

Peterborough Diocese Education Trust

Minutes of Directors' Meeting

Tuesday 31 January 2017

14.00

Bishop Stopford School, Kettering

NON CONFIDENTIAL ITEMS

MR opened the meeting with a prayer.

1. Apologies for absence and Declarations of Interest

Attendees	John Herrick (Chair), Margaret Holman, Miranda Robinson, Helen Buckley, Michael Cowland; Sue Campbell (representative of the Headteacher Reference Group), Greg Cracknell, Cathy Armstrong, Andrew Weatherill, Kevin Binley, Catherine Davies Note taker – Debbie Brewer
Apologies	None
Declarations	None

2. Approval of Minutes and Matters Arising

Discussion	Action
Minutes of 15 November Agreed that these were a true record. Minutes of 13 December Item 3 Committees amend sentence re frequency to read 'frequency of committee meetings will be at least 6 times a year as required' rather than scheduling one during each half term. Regarding Audit Committee it was agreed that this meet 3 times per year. Action from Minutes of 13 Dec 16 - costings for a clerk to be discussed at the Business and Finance Committee.	MC to add to the agenda

3. Action List

Discussion	Action
Action list – mobile phones for senior staff. It was previously agreed that PDET could not afford to pay for all HT centrally, but research into a contract that schools could buy into could benefit them financially. Chair of ESE emphasised that all senior PDET staff should all have a work mobile phone. Costings to go on the agenda for the Business and Finance Committee.	MC to add to the agenda

4. Verbal Update from Committee Meetings

Discussion	Action
<p>ESE Committee – Met 6 December 2016 Chair updated that much discussion had taken place on safeguarding reports, their format and proposed changes to reporting updates, this would be discussed with the safeguarding officer. Rev M Gompertz has been invited to join this committee as a co-opted member. Date of the next meeting is 27 February.</p> <p>Business Management Committee - met 1 December 2016. Grant Thornton attended to present the audit and accounts. It was a very productive meeting where many questions were asked and answered in preparation for the directors meeting who would be looking to approve the accounts two weeks later. Financial reports from all the academies were also scrutinised. Meetings will be scheduled W/C 20 February for both the Business & Finance Committee and the Audit Committee.</p> <p>Governance Committee – Chair of the Board of Directors has now joined the governance committee. They have been looking at the website audit responses which are being collated. They are also looking further at Director recruitment. Governing bodies were asked to look at the 100 questions and respond to the Governance Committee who would look to see what help is needed among these governing bodies. Date of the next meeting is 8 February.</p> <p>Pay & Personnel Committee Meeting on 10 January 2016 discussed covering the work of the Schools Effectiveness Advisor role and how this would be shared. It also looked at the Business support term and the roles within that team as PDET expands. Recommendation from this committee to be considered by the Business & Finance committee. A JD for a Safeguarding Officer / advisor, part time was considered with a view to it being a one year contract and reviewed at the end of that time. Next meeting to be arranged W/C 20 February</p>	<p>Action –the 100 questions document to be emailed to CoG in word format.</p>

5. Easton Garford Boiler

Discussion	Action
<p>The meeting was updated on the history of this issue and advised that the school now has a new boiler and the</p>	

8. Matters of Urgency

Discussion	Action
The Board were advised that Playing fields are usually owned by the LA and they are leased to PDET outside the provisions of the landlord and tenant act 1954. Stone King have requested a resolution from the Board of directors be signed to progress this process on behalf of PDET when academy conversions take place.	Directors to sign

9. Dates of next meetings

Tuesday	28 March 2017	14:00	Bishop Stopford School
Tuesday	23 May 2017	14:00	Bishop Stopford School
Tuesday	18 July 2017	14:00	Ecton 3, Bouverie Court
Tuesday	19 September 2017	14:00	Ecton 3, Bouverie Court
Tuesday	14 November 2017	14:00	Ecton 3, Bouverie Court
Tuesday	12 December 2017	14:00	Ecton 3, Bouverie Court