

**Peterborough Diocese Education Trust**  
 Minutes of Directors' Meeting  
 Tuesday 22 March 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), Margaret Holman (Vice Chair); Miranda Robinson, Peter Goringe, Helen Buckley, Michael Cowland; Angela Tilston (representative of the Headteacher Reference Group), Greg Cracknell, Cathy Armstrong, Kevin Binley. Andrew Weatherill Debbie Brewer - Note taker
Apologies	None
Declarations	None

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

Discussion	Action
Minutes agreed as a true and correct record.	

**3. Action List**

Discussion	Action
The action list was reviewed by all, and actions completed were agreed	DB to update action sheet accordingly.

**4. Update from Committee Meetings**

Discussion	Action
Apologies were given for the delay in circulating the Governance Committee minutes, which was due to changes in the DBE administration team. Items highlighted were: There is now a working system in place for approving Foundation and co-opted governors. The Committee were very pleased with the progress that has been made with Website compliance, and agreed governance compliance is now encouragingly good. There were concerns overall effectiveness of the governing bodies, and the variability in the quality of challenge and understanding of their role within our	

<p>scheme of delegation was discussed.</p> <p>A summer workshop to be organised for all HT, CoG and Clerks and vice chairs would be welcomed should they wish to attend. It was agreed that it was fundamentally important that this meeting takes place and is scheduled in the calendar asap.</p> <p>It was also suggested that new governing bodies should undertake the 20 key questions to give us a position on where they are.</p> <p>Advanced DBS checking - After short discussion, all agreed that we replicate what is now legally required for maintained schools.</p> <p>MC updated that it has been difficult to convene Business Management Committee, due to diary clashes, but that the next was scheduled for 13 April. Minutes to be distributed to all following the meeting.</p>	<p>PG/HC to arrange this workshop.</p> <p>MC to distribute minutes following meeting</p>
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## 5. Agree Scheme of Delegation for Cottingham, Towcester & Welford

Discussion	Action
Schemes of Delegation for the 3 new academies were discussed. All agreed that Cottingham and Welford be in Scheme B, and Towcester on Scheme A.	DB to send letters

## 6. Budget Forecast

Discussion	Action
The forecast was distributed to all prior to the meeting, and board members were advised that if they had any questions these could be discussed outside the meeting. It was pointed out that the figures presented at the March meeting were only for central expenses and did not include the academies.	

## 7. CIF Applications

Discussion	Action
Discussions on this matter took place. Disappointment was expressed with the company undertaking the preparation of the CIF applications, and the board were asked if they would agree to dispense with the company concerned being used for this work. Lengthy discussions on this took place. All agreed that a letter be written from PDET's C/E and PDET would not use them for any more CIF applications.	<p>MR to send update letter to academy.</p> <p>MR to write to the company concerned.</p>

## 8. RSC Feedback

Discussion	Action
Two presentations on Governance / Board structures from an RSC conference in December 15 were tabled and prompted discussion. Thought to be given as to whether PDET would want to consider a different structure. Exercise and discussion to take place at a later date.	

## 9. Update on External Review

Discussion	Action
An external review had been proposed previously. Following this, further discussions have taken place as to when this should take place and by whom it should be done. It is now proposed that this take place in July when we have some more data in, and an external reviewer has been agreed. Once this review has taken place it would then be reported back to the board. All were in agreement with this taking place.	MR to arrange review MR to feedback after review

## 10. Matters of Urgency

Discussion	Action
Academy governors training flyer circulated which was proposed for members of the board to attend – please email to express your interest by end of the week.	Those wishing to attend to email MC by the end of the week.
Induction to take place for the two new directors.	PG to arrange a date

## 11. Date of the Next Meeting

**Tuesday 26 April 14.00 at Bishop Stopford School, Kettering**