

**Peterborough Diocese Education Trust**  
 Minutes of Directors' Meeting  
 Tuesday 26 January 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 Debbie Brewer - Note taker Liz Youngman for Item 7
Apologies	

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

Discussion	Action
Agreed as a true record.	

**3. Action List**

Discussion	Action
<ul style="list-style-type: none"> <li>• Governance action dated 17 June should read 17 Nov 15. It was clarified that the action was to make a template of standard agenda items for Governing bodies to use.</li> <li>• Pensions – work being undertaken by HR Manager on this</li> <li>• Critical Incident Policy – Plumsun are working on this.</li> <li>• Accommodation – Update and further discussion took place.</li> <li>• Change of SOD letters were proposed and agreed. The SOD as a whole is also being looked at to ensure academies are clear on where their responsibilities lie and looking at whether they are fit for purpose going forward. Once suggested amendments have been made the document will be circulated to all.</li> <li>• TOR for Ethos, Standards and Effectiveness has now been drafted and circulated, this was agreed. All</li> </ul>	

agreed that co-optees to this committee need to be good on data.	
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#### 4. Update from Committee Meetings

Discussion	Action
<p>Governance Committee Update</p> <ul style="list-style-type: none"> <li>Committee had discussed recruitment and approval of governor appointments. It was agreed that recommendations go to DBE Strategy &amp; Leadership Committee to strengthen the recruitment of foundation governors.</li> <li>Committee agreed that a conversation / interview with prospective co-opted governors, take place prior to agreeing their appointment - trial of this process had taken place which had proved extremely useful. Further discussion took place on whether this could be undertaken across the DBE may not be feasible but they could be discussed at DBE Meetings.</li> <li>Term of office for co-opted governors was also discussed and agreed that no change be made at this time.</li> <li>Governance structure for PDET website discussed and work is in progress on this.</li> </ul> <p>Business Management Committee - no further meetings have taken place due to clash with an external meeting. Meeting dates to be set for this year.</p> <p>Discuss Membership for the Ethos committee at the next meeting.</p>	<p>MC to arrange committee dates for 2016</p> <p>DB to add to agenda for next meeting</p>

#### 5. Quality Assurance Update – Section 3 Outcomes

Discussion	Action
<p>Ragged document circulated prior to the meeting. Discussed further when an external review of performance should take place, summer was suggested and Directors felt that July would be the most appropriate time of year. Update as agreed document as agreed.</p>	<p>MR to update Page 1 action 1 in both the developing and embedding column to Green.</p>

#### 6. Director Rep for Safeguarding

Discussion	Action
<p>Director Rep for safeguarding was discussed and HB agreed to take this on and would consult with our safeguarding lead and/or our legal advisors until such time we have someone with more specialist knowledge.</p>	

## 7. Enrichment

Discussion	Action
<p>Liz Youngman (LY) attended for this item, and briefed on her Development officer role explaining her time is split DBE (1/3) and PDET (2/3).</p> <p>LY then updated that following consultation with PDET HTs, a lists of three proposed enrichment events has been drawn up for this academic year. There are – Sports Day; Maths Enrichment Day and a Reflection afternoon for Y6 leavers. All agreed this was a very exciting programme of events, and the Board agreed for LY to go ahead with arranging them.</p> <p>LY welcomed any directors to assist with the events on the day. It was agreed that evaluation of the events would follow.</p>	

## 8. Matters of Urgency

Discussion	Action
<p>MR – updated on correspondence received regarding Senior School Improvement officer visits by County Council. Much discussion took place and it was agreed that a letter be written to the County Council to agree a way forward.</p> <p>Catering Contract – It was updated that we will need to go out to tender for the additional academies requiring school meals provision. Board agreed for MC to commission The Litmus Partnership for support with progressing this.</p>	<p>MR to send a letter to NCC re proposed SSIC visits</p> <p>MC to organise ITT for catering provision for additional academies.</p>

## 9. Date of the Next Meeting

**Tuesday 23 February 14.00 at Bishop Stopford School, Kettering**