

**Peterborough Diocese Education Trust**

Minutes of Directors' Meeting

Tuesday 15 December 2015

14.00

Bouverie Court, Northampton

**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, Helen Buckley, Michael Cowland; Angela Tilston (representative of the Headteacher Reference Group), Greg Cracknell, Cathy Armstrong Debbie Brewer - Note taker Steve Robinson & Claire Hicks from Grant Thornton in attendance for Item 2
Apologies	Peter Goringe

**2. Presentation of Annual Accounts and Audit Findings**

Discussion	Action
<p>Grant Thornton were in attendance and talked to their documents.</p> <p>It was agreed that along with a report to replace the 2 case studies, any other amendments for the final document be sent through to Business Director who would feedback to Grant Thornton for action.</p> <p>Grant Thornton advised that they had given a clean audit opinion.</p> <p>The Audit report was then circulated, this was also talked to. Any queries to be directed to Business Director to collate within 24 hours.</p> <p>Draft responses for the Management Responses to be circulated to all by Friday.</p> <p>Discussion took place on tightening up the timescales for distribution of both the Annual Report and the Audit report for next year, so that there is more time at the end of the year for the appropriate final approvals and uploading.</p>	<p>MR to write item to replace the two case studies. MC to send amendments and additions to Grant Thornton, who will incorporate and return before the end of the week</p> <p>MC to draft management responses in the report and circulate to all by Friday.</p> <p>MC to upload the final audited accounts and audit findings to the EFA website before 31 December 2015.</p>

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

Discussion	Action
Minutes of 17 November were agreed.	

### 4. Action List

Discussion	Action
Agreed actions which were ongoing, and confirmed those already completed.	

### 5. Quality Assurance Framework

Discussion	Action
The revised document was circulated prior to the meeting as a list of Ragged actions. Section 3 Outcomes to be done for the January meeting. All agreed that this new document made things very clear.	MR to produce ragged actions of Section 3 for January meeting

### 6. Director Rep for Safeguarding

Discussion	Action
It was discussed whether someone be responsible at director level for overseeing safeguarding. Ultimately it is the local authority that is responsible, but we need to take our responsibilities extremely seriously and be able to show processes and what actions we have taken. Recording of issues was also discussed. Also discussed how any issues are recorded. On the agenda for January.	DB to list for next agenda January 16

### 7. Feedback on Director Recruitment

Discussion	Action
There have been two responses to the advert. Both have visited PDET to receive a briefing on what we do. A discussion took place regarding format of the meetings to be held with them in January. It was agreed there would be a robust discussion. CV's received to be shared with the board. A panel of three were agreed upon, these are JH, MR and HB. Also mentioned the possibility of another non-executive director. Contact to be made.	DB to circulate, strictly confidentially.

## 8. Review of Progress against PDET Improvement Plan

Discussion	Action
This document was circulated prior to the meeting, to ensure we are moving forward on the actions identified. The update shows 82% have now reached amber. Agreed to change the statement at 1.1. – this action would then be green	MR to update the document accordingly.

## 9. Lord Nash Letter

Discussion	Action
Content of the letter as distributed was discussed.	

## 10. Matters of Urgency

Discussion	Action
<p>The meeting was advised that the Nourish school meals service is to terminate at the end of the July term next year. Within PDET, there are 3 schools using Nourish and 1 school about to join. The possibility of more academies joining the PDET catering contract has been discussed. Legal advice to be sought on the procurement process.</p> <p>The Meeting was advised on the recent attempted burglary at St Barnabas.</p>	MC to seek legal advice on the procurement of a catering contract for additional academies

## 11. Date of the Next Meeting

**Tuesday 26 January 14.00 at Bouverie Court Northampton**