

PETERBOROUGH DIOCESE EDUCATION TRUST (PDET)

Minutes for the Directors' Meeting held on Wednesday 19th April 2017 at 6.00pm

Present: Dr John Herrick (Chair), Cathy Armstrong, Michael Cowland,
Greg Cracknell Margaret Holman, Miranda Robinson and Andrew Weatherill (AW)
Helen Buckley

In attendance: Angela Corbyn (Clerk)

Meeting started: 6.00p.m.

Meeting finished: 6.50p.m.

Min No.	Subject	Action
1.	<p>APOLOGIES FOR ABSENCE & DECLARATION OF INTERESTS The Chair welcomed everyone and introduced the Clerk. A prayer was given by MR.</p> <p>Apologies had been received and were accepted from Mr Kevin Binley (KB).</p> <p>No declarations of interest were declared.</p>	
2.	<p>APPROVAL OF MINUTES FROM THE PREVIOUS MEETING ON 31ST JANUARY 2017 The minutes were accepted as a true and accurate record of the meeting.</p>	
3.	<p>ACTION LIST The action list had been distributed with papers prior to the meeting and confirmation was given by the Chair that a number of actions had been completed with 2 outstanding.</p> <p>After a brief discussion, Directors agreed to carry forward the Headteacher vacancies as an ongoing action.</p> <p>Action Point 1: Headteacher vacancies – discuss possible executive headships with Headteachers in the first instance</p> <p>The scheme of delegation action point was completed and discussed under agenda item 5.</p>	MR
4.	<p>UPDATE FROM COMMITTEE MEETINGS</p> <p>4a. Ethos, Standards and Effectiveness (ESE) Committee 27th February 2017 This item was moved to the confidential section in the Directors' meeting.</p> <p>4b. Audit Committee 28th March 2017 (minutes distributed with papers for the Directors' meeting) The Chair of the Audit Committee tabled some key notes and outcomes for Directors from the recent Audit Committee meeting. A request was made for an additional PDET Director to be appointed to the Audit Committee and it was agreed that CA would join the Committee on a temporary basis</p>	Clerk

<p>Action Point 2: Update Audit Committee members list to include CA on a temporary basis Directors agreed to the membership request to source up to two external co-opted members who have audit and financial governance experience. Suggestions were made about speaking to existing members in case they might know of someone suitable.</p> <p>The recommendations in the document were discussed. From the Directors' discussions, support was given to source quotes from suitable organisations to complete the internal audit process.</p> <p>Action Point 3: Email quotes and recommendations to Directors</p> <p>A request was made for a sponsor at Board level for the risk management process and it was agreed the vice chair would complete this.</p> <p>4c. Business and Finance Committee 22nd March 2017 (minutes distributed with papers for the Directors' meeting) Budget reports were discussed and Directors were notified that two formal re-forecasts would be taking place.</p> <p>Q: How is the new finance system working? The board were notified that the system had produced its first set of finance management accounts for an academy.</p> <p>Q: How did the training go provided by PSF? It did not go as expected PDET is providing direct support to Bursars at academies. Some positive feedback has been received from Bursars about the new system, however it should also be noted that some Bursars are being asked to do jobs they do not have the skills for. Directors requested to monitor the situation with Bursars using the new finance system.</p> <p>Action Point 4: Monitor feedback from Bursars using new finance system</p> <p>Q: Has feedback been provided to PSF about the training? Not yet, Directors requested that this was actioned.</p> <p>Action Point 5: Feedback to PSF about training provided</p> <p>4d. Governance Committee 15th March 2017 (minutes distributed with papers for the Directors' meeting) The Chair advised about the Executive Summary document and its purpose to cover key matters and outcomes to bring to the Board to try improve communication and links to committees to ensure relevant items are included on agendas. Minutes for the Committee would still be used as reference prior to a meeting. A Director requested that the actions list should probably have a name allocated to see who was responsible for the action. The Chair requested all Directors consider using the Executive Summary when reporting about Committees going forward.</p> <p>Action Point 6: All to Consider using Executive Summary</p> <p>It was reported to Directors that once the website audit was completed, recommendations would be made to the Board on the way forward.</p> <p>Board were advised that there are three schools identified, that are going to have independent external reviews of their governance. The schools concerned have been advised this is a supportive process not a critical one.</p> <p>Q: Who is the company? Hallam Associates.</p> <p>Q: What is the cost? Around £350-£400 per school. This cost was being met through PDET using governance funds.</p>	<p>MC</p> <p>Next Mtg</p> <p>MC</p> <p>All</p>
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The PDET 120 questions self-evaluation questionnaire deadline has been extended until 9th June 2017 as few schools have completed it. A Director raised concern about whether the number of questions could be excessive.

