

Minutes of the meeting of the OLICAT Directors
25th May 2022



Attendees: Christopher Donnellan, Bill Nelson, Catherine Leong, Lucia Debertol, Tony Bishop, Jo Brake-Oakes, Sue Robinson

Apologies: Joe Burns

Agenda item	Key information
<p>1. Declaration of pecuniary interest/conflict of interest arising from agenda</p> <p>None declared</p>	
<p>2. Minutes & Matters Arising</p> <p>Draft minutes of last meeting accepted with amendments as below:</p> <p>4.3 Tony Bishop's appraisal was carried out by Christopher Donnellan with the same independent advisor used across all head teacher appraisals, and following same process. Directors agreed.</p> <p>Noted Outsourced Cleaning contract was approved outside of meeting by email.</p>	
<p>3. LAC Minutes</p> <p>Minutes received from LACs noted and items arising within will be addressed within the body of the meeting.</p> <p>TB noted the OLWEL governance structure is being looked at and meeting planned to review and consider school needs.</p>	<p>Update at future meeting</p>
<p>4. Chairs Update</p> <p>Directors reminded to complete self-evaluation document and return by Friday.</p> <p>Christopher Donnellan reported Paul McCahill's induction mass was well attended and it was a great pleasure to be there.</p>	
<p>5. School Improvement</p> <p>Nathan Wells shared the Trust Wellbeing Approach document. NW explained the approach came out of the analysis of the wellbeing survey and the conclusion that to measure wellbeing we first had to articulate what that term meant to us. In doing so it provides a language around responsibilities and expectations, and a basis for audit and measurement moving ahead.</p> <p>Wellbeing leads were established in each school who assisted in the creation of the draft. Consultation was 3 stages – firstly heads who went over it line by line in a four hour session. It then went to all staff for an eight week consultation, and we are now in stage three which is meeting with union representatives. Aim is completion by year end then consideration how to use.</p> <p>Documents is broken into sections of what we believe wellbeing to be expressed as guiding principles.</p>	

Our basis is staff as adults have responsibility for their wellbeing. As a person its around feelings, but as an organisations about systems.

CD noted this echoes points raised by BN at last meeting in terms of our responsibilities.

NW observed one thing that became clear is feelings are very transient and may not be linked to school or things we have control over.

LD queried if institutionally it is about systems how will this affect what we have now? It is a good document but how do we have impact?

NW explained this will vary across schools as some meet these and some will require change in what they produce and do. It creates obligations in the promotion of and communication of resources. It will move practice forward, some more than others.

LD observed an additional value is it gives a level of certainty that we have a minimal level happening in all schools.

NW confirmed this is one of the drivers of this exercise and our job now is to ensure this is what is happening.

BN observed as a marketing tool this could be valuable, but perhaps to avoid using stress (rather distress). We also talk about agency but need to be clear what we mean by this.

LD queried how did the first draft emerge?

NW confirmed he researched and wrote the initial draft for wellbeing leads to critique, which has evolved into the current document.

LD queried how the schools are receiving the document coming from the central team?

NW confirmed this approach was articulated after the Edurio survey and response for receipt varies depending on a lot of variables. We have agreed approaches in a number of areas now and will continue to support/monitor.

6. Finance

a. Finance report

Report received and reviewed by Directors. Key points arising:

- Pension scheme update as per last meeting. Pooling arrangement is going ahead. Auditor view is it is more sustainable and reduces risk.
- Management accounts have had more detail added – comments welcome. CD noted it is important we do see it even though it raised no questions. Noted some documents had names and to remove.
- Spending in schools has picked up and the finance team does challenge where appropriate. Schools have reserves and are mostly within targets.
- Energy costs are a known issue. CD stressed all developments need to consider energy efficient and sustainable options.

BN stated summaries and trial balances are informative and useful. Query is around debt collection process. Advice currently is to avoid legal processes and to focus on commercial debts. BN can assist with procedures.

LD observed diocese debt is about a third of the amount and is there a way of compensating? SR said this is under negotiation with the reception area built at OLV. TB noted the diocese backdating 10%

AW to replace on hub with anonymised version.

building contributions. CD/BN stressed need to be aware of small print diocesan clawback.

b. Budgets

All interim budgets have been to LACs. They are red across the board at this stage. TB has met with schools and raised concerns where flagged. Those carrying forward with deficits are being challenged and plans requested. There is still time for some movement, but expect plans for how to get back into balance in next meeting.

The central Trust budget is running at a deficit but we do have a reserves. This reflects an increase to marketing support, HR, and reading.

SMSRA visit and is looking at 2 schools: STMS, OLWEL. So far very useful and we may consider doing the other 10 schools too. TB observed this is a curriculum driven finance tool and sets up a framework we can to year on year.

c. Pay increments (corrective actions)

3 increments that were missed for various reasons at STM Bedford. 2 moving to UPS, 1 UPS1 to 2. LAC chair via email chain has agreed. Directors approved.

d. Breach of Scheme of Delegation, provision of goods and services

Confidential Item

Action plans with budgets at next meeting.

7. Safeguarding

Safeguarding audits ongoing and almost complete. Feedback positive in terms of process and support. Working towards a collated report once completed.

TB flagged the Section 8 monitoring inspection that took place at TBCS. These take place in between Section 5 inspections for RI and SM schools and was expected.

Couple of items to note. One an issue around the format of SCR in schools. We believe it was compliant, but format lacked clarity. Amended and accepted on the day. All schools have been made aware and a template provided.

They were within the window for the S8, but slightly brought forward due to complaints about safeguarding. School is dealing well with them, but they are complex and significant issues that go back some years. No issues were raised on the day about how the school was dealing with safeguarding.

8. Personnel

a. Revised Disciplinary Policy

JBO explained document submitted is following meetings with Diocese, CES and Directors and takes into account all the items raised at those meetings.

<p>Two key areas of revision as CES has changed its format too. CES changes highlighted in green. Director recommendations highlighted in yellow.</p> <p>Query on section 2.1.2 – advise revisit to clarify legal advice on merit separate from legal advice on process.</p> <p>BN – some detailed points to make and will circulate a note with comments for consideration.</p> <p>Agreed subject to revisions.</p>	
<p>9. Vision, values and strategy plans</p> <p>TB circulated a powerpoint presentation which gives details of outcomes of consultation. Heads spent half a day refining this. Next steps are a working party to synthesise these further and come up with a first final draft.</p>	
<p>10. Policies</p> <ul style="list-style-type: none"> a. Complaint (update) b. Data Protection (update) BN suggested modifying list at end to read as agreed by board from time to time. c. Debt Recovery (new policy) <p>Confirmed via email following meeting</p>	
<p>11. AOB</p> <p>High risk trip at STMP approved outside of committee noted.</p>	