

Meeting of the OLICAT Directors
15th February 2024
Minutes



Attendees: Tony Bishop, Ilona Bond, Jo Brake-Oakes, Joe Burns, Andrew Waterhouse, Catherine Leong, Bill Nelson, Christopher Donnellan, Sue Robinson

Agenda item	Actions
1. Declaration of pecuniary interest/conflict of interest arising from agenda IB declared role as Chair at BEST	
2. Reflection. Led by TB.	
3. Minutes & Matters arising <ul style="list-style-type: none"> a. Draft minutes Accepted as a fair record. b. Matters Arising TB reported a visit to Bedford Modern site. RAAC has rendered a large number of classrooms unusable and they are grateful for rapid letting of the UPS Aim is to maintain the working relationship and access some of their facilities. Work is progressing well and we expect to bring pupils back for September. With a one year then 3 month rolling lease our aim is to reclaim prior to end of academic year. IB queried if we would be able to access site to do work in advance. TB confirmed summer access. b. Approvals outside committee CCTV replacement spend at TBCS was approved by email outside committee to allow expedient access to fit. 	
4. Chair's Update CD updated: <ul style="list-style-type: none"> • Heads + CEO PDRs done. • FD appointment interviews were on Monday. An offer has been made and accepted. Cohort this time were much stronger Thanks to Sue and team for their participation in the process. Notice period is 3 months notice and SR will stay on to hand over. • Colette Curtis has retired after a long notice period with the diocese. CD noted Colette has been great to work with and a sea change when she came in. Directors record their thanks and gratitude to Colette. 	
5. Finance <ul style="list-style-type: none"> a. SR presented the Finance Report. Key points noted: <ul style="list-style-type: none"> • December Monitoring shared, January being worked on. • End of December overspend at 531k is as expected. OLCP, STB, TGS and TBCS are running over. 	

- End January overspend expected at 574k. This will impact on cashflow although we have sufficient reserves.
- CD queried how this will play out over the year. SR explained high initial curriculum costs but currently projected 1.06 million overspend by year end. IB observed that all schools presumably have plans to address. SR confirmed all are aware
- JB questioned the rise in deficit at OLCP. SR confirmed impact of supply but are addressing.
- SB explained that largest impact was staffing – illness, losing staff and supply. IB asked if all schools understood the seriousness of this position and what steps were being taken to highlight. SR confirmed meetings informed by SRMA are taking places and expenditure being limited to essential spend.
- Supply figures overall are high: 443k to end of December. IB questioned if this is not a priority to address? SR explained this is mainly long term cover that reflects a difficulty in recruiting. BN queried if this is perhaps the time to revisit mechanism to address internally rather than using agencies, and we can predict a constant need flexible appointments may be more cost effective.
- CL queried why TBCS struggled more with recruitment than STM and whether this was reputation or geography. TB observed it is a bit of everything, reputation is changing but this takes time.
- IB questioned if monitoring reports show we are financially sound. SR confirmed they do, but we are running on reserves and need schools to come in under budget. Our plan is to prioritise those of concern with planning informed from the SRMA.
- JB observed the HT pay range at secondaries based largely on sizes, and with numbers having reduced at one and climbing at the other are these up for evaluation? TB confirmed it is our intent to look at before year end.

b. Headteacher increments

- IB questioned report regarding SJSJG increments. JBO confirmed these have been provided and it will be corrected.
- JBO reported 6HT are eligible for increments and 3 are top of range. Exec heads are not eligible until next review.
- Directors approved as per report recommendations.
- 2 teacher increments were missed by heads at STG and OLCP. Directors approved.

c. Central staff.

- PDR process has been followed and increments are from Apr 23 not Sept 23. TB noted we have had discussions about this process and how staff have to wait too long. We will be aligning.
- Directors approved increments.

Directors recommend auditing need level and evaluating cost options.

<p>a. LAC Chairs meeting</p> <p>CD reflected that the meeting showed a difference in understanding among LAC Chairs in what was going on, with the biggest misunderstanding being what was happening or not happening. The central team is doing the job the directors have asked them to do. There is a question mark over what information is going back from heads to chairs.</p> <p>IB observed as a LAC chair was at that meeting, for some LACs there is a misunderstanding of roles and responsibilities, and for the Trust Board that ultimately it needs to be done this way. Greater clarity is needed around scheme of delegation and perhaps consider a governors' handbook.</p> <p>CD outlined moving ahead we need need each school and LAC to be part of the whole with greater understanding and consensus. Overall the meeting resulted in a positive and collaborative outcome.</p> <p>Agreed to hold topic based LAC Chairs and Directors meetings termly aligned with DST topics.</p> <p>b. Receipt of LAC minutes</p> <p>Receipt noted and governors confirmed having reviewed. Concerns noted over tone of reporting in one set of minutes.</p>	<p>To investigate a governors handbook. AW to add to plan.</p>
<p>7. Trust oversight</p> <p>a. SMRA report</p> <p>Report was received in December. Key points to note:</p> <ul style="list-style-type: none"> • Figures are based on most complete set available, so varies in comparison from 21/22 and 22/23. • Report is hard to follow in places and will need explanation/mediation for heads and LACs to draw pertinent information from. • Recommendations are valid based on data sets drawn from, but will also need to sue local information to inform decision and planning process. <p>b. CER initiative</p> <p>TB gave an overview of the initiative. The CER is a collection of KPIs from across all areas of the MAT brought together to inform communication and identify barriers to success holistically. They feed into an open collaborative evaluation meeting with Head and LAC chair and central team, which identifies areas we can work on or address. We will evaluate at the end of the year.</p> <p>CD observed in a way it is almost an audit of priorities. IB confirmed it is a positive process to be involved in and represents joined up thinking and collaborative working.</p> <p>c. Trust Plans</p>	

<p>TB gave an update on the overall strategy document. This has outline 3 year plans drilling down into further detail, with each subsequent year reflecting on the former.</p>	
<p>8. Safeguarding Critical Issues arising TB reported an incident at STE on Tuesday where a pupil was taken seriously ill and was in intensive care, now out. HT confirms all has been recorded and procedures followed. An ambulance was called and we were informed the wait time was 3 hours. Parent took child to A&E and subsequently transferred to intensive care in Leicester.</p>	
<p>9. Policies Complaints policy and Trips policy approved, subject to any comments and revisions requested by Directors by email within seven days of meeting.</p>	
<p>10. AOB Request for board appointed governor at OLW. Request approved.</p>	