Q: How long does the questionnaire take to complete? Difficult to specify as depends on how the schools completes it. Some informal feedback received has shown it is a fantastic team building exercise advised a Director.

- **Ratification of the amendment to the Scheme of Delegation (SoD) regarding Headteacher appointments**

One of the recommendations from the Committee was to tighten up on the Headteacher recruitment process. In line with an action point from the last Board meeting, the Schemes of Delegation had been updated with suggested changes to support this. The amendments were required due to academies interpreting the wording of the SoD differently and that the final decision is made by PDET for the best interests of the academy and the trust.

The Directors discussed the Schemes of Delegation changes for A and B. Comments were made that it was important for PDET to have an element of control as the academy is part of the trust and in the delegation table B, PDET would be leading the recruitment process to ensure academy budgets can sustain the Headteacher appointments.

Q: Does PDET prepare the contract? Each school has the Trust proforma which the school uses.

The proposed amendments for the Scheme A and Scheme B delegation tables were unanimously **approved** by the Board. These updated tables would need to be sent out to academies as soon as possible highlighting the changes.

Action Point 7: Updated Scheme A and B Delegation tables to be sent out to academies immediately

An idea was mentioned about charging out a service across other schools for governance which could be advantageous to generate some additional income as limited service now provided by Local Authority (LA). This suggestion has been made by LA.

Q: For Church schools, doesn't the SLA include this? Yes, but primarily focus this service on non-church schools.

A brief conversation took place that this has potential and could be a bespoke service as governance is so important.

4e. Pay and Personnel Committee for 10th January 2017 and 14th March 2017 (minutes distributed with papers for the Directors' meeting)

No questions were raised about the minutes by Directors.

- **Ratification of Safeguarding post**

Board were advised this post was on hold until PDET has the budget to employ someone, however will continue to buy in more hours from consultant to meet current needs.

Q: Is it affordable for the extra hours? Yes

This was **agreed** by the Board.

- **Ratification of Finance Team organisation**

HB

	<p>It was reported that the budget was not available for an additional finance team member and proposed to continue using the consultant as a temporary measure for 6/8 days per month.</p> <p>Q: Do we have an extra person in the budget? Yes, but dependant on new academies joining the trust.</p> <p>A request was made to Directors that when the post is financially viable, then an appointment can be made which Directors agreed too.</p>																					
5.	<p>AGREE SCHEME OF DELEGATION FOR GREEN NORTON, MEARS ASHBY AND COLLINGTREE</p> <p>Directors approved and agreed the following:</p> <ul style="list-style-type: none"> • Greens Norton – Scheme of Delegation B as they have a new Headteacher and PDET can provide support in the first instance. • Mears Ashby and Collingtree – Scheme of Delegation B for both as they are sponsored academies. 																					
6.	<p>MATTERS OF URGENCY</p> <p>It was reported that PDET had been awarded £100,000 from the Regional Growth Fund which will be used to develop joint data systems, support governance and support for improving consistency of school standards.</p> <p>Also, £400,00 has been awarded from the Condition Improvement Fund for four schools.</p>																					
7.	<p>DATES OF NEXT MEETINGS</p> <table border="1" data-bbox="201 1014 1356 1186"> <tr> <td>Tuesday</td> <td>23rd May 2017</td> <td>14:00</td> <td>Bishop Stopford School</td> </tr> <tr> <td>Tuesday</td> <td>18th July 2017</td> <td>14:00</td> <td>Ecton 3, Bouverie Court</td> </tr> <tr> <td>Tuesday</td> <td>19th September 2017</td> <td>14:00</td> <td>Ecton 3, Bouverie Court</td> </tr> <tr> <td>Tuesday</td> <td>14th November 2017</td> <td>14:00</td> <td>Ecton 3, Bouverie Court</td> </tr> <tr> <td>Tuesday</td> <td>12th December 2017</td> <td>14:00</td> <td>Ecton 3, Bouverie Court</td> </tr> </table>	Tuesday	23 rd May 2017	14:00	Bishop Stopford School	Tuesday	18 th July 2017	14:00	Ecton 3, Bouverie Court	Tuesday	19 th September 2017	14:00	Ecton 3, Bouverie Court	Tuesday	14 th November 2017	14:00	Ecton 3, Bouverie Court	Tuesday	12 th December 2017	14:00	Ecton 3, Bouverie Court	
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