

**Peterborough Diocese Education Trust**  
 Minutes of Directors' Meeting  
 Tuesday 23 February 2016  
 14.00  
 Bishop Stopford School Kettering

**NON CONFIDENTIAL ITEMS**

MR opened the meeting with a prayer.

Confidential items were discussed.

**1. Apologies for absence and Declarations of Interest**

Attendees	John Herrick (Chair), Margaret Holman (Vice Chair); Miranda Robinson, Peter Goringe, Helen Buckley, Michael Cowland; Greg Cracknell, Debbie Brewer - Note taker
Apologies	Angela Tilston, Cathy Armstrong

**2. Approval of Minutes from the previous meeting**

Discussion	Action
Minutes were agreed as a true and correct record.	

**3. Action List**

Discussion	Action
The Chair went through the action list and action list to be updated accordingly.	DB to update action list

**4. Updates from Committee Meetings**

Discussion	Action
<p>The meeting were advised that the Governance Committee hadn't met in person but a virtual meeting took place to approve a straight forward governor reappointment.</p> <p>The next Governance Meeting is on 1 March.</p> <p>The Business Management committee is due to meet in the next two weeks.</p> <p>The creation of a Pay &amp; Staffing Committee was discussed, this would replace the Task &amp; Finish group. It was agreed that a TOR for a Pay &amp; Staffing to be drawn up.</p>	JH to draw up the TOR

## 5. Membership of Ethos, Standards and Effectiveness Committee

Discussion	Action
<p>Proposals for membership of this committee were put forward. These were agreed as MR, MH, GC, FLP and member from DBE. Meetings to be arranged.</p> <p>It was proposed that once all committees are fully functioning, we could meet as board of directors once every two months. This would be considered going forward.</p>	<p>DB to liaise with MR on dates</p>

## 6. Headteacher Reference Group Update

Discussion	Action
<p>The minutes of the reference group had been circulated prior to the meeting. The meeting is an opportunity for them to raise and discuss issues with PDET. It was also agreed that these meetings be minuted. Points raised by the HT had been actioned.</p> <p>A replacement HT representative was proposed and agreed by the group, and was put forward to the board. The HT now to be invited to Directors meetings from April.</p>	<p>DB to invite HT to meetings</p>

## 7. The new Memorandum of Understanding

Discussion	Action
<p>MR updated on this and advised that the final draft is still confidential. A lot of work going on at National Society level and with the DfE, which could have implications for PPET. The board would be kept update.</p>	<p>MR to keep board updated on MoU</p>

## 8. LA School Improvement Visits

Discussion	Action
<p>The meeting was updated that the Legal position is being sought on these visits. It is PDET's understanding that they have a monitoring role. The view of HTs is that they do not wish to have LA visits in addition to PDET School improvement</p> <p>Much discussion took place on these visits, it was agreed that a letter be written back to the LA officer concerned, once we have received our legal advice then the next stage would be to organise joint visits.</p>	<p>MR to write letter to LA Officer</p>

## 9. Website Checks

Discussion	Action
Following questions raised at the Governor's conference by the key note speaker on what information should be on academy websites, these had been looked at and a chart compiled for discussion. It was agreed that this be further discussed at the Governance Committee.	PG to raise at Governance Committee

## 10. Director Appointment

Discussion	Action
The board were advised that following four potential people being met for discussions, two have subsequently been chosen, approved by members and have now been invited to join us. DfE have been advised via the information exchange secure area. Companies House to be updated with these new directors  New Directors to be invited to March meeting.	MC to notify Companies House DB to send invitations

## 11. Matters of Urgency

Discussion	Action
The cost of the audit of PDET Accounts was brought to the attention of the board, and discussed. These were then agreed.	MC to process

## 12. Date of the Next Meeting

**Tuesday 22 March 14.00 at Bouverie Court Northampton**