

**Peterborough Diocese Education Trust**  
 Minutes of Directors' Meeting  
 Tuesday 17 November 2015  
 14.00  
 Bishop Stopford School, Kettering

**NON CONFIDENTIAL ITEMS**

MR opened the meeting with a prayer.

Confidential items were discussed.

**1. Apologies for absence**

Attendees	John Herrick (Chair), Margaret Holman (Vice Chair); Miranda Robinson, Peter Goringe, Helen Buckley, Michael Cowland; Angela Tilston (representative of the Headteacher Reference Group), Greg Cracknell, Cathy Armstrong Debbie Brewer - Note taker Claire Hicks from Grant Thornton in attendance for Item 2
Apologies	

**2. Accounts Update**

Discussion	Action
<p>It was advised that the year end process had taken longer than anticipated, as there has been some inconsistent work in academies and there have been some difficulties with Multiview, which made collecting information difficult. It was advised that the accounts will be sent to PDET by 20 November, and they will be forwarded prior to the next Directors meeting in December for sign off.</p> <p>Discussion took place as to whether we recognise land and buildings on our balance sheet. It was agreed that we would be following the National Society (NS) guidance, and therefore it should not be on the balance sheet. It was advised that Grant Thornton has had discussions with EFA regarding this subject and that the guidance in the accounts direction is to recognise the items, however should there be a deviation from the guidance in the accounts direction, on a valid basis, the DfE will ask for enhanced disclosure so the reader of the accounts is able to fully understand the situation.</p> <p>It was proposed that we follow NS guidance. All agreed with this suggestion.</p> <p>Grant Thornton were happy that this has been clarified before the accounts. The Chair thanked them for attending.</p>	

### 3. Approval of Minutes from the previous meeting

Discussion	Action
<p>Agreed as a true record, with the addition of PG in the list of Directors present.</p> <p>It was noted however, that the Members meeting had been deferred to 9 December 2015.</p>	

### 4. Action List

Discussion	Action
<ul style="list-style-type: none"> <li>• Governance Subgroup work – suggest a list of key items we expect PDET academies governing body minutes to include – the board were updated that this is on the list to be discussed at the next committee meeting.</li> <li>• Pension Discretionary Policy Update – ongoing</li> <li>• Critical Incident Policy – ongoing</li> <li>• Data Protection policy is being finalised. Discussed who should be the data controller for PDET, HT should be data controller for their academies.</li> <li>• Accommodation – on hold.</li> <li>• Catering contract update – Loddington now using village hall for hot school meals.</li> <li>• Risk register – following feedback this has been further developed. All agreed on the revisions. With the two sub committees running alongside this meeting, it was felt that all actions would be covered.</li> </ul>	<p>MC to source training on Data Protection and the duties of a Data Controller</p> <p>DB to publish on the PDET website</p>

### 5. RSC Debrief

Discussion	Action
<p>The board were advised that a meeting had taken place with Martin Post (Regional Schools Commissioner, North West London and South Central), Jenny Bexon-Smith (Regional Schools Commissioner, East Midlands and Humber), Damian McGrath (Academies Group) and Emmanuel Oyeniran (Academies Group) on 13 November. They were updated on current capacity and staff changes that had been made creating more capacity.</p> <p>They were also updated on the 2015 results and performance of PDET academies, which had been forwarded to them prior to the meeting.</p> <p>They were updated on schools currently in the pipeline to join PDET</p> <p>They were made aware that there are some safeguarding issues to be resolved.</p> <p>Overall, it was felt to be a positive meeting.</p>	

## 6. Quality Assurance Framework

Discussion	Action
<p>Section 2, Part 1 – Actions had been drawn up for the area leadership and management.</p> <p>Section 2, Part 2– Quality of Provision – Discussion on this area took place.</p> <p>Discussion took place on whether this remain a separate action plan or become part of the strategic plan.</p> <p>This section to be looked at in the same way as the above.</p>	<p>MR to look at the QA Section 2, part 2 and then the actions for the December meeting.</p>

## 7. Recruitment of Directors

Discussion	Action
<p>The Board were updated that following analysis of the skills audit of board members, the two areas where the board need coverage were for a chartered account and a media professional</p> <p>Advert is now live on the Academy Ambassadors website <a href="https://www.academyambassadors.org/business-leaders/board-opportunities/peterborough-diocese-education-trust">https://www.academyambassadors.org/business-leaders/board-opportunities/peterborough-diocese-education-trust</a> and we hope this will generate a good response.</p> <p>Prospective people to be interviewed w/c 18 January.</p> <p>There was discussion on whether someone from the BEC sit on the Board of Directors, or be better placed on the Ethos Committee. A vote took place. It was agreed 7 to 1 to recommend that a member of the DBE should be on the Ethos committee as opposed to the Board of Directors.</p>	

## 8. Directors Subgroups

Discussion	Action
<p>It was updated that the Governance Committee had its first meeting yesterday –Membership comprises - :PG, HB, M Juan, Chair of Governors, Easton Garford, and N Howes, vice chair St Barnabas.</p> <p>The board were updated on items discussed. All felt that this report was very positive.</p> <p>It was advised that the Business Management Committee had its first meeting on 4th November.</p> <p>Membership currently comprises – MC, CA, B Hansford, Chair of Governors at Loddington and G Dean, Senior Director, Clydesdale Bank.</p> <p>The Board were updated on items discussed. All felt that this also was a positive report.</p> <p>It was advised that at this stage, we do not need an audit committee, but that the role of an audit committee will still</p>	

<p>be covered by the Business Management Committee as previously discussed.  Standards and Ethos Committee to be set up.  The board requested a TOR for this committee could be drawn up for the next / January's meeting.  It was agreed that we need a director responsible for safeguarding. This to be added to the next agenda.</p>	<p>MR to draw up Standards &amp; Ethos TOR</p> <p>DB to add to December agenda items</p>
--	--

## 9. Dates of Meetings 2016

Discussion	Action
<p>Agreed, with the exception of the July meeting.  Appointments to be sent out.</p>	<p>DB to change date to Monday 18<sup>th</sup> July 2016, and send out meeting appointments</p>

## 10. Matters of Urgency

Discussion	Action
<p>None raised</p>	

## 11. Date of the Next Meeting

**15 December 2015, 14.00 at Bouverie Court Northampton**