

Peterborough Diocese Education Trust
 Minutes of Directors' Meeting
 Monday 12 October 2015
 13.00
 Bouverie Court

NON CONFIDENTIAL ITEMS

MR opened the meeting with a prayer.

Confidential items were discussed.

1. Apologies for absence

Attendees	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
Apologies	John Herrick

2. Approval of Minutes from the previous meeting

Discussion	Action
Agreed as a true record. Item 7 was updated– and it was reported that the issue over Loddington Village Hall was not yet resolved. A meeting with the Chair of the Parish Council to reach a resolution on the issue to take place next week.	

3. Action List

Discussion	Action
The action list was discussed and items to be updated as agreed.	DB to update action list.

4. Policies

Discussion	Action
Board were updated that as a result of the feedback from all, we put together a sheet with comments, which also showed the policy source / process the policy has been through. It was agreed that the Safeguarding, Code of Conduct and Data Protection be approved, subject to the few amendments. It was agreed that the Risk Register not be approved. It was agreed that going forward the Sub group would deal with the sort of issues that had been raised in putting these	HB to finalise policies for publication MC to further develop the Risk Register based on Directors' feedback

policies together, and that they would come to the Board meeting for sign off.	
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5. Scheme of Delegation - Pytchley

Discussion	Action
It was agreed that Pytchley be set on Scheme B.	DB to prepare documents for MR to sign and send.

6. QA Section 1

Discussion	Action
<p>It was explained that the idea of doing this was by way of a self-evaluation, to give a starting point to show where we currently are.</p> <p>Some discussion took place and it was agreed that the level we feel we re at was looked at, then we would bullet point the actions needed to get us to 'Leading'. This to be circulated to all and returned by Friday 17 October.</p>	<p>MC/HB to add bullet points. MC to circulate and all to return comments by 17/10/15</p>

7. Teachers Pay Increase

Discussion	Action
<p>Advice had been sought from Strictly Education on the implementation of the recommendations in the School Teachers' Pay and Conditions Document. Strictly Education advised that they have not been given any new pay structures from NCC but that the majority of Northamptonshire schools have asked them to use the STPRB recommendations as per the handout. Directors agreed that we should do the same.</p> <p>There has been no notification of support staff pay uplifts.</p>	<p>MC to circulate the STPCD pay scales to all academies with advice to follow the recommendations</p>

8. Skills Audit and Recruitment of Additional Directors

Discussion	Action
<p>Following completion by all of the Skills Audit, it was agreed that a scoring exercise of the current skills on the board be undertaken to see where we want to target our recruitment of additional directors.</p> <p>It was also suggested we could also make use of Academy Ambassadors, this is a national organisation. This would be reported on at the next meeting.</p> <p>It was reported that BEC thought it would be a good idea to have a foundation director, and reported that a member of BEC had volunteered for this position. It would be the Members role to approve such an appointment.</p> <p>The Board were informed that a members meeting takes</p>	<p>PG to contact Academy Ambassadors and report back at November meeting</p>

<p>place on 18 November. The Board were updated on the Governors conference which, overall, was positively received. The Governors' handbook was launched and well received.</p>	<p>MR to take proposal to members 18/11/15</p>
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9. Appointment of Governors and members on Directors Committees

Discussion	Action
<p>All were updated that following the Board decision to get the Sub Committees up and running, two governors had come forward for the Governance Committee; Monica Juan (Easton Garford) and Natalie Howes (St Barnabas). It was agreed to get this sub Committee running as soon as possible.</p> <p>It was requested tghart the board to agree to P Canning becoming a Foundation Governor at Braunston, and to Richard Holland – CoG – whose LA membership is due to expire and so needs to become a co-opted governor. – All agreed.</p> <p>Regarding the Audit Committee, it was reported that there have been no volunteers yet. It was proposed starting this one and the Business Management as one committee, then split into the two. Board were advised that Barry Hansford (Loddington) had volunteered for the Business Management Committee. CA said she would also like to be on this committee.</p>	<p>PG to set up Governance Sub Committee</p> <p>MC to establish Business Management sub committee</p>

10. Strategic Plan – PDET Improvement Plan Year 1

Discussion	Action
<p>All were advised that this had been ragged to show where we think we are. All should note their own actions. It was agreed to bring this document back to the meeting in December to check on progress, and rag the document again.</p>	

11. EFA Letter to Accounting Officers

EFA letter	Action
<p>This letter was circulated as a reminder of the importance of compliance.</p>	

12. Bank Accounts

	Action
Approval was sought from the Board to open bank accounts for Weldon CE Primary School and Cottingham CE Primary School. - All Agreed.	MC to action

13. Matters of Urgency

	Action
A question was raised as to whether the Headteachers reference group had met this term – it was advised they will be meeting after the HT development day but confirmed that they have moved to a North/South structure.	

14. Dates of the next meetings

Day	Date	Time	Location
Tuesday	17 th Nov 2015	14:00	Bishop Stopford
Tuesday	15 th Dec 2015	14:00	Bouverie Court