

**Peterborough Diocese Education Trust**

Minutes of Directors' Meeting

Tuesday 14 November 2017

18.00

The Business Exchange, Rockingham Road, Kettering, NN16 8JX

**NON CONFIDENTIAL ITEMS**

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

Attendees	John Herrick (Chair), Margaret Holman (Vice Chair), Michael Cowland, Andrew Weatherill, Miranda Robinson, Greg Cracknell, Cathy Armstrong, Kevin Binley
Apologies	Helen Buckley
Declarations	AW advised that he has recently taken up a position on the Archbishops' Council as an independent member of its Audit Committee. HB has advised that she will take up the matter of any possible interest with Stone King.

**2. Approval of Minutes of 26 September and Matters Arising**

Discussion	Action
<p>Question raised as to who Jo and Sue are (referred to on page 2)? It was confirmed that these are Academy Improvement Officers; Sue Hickey and Gill Broughton.</p> <p>With this clarification made, <b>ALL AGREED</b> that the <b>minutes</b> of the previous meeting held on <b>26 September 2017</b>, should be signed by the Chair as a True and Correct record.</p> <p>Matters Arising:</p> <p>a) It was noted that the action points had been built into these previous minutes. All agreed that the should be drawn out into a separate document in future.</p> <p>b) Action Point 1 - Maxine Ward will carry out a review of Governance which will form part of due diligence.</p> <p>c) Action Point 2 - Governor Conference planned for early 2018.</p> <p>d) Action Point 3 - Recruitment to be discussed within the Agenda.</p>	<p><b>Point 1.</b></p>

**3. Committee Meetings Summary Updates**

Discussion	Action
<p><b>BUSINESS AND FINANCE COMMITTEE</b></p> <p>No summary available.</p> <p>It was reported that the Committee had discussed strategic review with dates set for the end of January 2018 in order to acknowledge the preparation work required by MC's team.</p>	

The management accounts of schools were considered. It was reported that it is still proving difficult to obtain consistent information from the schools. Recommendation made for training. As business managers leave, discussions to take place as to whether to incorporate the role centrally or to re-appoint to posts. Budgetary forecast considered in line with pay increases. Schools should have revisited their budgets in line with actual figures. Committee expressed their disappointment with the lack of quality and compliance from schools. This has been reported back to schools, who have been asked to prepare their forecasts with a deadline of 20/11/17.

**Question raised** as to whether schools understand the vocabulary used? It was confirmed that they do but they have chosen not to re forecast following this change in a line of budget.

**Question raised** as to why if the instruction was given, there was non compliance and whether this needs addressing? It was reported that 5 out of 6 schools did not comply (although 2 with reason). This needs urgent review.

**Question raised** as to the extent of the review required? It was confirmed that the review was of the Balance Sheet, ie income, expenditure, variance. Inaccuracies were also found. Consideration to be given to the amount that needs to be looked at centrally and how much by the individual schools.

**Question raised** as to the significance of the bursar problem? It was reported that the problem refers to 2/3 Bursars.

**Question raised** as to whether the new finance system is running smoothly? MC advised that it will be, but some misunderstandings around the use of the system need correcting which will be done by the new year.

**Question raised** as to why? It was confirmed that the operators are not yet fully conversant with the new system.

**AUDIT COMMITTEE**  
No report received.

**GOVERNANCE COMMITTEE**  
07/11/17 Executive Summary circulated. GC reported that the requirement to have Directors as the majority on the Committee is causing a problem. Consideration being given to a review of the Scheme of Delegation to address this. Numbers of available Governors is an issue.

**Question raised** as to who the members are? It was confirmed that they are Helen Buckley, John Herrick, Natalie Howes (Vice-Chair of St Barnabas) and Monica Juan. A representative from Colingtree also attended.

