

## Omnia Learning Trust – Operations Committee Meeting Minutes

Held remotely via Microsoft Teams on Tuesday 10 February 2026 | 10:00–11:30am

### Invitees and Attendance

| Name              | Position                                    | Attendance             |
|-------------------|---|------------------------|
| Tyler Jeffs       | Board Director / Operations Committee Chair | Present                |
| Jodie Croft       | Board Director & CEO                        | Present                |
| Carina Cuddington | CFO (Edufin)                                | Present                |
| Sam Reilly        | Accountant (Edufin)                         | Present                |
| Sarah Bellingham  | Head of Operations (HOO)                    | Present                |
| Alison Hill       | Board Director                              | Present                |
| Nicola Poole      | Board Director                              | Present (left 11:00am) |
| Hana Hamilton     | Governance & Communications Officer (Clerk) | Present                |

### Disclaimer – Microsoft Teams Meeting Transcript

*The meeting was held via Microsoft Teams. The automatic transcription function was enabled solely to support accurate minute-taking. The transcript is not the formal record of proceedings. Approved minutes, once confirmed by the Board, constitute the only official record. Transcripts are stored securely and deleted following formal approval. By attending, participants acknowledged and consented to the use of transcription for governance purposes.*

### 1. Approval of Teams Transcript, Welcome and Apologies for Absence

The Chair opened the meeting and confirmed it was quorate.

The Committee acknowledged use of Teams transcription for governance accuracy.

No Apologies

**APPROVED:** Use of Teams transcription for minute accuracy.

### 2. Declaration of Conflicts of Interest

The Chair invited declarations of pecuniary, business or hospitality interests.

No new declarations were made. The Register of Interests (January 2026) remains accurate.

**APPROVED:** Register of Interests reviewed and confirmed as accurate.

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### 3. Identify AOB and/or Confidential AOB

The CEO notified the Committee of a new risk matter to be discussed under the Risk Register item.

No further AOB was declared

**ACTION:** None required.

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### 4. Approval of Minutes of October 2025 Operations Meeting & Matters Arising

**Report introduced by:** Chair

Report introduced by: Chair

The minutes of 25 November 2025 were reviewed

**Director Question / Challenge:**

Directors asked whether any amendments were required for accuracy.

**Response / Assurance Provided:**

No amendments were raised. The Clerk confirmed actions were either complete or on track.

**APPROVED:** Minutes of 25 November 2025 confirmed as accurate.

**ACTION:** Upload the approved minutes to OLT website and Governor Hub

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### 5. Review Outcomes of Benchmarking Exercise

**Report introduced by:** CEO

The CEO explained that the annual benchmarking report from external auditors had been included in the pack. A bespoke Omnia Trust benchmarking comparison had not yet been received and will be brought to the next meeting.

The estates conditions data will be reviewed formally in April 2026.

**Director Question / Challenge:**

Directors queried whether any action was required at this stage.

**Response / Assurance Provided:**

No immediate action required. The bespoke benchmarking analysis will enable deeper scrutiny next term.

**ACTION:** CEO to present bespoke benchmarking analysis at April 2026 Ops.

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## 6. Receive Management Accounts

**Report introduced by:** CFO (Edufin)

**Supporting commentary by:** Accountant (SR Edufin)

The Committee received the December 2025 Management Accounts.

The CEO presented a reserves-tracking spreadsheet demonstrating predicted carry forward against approved budget positions across all schools. The Trust position remains stable.

### Discussion: Inter-school Support

#### Director Question / Challenge:

Directors queried whether Sires Hill should be supported through inter-school transfer or allowed to fall into a short-term accounting deficit.

#### Response / Assurance Provided:

The Trust operates one bank account. Accounting presentation must reflect each school's position transparently. Directors noted that allowing a recorded deficit (while Trust reserves cover it) may be preferable to obscuring true financial reporting. The position is manageable.

The Committee was reassured that all variances are controlled and linked to pupil need and staffing responsiveness.

**APPROVED:** Management Accounts received with assurance.

## 8. Receive OLT Compliance Report

**Report introduced by:** Head of Operations

The Committee reviewed compliance status (Term 2, Columns I–N).

