

**Peterborough Diocese Education Trust**  
 Minutes of Directors' Meeting  
 Monday 23 May 2016  
 14.00  
 Bishop Stopford School, Kettering

**NON CONFIDENTIAL ITEMS**

MR opened the meeting with a prayer.

Confidential items were discussed.

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

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|--------------|--|
| Attendees    | John Herrick (Chair), Margaret Holman (Vice Chair); Miranda Robinson, Peter Goringe, Michael Cowland; Sue Campbell (representative of the Headteacher Reference Group), Greg Cracknell, Cathy Armstrong, Andrew Weatherill |
| Apologies    | Helen Buckley, Kevin Binley, Debbie Brewer.  |
| Declarations | None   |

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

| Discussion   | Action                  |
|--|-------------------------|
| It was pointed out that the figures presented at the March meeting were only for central expenses and did not include the academies. | DB to amend the minutes |

**3. Action List**

| Discussion   | Action                                 |
|--|--|
| <p>The action list was reviewed by all, and actions completed were agreed</p> <p>Following a question, it was noted that the Chair of Governors at Loddington was pleased that the action was taken following the CIF applications.</p> <p>The review of PDET is scheduled for July. It will be undertaken by Tricia Pritchard, a former HMI who set up the Ely Diocesan MAT. Tricia will report to the July Directors' meeting. The outcome will not be in the public domain. It had been requested that a colleague might "shadow" the review. It was decided to decline this request.</p> <p>Andrew has completed his Director's induction.</p> | DB to update action sheet accordingly. |

#### 4. Update from Committee Meetings

| Discussion  | Action  |
|---|---|
| <p>The content of the Governance Committee’s recent meeting was summarised, most of which was concerned with preparations for the forthcoming workshops.</p> <p>The minutes from the Business Management Committee were summarised.<br/>A query was raised regarding the Chair of the committee, should the Chair be a PDET Director?</p> <p>It was suggested that C/E PDET might like to attend the Business Management Committee meetings.</p> <p>There was agreement that the management accounts for the trust should be presented to the Business Management Committee.</p> <p>The Ethos and Standards Effectiveness Committee only met the previous week so the minutes have not been drafted.<br/>The meeting included a proposal to amend the Terms of Reference, the development of an annual plan, information about the RE Quality Mark and the Understanding Christianity project, a request from Headteachers to include the Diocese SLA in the Central Support Charge and a review of Ofsted and SIAMS reports.<br/>It was reported that the outcome of the recent SIAMS inspection of Easton Garford was “Good.”</p> | <p>MC to check the Terms of Reference and address the role of Chair if necessary</p> <p>MR to consider this suggestion.</p> <p>MC to ensure this happens.</p> <p>MC to include SLA in the 5% if financially possible. Schools to be informed.</p> |

#### 5. Update on Improvement Plan

| Discussion  | Action   |
|---|--|
| <p>An updated plan to be circulated that will include reference to the appointment of a Director of Teaching and Learning. Questions about the Plan can be raised at the next Directors’ meeting.</p> | <p>MR to circulate an updated Improvement Plan</p> |

#### 6. Matters of Urgency

| Discussion  | Action  |
|---|---|
| <p>PDET is facilitating a Headteachers meeting on Thursday, they will be discussing student absence requests. A request was made for feedback at the next meeting. It was confirmed that the initial advice from PDET was to follow local authority guidance, however if Headteachers would prefer stronger guidance from PDET then that would be considered.</p> | <p>DB to ensure this is on the agenda and someone is prepared with feedback</p> |

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| <p>It was proposed that the meetings take place every two months as opposed to monthly. This was agreed with the caveat that meetings will need to take financial reporting deadlines in to account.</p> | <p>Business Management Committee to look at financial deadlines and report back.</p> <p>DB to amend meeting schedule and arrange room bookings</p> |
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**7. Date of the Next Meeting**

**Monday 18 July 14.00 at Bouverie Court**