

Peterborough Diocese Education Trust

Minutes of Directors' Meeting

Tuesday 23 May 2017

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 (Vice Chair); Miranda Robinson, , Michael Cowland; Richard Meekings (representative of the Headteacher Reference Group), Greg Cracknell, Cathy Armstrong, Kevin Binley. Andrew Weatherill Debbie Brewer - Note taker |
| Apologies | Helen Buckley |
| Declarations | None |

2. Approval of Minutes and Matters Arising

| Discussion | Action |
|--|-------------------------|
| Add HB to the list of attendees. Under item 4 – Audit Committee, CA said she was happy to attend the Audit Committee on a temporary basis. Under item 6 adjust action list to say all to consider using an executive summary for committee reporting. Minutes could then be signed as a true record | DB to amend action list |

3. Action List

| Discussion | Action |
|--|-------------------------|
| HT Vacancies – amended scheme of delegation Audit committee updates – CA on a temporary basis. The meeting were advised that quotes for external audits are being received,and as part of this the companies providing quotes for external audits are also giving quotes for internal audits. Target date to be completed was agreed as next meeting. Action 4 on the agenda today Action 5 to be updated under item 7 | DB to amend action list |

4. Update from Committee Meetings

| Discussion | Action |
|---|--|
| <p>Business & Finance Committee 9 May 2017</p> <p>Key points were updated:</p> <p>Training on PSF to be arranged for governors.</p> <p>Recommendation to directors on expansion of business support team was carried forward.</p> <p>Financial calendar to be put together to ensure reports are completed on time. It was agreed that 7 working days from month end be given for all information to be entered by all schools. Schools should flag up when there are any difficulties in providing this information.</p> <p>Mobile phone policy – personal communications devices policy to be produced.</p> <p>Update of risk register – it was agreed that the number of items on it made it difficult to work with. It was agreed that this be reviewed and streamlined to make it a working document.</p> <p>Examples to be sent to the Vice Chair</p> | <p>AW to forward examples of Risk Register to MH</p> |

5. Report about insurance deadline

| Discussion | Action |
|--|---|
| <p>A report on the insurance renewal had been circulated prior to the meeting.</p> <p>Discussion took place on the way the information is requested. It was suggested that the form be condensed to the information required only so it is not a lengthy document to enable quicker response times.</p> <p>There was then a general discussion on central office staff wasting time chasing responses to emails / requests sent. This to be discussed at the headteachers reference group that whilst we want to work with and not dictate to HT, it is important that they are all reading the weekly email from the CEO.</p> | <p>MR RM to discuss Weekly news email at the HT Reference Group</p> |

6. Action Plan Update

| Discussion | Action |
|--|--------|
| <p>This document had been revised by the senior management team and circulated prior to the meeting. The Quality of Provision – The items still to be actioned were highlighted in red.</p> <p>Outcomes – we are not yet closing the gap, work needs to be undertaken on this to close the gap over the coming year.</p> | |

| | |
|---|------------------------------------|
| <p>The question was raised as to whether the majority of the red items were due to school improvement capacity. The meeting were advised that in the broadest sense they were and that this was being addressed going forward. Both documents to be further up-dated.</p> | <p>MR to update both documents</p> |
|---|------------------------------------|

7. PSF Verbal Update

| Discussion | Action |
|--|--------|
| <p>PSF is now live in all our academies. We are in the process of producing the first set of management accounts, due to be ready to present in May. The meeting were advised that the training had been a bit disappointing, 1:1 training is now taking place with a half day session in each academy. Feedback from the bursars on this training has been very positive. Once all the visits have taken place, it will be possible to see whether there are any common denominators. The question was raised whether schools due to be joining the trust would get the same training. The board were advised that PSF drop in sessions will be arranged for new bursars at central office. The meeting were also advised that all bursars now have access to the advantage helpdesk.</p> | |

8. Matters of Urgency

| Discussion | Action |
|--|--------|
| <p>There were no matters of urgency.</p> | |

**9. Date of the Next Meeting
Tuesday 18 July 2017 14.00 at Bouverie Court**