#### 4. Review of Executive Summary Process

Discussion	Action
<p>Following a review, it was suggested that minutes of committee meetings were not strong in reporting between committees. Suggestion made that a pro forma is required to improve discussion between committees. Some concern expressed about how the confidential matters should be treated. It was agreed that all Committee discussions should be treated as confidential. The following pro forma was agreed;</p> <ol style="list-style-type: none"> <li>1. <b>Executive Summary</b> at the front of the minutes,</li> <li>2. followed by <b>Items for discussion by other committees</b>, then</li> <li>3. The <b>Full minutes</b></li> <li>4. <b>Recommendations for Board</b> at the end of the document.</li> </ol>	<p><b>Point 2.</b></p>

#### 5. Staffing Update

Discussion	Action
<p>SECONDMENT OPPORTUNITY - Learning &amp; Achievement; It was confirmed that the Head Teacher of Staverton, Ruth Walker-Green is currently working full time in the office. She is very proactive;</p> <ul style="list-style-type: none"> <li>• RWG has already submitted a proposal re the clarity required from PDET about authorisation of absence</li> <li>• RWG has been to visit schools anticipating an OFSTED visit, to ascertain required support.</li> </ul> <p>A suggestion has been made by Head Teachers in relation to a Governor review protocol re monitoring of SATs.</p> <p>Suggestion made that consideration should be made to seconding another Head Teacher to the office in future if extra support was required. It was acknowledged that there would be a need to look at specific schools and individuals.</p>	<p><b>Point 3.</b></p>

#### 6. Recent OFSTED Inspections

Discussion	Action
<p>GT ADDINGTON - 14 September This was a short inspection. HT had only been in post 2 weeks. It was reported that the Governing Body is ambitious, with strong leadership and governance.</p> <p>LODDINGTON - 12 September This was a short inspection. It was reported that the school emanates warmth and the Governing body has a high level of expertise.</p>	

<p>It was acknowledged that it had been heart warming to hear the proud words of both pupils and parents.</p> <p>RYHALL This school is a sponsored Academy. The report is positive about the Trust and impressed with the provision.</p> <p>ST BARNABAS The committed and ambitious Governors were commented on as was the Head Teacher who was felt to be very focussed and positive. Concern for the welfare of the staff was also very strong.</p> <p>All schools were found to be 'Good' with several on the brink of 'outstanding'.</p> <p>All pleased to hear the excellent reports and that it had been noted that the Trust are aware of the needs of individual schools.</p> <p>ALL AGREED that the Chair should write to the 4 x Head Teachers and Chairs of Governing Bodies congratulating them. Also offering thanks to Improvement Officers SH and GB.</p> <p>MR shared positive comments from a letter she received after her meeting with the RSC.</p>	<p><b>Point 4.</b></p>
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**7. PDET Inset Day**

Discussion	Action
<p>It was reported that 350+ Teachers and Teaching Assistants had attended this day which had been arranged with the involvement of Head Teachers.</p> <p>The day had proved to be very well received with positive evaluation received such as: 'A great way to reiterate education is more than academia' 'Inspired me to be the best I can'</p> <p>Headteachers are keeping the Monday after October half-term as an IN-SET day for possible joint activities again next year.</p> <p>Head Teachers have been pleased at the involvement of Teaching Assistants.</p> <p>All agreed that information about this positive day, together with some quotes should be included in the Newsletter which could prove beneficial in attracting more schools and staff.</p>	<p><b>Point 5.</b></p>

**8. LGB's using Plumsum for data storage and access**

Discussion	Action
<p>Initial explorations are currently underway to have a Governor hub type pf data storage.</p> <p>Plumsum have visited to explain their system of data storage i.e. Schools will be able to upload documents which can then be accessed centrally.</p>	

<p>JH reported that there would be no additional cost as this would be included in the current Plumsum costings. A further report will be made available at the next meeting.</p> <p>All acknowledged that as the Trust matures and centralisation increases then this will make running more efficient and provide increased savings to schools.</p>	<b>Point 6.</b>
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## 9. Insurance Updates

Discussion	Action
<p>MC reported that he is currently exploring with broker, Arthur J Gallagher, the possibility of providing an insurance framework which would be innovative for the Trust and would provide the benefit of economies of scale. <b>Question raised</b> as to whether the Trust would make money from this idea? MC confirmed not but it would benefit from savings achieved. Trusts buying into the framework would be expected to have a reasonable claims history. Insurance per child would be expected to be more reasonable and there would be no additional cost to the Trust as it would be included within the Brokers fee. Draft Tender Timetable circulated.</p>	

## 10. Matters of Urgency

Discussion	Action
None.	

## 11. Dates of Next Meeting 2017

TBA			
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**Meeting closed at 19.10.**