### Digital Strategy 2030 Compliance

The Trust is progressing toward DfE digital standards (c.800 standards by 2030). Schools are RAG-rated. All areas achievable by 2030. Annual monitoring established.

Directors queried scope.

#### Response / Assurance Provided:

Standards relate to infrastructure, cabling, cyber security, access controls and filtering. 123 ICT now on Government framework, enabling direct procurement for Valley Park infrastructure.

### Estates & Building Matters

- Didcot: Lease nearing completion.
- Sires Hill: Ongoing works; minor legal position regarding defect period.
- Twickenham: Roof replacement bid submitted (~£500k). Outcome expected May 2026. Contingency phased approach prepared if unsuccessful.

### Internal Audit

Spring audit underway: Procurement & Value for Money.  
Autumn audit: Green rating.

### Health & Safety

- Didcot: Amber actions transitioning to new caretaker; due Feb half-term.
- Twickenham: Fire risk assessment (Jan 2026) — training and minor compliance actions due Spring term.
- Water compliance issues at Sires Hill ongoing with OCC.

### Staff Absence

285 sick days as of 13 January (vs 792 total prior year).  
Disability-related absence significant proportion.  
Non-sickness absence under tightened monitoring.

Directors requested further absence analysis.

**ACTION:** CEO to provide detailed absence trend report (including % and cost impact) at next Ops.

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## 9. Policies requiring committee approval

Report introduced by: CEO / HOO

Policies reviewed:

- Investment Policy (amended investment duration alignment)
- ECT Policy (no changes)
- Directors' Expenses Policy (inflation adjustments)
- Financial Policies & Procedures (reinstated £500 OM threshold; purchase order review ongoing)
- Probation Policy (six-month employment law alignment; no probation extensions beyond 6 months)
- Sickness & Absence Policy (clarified rolling six-month wording)
- Disciplinary & Dismissal Policy (appeal hearings no longer require panel unless mandated)

### Director Question / Challenge:

Directors scrutinised probation changes and financial delegation adjustments.

### Response / Assurance Provided:

All changes in line with statutory requirements or guidance and are operationally necessary.

**APPROVED:** All listed policies.

**ACTION:** Publish updated policies and update policy tracker.

## 10. Review of Trust Risk Register

**Report introduced by:** CEO

An incident at an OLT school was reported.

The Committee received a detailed account.

The Committee recognised:

- Heightened parental escalation trends
- Increasing SEND expectation pressures
- Growing reputational and governance risk

**ACTION:** Add incident to Risk Register (litigation & reputational category).

## 9. Any Other Business (AOB):

No additional items were raised.

## 10. Agreement of Confidential Status of Meeting Documents

Directors agreed that all papers — excluding the agenda and approved policies — should remain confidential in accordance with **ATH 2025 (paras 1.50–1.51)**.

**APPROVED:** Confidential status of meeting documents confirmed.

**Meeting Closed**

**11:12am**

## Appendix A – Summary of Operations Committee Action Points

| Action Point Number | Owner | Minute Item | Action   | Deadline    |
|---------------------|-------|-------------|--|-------------|
| 1                   | Clerk | Item 4      | Upload approved November minutes to website and GovernorHub; request Chair signature | Feb 2026    |
| 2                   | CEO   | Item 5      | Present bespoke benchmarking analysis  | March Board |
| 3                   | CEO   | Item 8      | Provide detailed absence analysis including % and cost impact                        | Next Ops    |



| Action Point Number | Owner | Minute Item | Action   | Deadline    |
|---------------------|-------|-------------|--|-------------|
| 4                   | Clerk | Item 9      | Publish approved policies and update tracker                         | March Board |
| 5                   | CEO   | Item 10     | Add incident to Risk Register; update Committee on insurer response. | March Board |

**Document Reference Disclaimer**

*All documents and reports referred to within these minutes were circulated to members via GovernorHub in line with the corresponding agenda and published in advance of the meeting. Each minute item recorded herein directly corresponds to the relevant numbered agenda item for that meeting. Supporting papers are retained on GovernorHub as part of the official governance record in accordance with Omnia Learning Trust protocols.*