

Minutes of the OLICAT Directors Meeting
16th June 2025



Attendees

Directors: Bill Nelson, Ilona Bond, Joe Burns, Christopher Donnellan, Catherine Leong
Executive: Tony Bishop, Andrew Waterhouse

Reflection: Tony Bishop

Agenda item	Action
<p>1. Declaration of pecuniary interest/conflict of interest arising from agenda None raised</p>	
<p>2. Minutes & Matters arising</p> <ul style="list-style-type: none"> a. Draft minutes of Directors' meeting 21,05.25 Accepted as a fair record b. Draft minutes of EGM To add under deliberations that MB will be informed in writing of the Directors' decision. 	<p>Update as indicated</p>
<p>3. HR</p> <ul style="list-style-type: none"> a. Support Staff Increments Paper distributed by JBO. LAC minutes have been checked and where not yet held/circulated draft documents have confirmed consideration. <p>Directors agrees increments as presented.</p>	
<p>4. Finance</p> <ul style="list-style-type: none"> a. Budgets for approval AM circulated the budget paper. Directors have been kept posted and involved in budget discussions throughout the year and this follows on from the DFE submission. Most budgets are now balanced or better and the central budget at a 59k surplus. <p>Teachers pay award is funded but calculation is slightly lower than we had (20k less)</p> <p>DFE meeting was two weeks ago. BN confirmed the tone had shifted – numbers were presented that the DFE received favourably and TB linked this to progress with any negatives being pre-empted. STMS received the most scrutiny and we explained our watching brief.</p> <p>Directors agreed the budgets and recorded thanks to AM, BN and TB for their work with the DFE leading to this.</p> <ul style="list-style-type: none"> b. Finance Report We are currently forecasting a deficit of 400k (initially project at a million). Key points to note: 	<p>Agreed as recorded.</p>

- Additional income has shifted the deficit
- Support staff pay awards are still pending
- Expenditure budgets we can tighten up on going forward.
- Cash position is weakening. Large amount of outlay on SJSJG – 600k from SCA brought forward plus entirety of this year despite not having received all yet (500k outstanding)
- Insignis and Lloyds – 1,5% overnight balance at Lloyds. 2 million sat in insignis at 3.5%

JB queried if work done with HTs on budgets bearing fruit. AM confirmed in places with some pre-empting how they're going to fund things and adjusting spend within budget parameters.

IB queried the TGS variance. AM confirmed the initial budget funding statement had a figure included that wasn't included in the budget and some areas not budgeted accurately – ie supply.

c. Internal Audit

AM expressed she was not fully happy with the internal audit outcome. Focus was on Finance/HR payroll/governance. There were no red item. Amber items were:

- Financial risk exposure with a large amount in one single account< this has been spread now but is always going to exist with a large amount.
- Payroll/HR struggled to provide some of the detail requested. New system in September which hope will improve these areas.

TB noted the new HR/payroll system will be step up on what we have now with greater centralised control. Where now everything is submitted on paper OMs will do so on system giving a full audit trail. Authorisations will be more pertinent to line managers. Currently schools operate inconsistently.

d. Investment policy

Policy is now required and was shared with Directors. Directors agreed the policy.

e. Cleaning contract – update

Cleaning procurement has gone out this year. Current provider is partially legacy from Corby/Kettering that was expanded on formation of OLICAT. We used the YPO framework to carry out procurement. 5 expressions of interest were received but 2 did not submit adequate information to proceed. A team across the Trust evaluated submissions. The contract was awarded to Global to start 01 oct for 3 years with option to extend, NY will run a management committee to run the contract SLA.

f. Catering contract – update

Following last meeting we have looked further at harmonising provision. STMS are the priority as outsourcing is now agreed to offer better provision and investment. Should STMS come onboard with Coombes they have agreed a 60k investment in return for a 5 rather than 3 year contract.

<p>5. Chair's Update CD updated on:</p> <ul style="list-style-type: none"> a. An ESFA seeking assurances letter has been received in relation to ST Marys. A response is being facilitated. b. The Trust Inset day was a great success and was very positive to see so many staff engaged. c. DST met and there is still some clarity needed on their role, but they are keen on movement with trust expansion. d. The letter agreed in the EGM has gone to the head. e. Agreed CPD support and budget for CD 	
<p>6. Governance Director meeting schedule and focus topics circulated and agreed. IB raised question of access to SI documents on top of these items as raised previously. Noted that these would be provided in addition.</p>	<p>Follow up access to documents for Directors.</p>
<p>7. Safeguarding</p> <ul style="list-style-type: none"> a. Critical Issues arising JB reported a known issue at STE under investigation. 	
<p>8. AOB</p> <p>The Directors recorded their thanks and gratitude to TB on his last Directors' meeting. As a Trust we have been very fortunate in a period of transition to have someone bringing people together, changing mindset, forming an OLICAT community. We're in a good place to spread that.</p> <p>BN flagged a redundancy case we should be aware of – will circulate for Directors' information.</p> <p>BN flagged concerns with minibus management and health and safety. NY will draw up an interim document to manage risk.</p> <p>IB questioned progress on LPS site sale. TB is speaking to LA next week and will update.</p>	