

Peterborough Diocese Education Trust
 Minutes of Directors' Meeting
 Monday 18 July 2016
 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), Miranda Robinson, Peter Goringe, Helen Buckley, Michael Cowland; Sue Campbell (representative of the Headteacher Reference Group), Greg Cracknell, Cathy Armstrong, Andrew Weatherill Note taker – Debbie Brewer
Apologies	Margaret Holman, Kevin Binley
Declarations	None

2. Approval of Minutes and Matters Arising

Discussion	Action
These were agreed as a true and correct record	

3. Action List

Discussion	Action
Completed actions were noted. Log to be updated accordingly	DB to update Action Log

4. Update from Committee Meetings

Discussion	Action
Ethos, Standards & Effectiveness Committee It was agreed that bullet points be provided to this meeting going forward, with minutes having been circulated prior. Board were advised that a meeting will take place during the summer break between the Safeguarding lead and the C/E PDET to ensure that the report that the academies receive is more user friendly. The need for this was echoed by the HT representative. All agreed that the report needs to be clear as to what action is to be taken and when by. JH to write letter to Pytchley for their SIAMS reports.	JH to write letter to Pytchley DB to pass on thanks

<p>Board asked that thanks go to the Development Officer for organising the 3 enrichment days that have recently taken place.</p> <p>Governance Committee With the chair of this committee leaving it was noted that a new chair would be required, and also the board will need to replace a Director.</p> <p>Directors were asked to consider whether members of staff at a school could job share the role of staff governor. Following a short discussion, it was agreed that this be approved for a trial for a period of a year. Reporting back to governance committee on progress.</p> <p>Business Management Committee The key points off the meeting were discussed. Discussed splitting this group into two groups, Audit & Risk and Business & Finance.</p> <p>Agreed that Item 6 be discussed at this point, before returning for the HT Reference Group</p> <p>HT Reference group notes – HT rep spoke to the points raised at the meeting in May, and said that the meeting had been very positive.</p> <p>Agreed that Item 9 Absence Policy be discussed under this item.</p> <p>HT feel they would appreciate guidance on attendance / absence from PDET. It was noted that the LA are due to be putting their new policy in place in the Autumn term, Discussion took place on what HT think are reasonable requests, it was suggested that PDET build on the LA policy. HT asked whether it would be possible to have attendance figures from across PDET as supporting information.</p>	
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5. Update on MR's meeting with RSC

Discussion	Action
Directors were updated on the recent meeting with the RSC, which overall was a very positive meeting.	

6. Consolidated Accounts

Discussion	Action
<p>Directors were advised that meetings have taken place with all bursars, at 1:1 budget surgeries group training sessions have also taken place to include governors and headteachers, to ensure that consolidated figures could be submitted to the EFA by the deadline of the end of August. The meeting discussed options on what could be done in the event of an academy not complying with attendance at meetings or not engaging in general. A discussion took place and it was agreed that they could be moved from Delegation Scheme A to B.</p> <p>A report was presented to Directors which asked for approval for a Task & Finish group to run to look through all these budgets in order to get these submitted by the deadline. This was agreed.</p> <p>Discussed an Audit in individual academies taking place. It was noted that PDET have the authority to take back managing the academies finances if they are not able to provide a budget forecast.</p> <p>It was agreed that an extraordinary meeting take place on 23 August to solely to discuss Finances.</p>	<p>DB to schedule meeting</p>

7. Director of Learning & Achievement post

Discussion	Action
<p>3 interviewees were shortlisted, after the first day 1 withdrew. Following the 2 interviews that took place the panel were unanimous in their decision. The successful candidate will start 1 September.</p>	

8. Agree P & P TOR

Discussion	Action
<p>Document was discussed, some amendments need to be made to the items under membership.</p>	<p>JH to make the changes requested</p>

9. Absence Policy

Discussion	Action
<p>Discussed under item 4 under HT reference group</p>	

10. Matters of Urgency

Discussion	Action
<p>St James CE Primary attended the 2016 Education Business Awards in London and were awarded the SEN Inclusion Award. Directors congratulated St James on their achievement</p> <p>JH informed the meeting that he had received a letter of resignation from PG who was retiring at the end of July. JH thanked PG for his hard work and guidance particularly during the early days of PDET and the support and encouragement he had given to academies during the conversion process.</p>	

11. Dates of next meetings

Tuesday	20 September 2016	14:00	Bishop Stopford
Tuesday	15 November 2016	14:00	Bishop Stopford
Tuesday	13 December 2016	14:00	Bouverie Court Ecton 3