Stevenson **thanked** Mrs Neale for her contribution to the Working Party. **Trust Inspection Framework** – Mrs Rich advised that this would come into play from 2027. ➢ **Update on school consultation responses** It was agreed this would be discussed in the policies section of the agenda. The Chair **thanked** Mrs Rich for her reports.
EC/13/26	**Director Visits to Schools** **Director Visit to Schools Programme updates (verbal) - matters arising for the Board** **Link Director Visits updates (verbal)- matters arising for the Board** **A Director enquired whether all Director visits were now assigned.** Mrs Rich confirmed that they were.

EC/14/26	**Other Matters** ➢ **Schools' Estate – Annual Report for the NRCDT Board of Directors - for CEO and Chair signatures** The Chair confirmed that this had been signed as requested. The Clerk had passed the document to the COO to share with the Director of Estates. ➢ **Celebration Mass - Linda Heaver - Thurs 26th March - Our Lady of Lincoln Church (following the CMAT Exec Board meeting)** The CEO reminded all present that there would be a Mass for Mrs Heaver at the Our Lady of Lincoln Church following the next Board meeting.
EC/15/26	**Policies** ➢ **Update on school consultation responses** Mrs Rich had previously circulated a report on the Summary of Common Themes from Consultation Responses (2027–28 Admissions). She advised that a total of 26 responses had been received. The report highlighted the summary of points raised by responders, the response from the Executive Trust Board and the number of respondents who raised each point. Mrs Rich requested Director approval of the Responses Document. **The Directors RESOLVED to AGREE the Responses Document** **Directly to the Board:** • **Trinity 6th Form Admissions Policy 2027-28 (this version has been marked as determined, pre-empting the Board's decision)** • **Primary Admissions Policy 2027-28 (this version has been marked as determined, pre-empting the Board's decision)** – updates included reducing PAN at SEC and changes to Parishes. **From the Finance & Estates Committee:** • **Terrorism Policy** The Directors **RESOLVED to APPROVE all of the above policies.**
EC/16/26	**Dates of Next Meetings** Meetings in the OLoL 2025-26 Schedule will take place at 2:00 pm on the following dates: • Thursday 26th March 2026 - Our Lady of Lincoln Primary School, Lincoln (followed by a mass for Linda Heaver at 4pm at the church. Afterwards refreshments will be available). • Wednesday 20th May 2026 - Trust Offices, Loxley House, Nottingham • Thursday 16th July 2026 - Our Lady of Lincoln Primary School, Lincoln
EC/17/26	**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 and schools, specific CEO report items; items concerning Ofsted; HR reports; staffing and restructures; finance reports and recovery plan; specific current safeguarding issues and the Director of People agenda item 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.
	The meeting closed at 4.50pm

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