

Peterborough Diocese Education Trust

Minutes of Directors' Meeting

Tuesday 20 September 2016

14.00

Bishop Stopford School, Kettering

NON CONFIDENTIAL ITEMS

MR opened the meeting with a prayer.

1. Apologies for absence and Declarations of Interest

Attendees	John Herrick (Chair), Margaret Holman, Miranda Robinson, Helen Buckley, Michael Cowland; Richard Meekings (representative of the Headteacher Reference Group), Greg Cracknell, Cathy Armstrong, Andrew Weatherill, Catherine Davies Note taker – Debbie Brewer Catherine and Richard were introduced and welcomed to their first meeting.
Apologies	Kevin Binley
Declarations	AW advised that he has been selected as a County Council Candidate for elections in the next year.

2. Approval of Minutes and Matters Arising

Discussion	Action
Minutes were agreed as a true and correct record.	

3. Action List

Discussion	Action
Action 1 – Academics Improvement – effectiveness of governing boards ongoing action. It was agreed to remove this item from the action list.	

4. Update from Committee Meetings

Discussion	Action
Ethos, Standards & Effectiveness Committee Notes from this meeting were circulated prior to today. Points to be noted were <ul style="list-style-type: none">ESE committee were pleased with the provisional results that were presented.Work Mobile phones were recommended for senior staff; MC is following this up.	MC to ensure that this is actioned and advise committee accordingly.

<ul style="list-style-type: none"> • PDET’s website had been discussed along with the possibility of having a person whose role incorporated media/press work. <p>HT representative was asked for his thoughts on PDET’s website. He advised that from a HTs point of view it was up to date and documents were easy to find.</p> <p>The meeting was advised that HR are looking into the possibility of an apprentice to cover media and press work. The Chair noted that the academy websites had also improved.</p>	
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5. Review of Directors’ Skills Audit

Discussion	Action
<p>The skills audit previously undertaken in 2015 was circulated prior to the meeting with the addition of a column on the right to show which directors are serving on which committees.</p> <p>Directors were asked to return the audit with any changes to their skills this week.</p> <p>Directors were asked to consider whether there were any further areas of expertise / skills that PDET needed and email these to the chair.</p> <p>Directors were asked to advise the Chair if there were any of the committees that they wished to join / change.</p> <p>TOR for the two new committees to be ready for the next meeting – Audit and Risk and Business and Finance.</p> <p>The chair informed the board of the need to recruit new directors. This had been raised during the independent review of PDET along with the issue of executive and non-executive directors.</p> <p>It was proposed and agreed that with the exception of the CEO, the board should be comprised of non-executive directors.</p> <p>Members of the senior management team would be invited to attend board meetings for specific items identified prior to the meeting. The board agreed to maintain the current composition until new directors are identified.</p>	<p>Directors to Return amended Skills Audit by 23 September, with additional info as appropriate</p> <p>MC Drafting TOR for the Directors meeting 15 Nov.</p>

6. Review of Committees

Discussion	Action
<p>TOR for the P & P committee has been amended following discussion at the last meeting. Change the wording at</p>	

<p>'least ... directors' so as not to limit the capacity of the committee. It was agreed that this TOR then published on the PDET website.</p>	<p>DB to publish TOR on website</p>
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7. External review of Governance

Discussion	Action
<p>Four key areas have been pulled out from the external review of PDET and formed into an 'Overview Action Points' document to be actioned going forward. These four areas are Strategy; Finance, as discussed this separate committee has now been now set up; Governance and HR issues. Time frames to be set for these and incorporated into the main action plan.</p> <p>Board discussed monthly reporting documentation received from academies, and the importance of sending in the information timely manner. HT Rep to reiterate the importance of this to the HT ref Group.</p>	

8. Matters of Urgency

Discussion	Action
<p>No matters of urgency</p>	

9. Dates of next meetings

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