

Peterborough Diocese Education Trust

Minutes of Directors' Meeting

Tuesday 23 January 2018

18.00

The Business Exchange, Rockingham Road, Kettering, NN16 8JX

NON CONFIDENTIAL ITEMS

1. Apologies for Absence and Declarations of Interest

Attendees	John Herrick (Chair), Margaret Holman (Vice Chair), Duncan Mills (CEO), Michael Cowland, Greg Cracknell, Helen Buckley, Cathy Armstrong and Kevin Binley
Apologies	A Weatherill and Ruth Walker-Green
Declarations	None.

2. Approval of Minutes of 20 December and Matters Arising

DISCUSSION	ACTION
<p>It was proposed and AGREED that the minutes of the meeting held on 20 December 2017, should be reclassified as Confidential Minutes. With this amendment noted, ALL AGREED that the minutes of the previous meeting held on 20 December 2017, should be signed by the Chair as a True and Correct record.</p> <p>JH provided an update on the accounts/audit delay;</p> <ul style="list-style-type: none">• 28 December 2017 the accounts/audit were signed off and uploaded• 11 January 2018 a post mortem meeting on the accounts/audit delay was held, in order to develop a strategy to ensure that there is no repeat of this delay in the future.• 22 January a Strategy meeting took place.• An additional meeting of the Directors will take place on 20 February to approve the finance strategy. The meeting will commence at 6pm at The Business Exchange. Other matters will be on the agenda, as required. <p>Matters Arising from the meeting held 14 November: Points 1,2,4 and 5 have been completed. Point 3 - Consideration will be given to seconding another Head Teacher to the Office, as required. Point 6 - Suggestion made that a report on Data Storage will be given to the Governance Committee, drawing information from those schools already using Plumsum.</p>	<p>Point 1.</p> <p>Point 2.</p>

DISCUSSION	ACTION
<p>Matters Arising from the meeting held 20 December: Points 1,2,3 and 5 have been completed.</p> <p>Point 4 - Consideration of staffing costs is ongoing.</p>	

3. Chief Executive's Report

DISCUSSION	ACTION

DM thanked everyone for the welcome and assistance he has received since joining PDET.

Paper circulated and attached, for information only. Updates given;

1. All agreed that DM should prepare a Strategic Plan (2018 – 2021) for presentation and consideration at a future meeting.
2. DM confirmed that he has also visited Ringstead and Collingtree.

DM advised that schools speak highly of the support that they are receiving from PDET.

3. DM suggested that the system required The Trust to have an overview of school performance across the Trust, should be something that DDE can use as well.
4. DM confirmed that he has discussed the draft paper with Peter Cantley (PC) DDE.

All agreed that the roles of DM, as CEO, and PC as DDE, should work together in order that PDET is not seen in isolation.

PC to be invited to the next meeting.

From a Board perspective, PC will become a Director.

5. Guidance for Term Time Absence circulated.

Question raised as to whether the Trust should have an Absence Policy rather than guidance?

After discussion it was acknowledged that the danger of having a policy is when different schools operate different policies.

All agreed that absence should be based on guidance but at the discretion of the Head Teacher.

6. The need for appropriate coherence and clarity on the clerking of meetings was discussed.

Currently some committee meeting are clerked by PDET staff and other evening meetings, including Directors’ meetings, by a bought in service.

Whilst being mindful of cost, all agreed that DM & JH should discuss the requirement for professional clerking of all meetings.

Paper to be brought to the next meeting.

In future Action Points to be on a spreadsheet and RAG Rated.

Paper circulated and attached; 'Summary of Academy Improvement Proposed Changes' document, compiled by Ruth Walker-Green.

It was reported that the aim is for the Trust to be more proactive rather than reactive.

Point 3.

Point 4.

Point 5.

Point 6.

DISCUSSION

ACTION

All agreed that, whilst there are up front cost implications, once an academy has voted to join PDET, Baseline Reviews should be carried out as part of due diligence. Also, an External Review of Governance (ERG) should take place. These will help to clarify the support required. Costs would be approximately £500 per school, which would come from conversion income. This process would be the same for sponsored academies.

Possible increase in hours (3 days to 4 days from Easter) for the Academy Improvement Officer (AIO) to be discussed by the Finance Committee.

Point 7.

4. Easton Garford Endowed C of E School and Ryhall Academy Update

DISCUSSION	ACTION
See Confidential Minutes.	

5. The Growth of the Trust and Plans for Developing the Infrastructure

DISCUSSION	ACTION
Paper circulated and attached, for information. DM confirmed that he would share a draft of the Strategic Plan before Easter. The Leadership team will be involved in this.	See Point 3.

6. School with Academy Orders and Others Expressing an Interest in Joining the Trust

DISCUSSION	ACTION
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Paper circulated and attached.

Question raised as to why the roll is falling at Guilsborough?

DM advised that the Governors are unable to give a reason.

HB suggested that Naseby is part of the Guilsborough MAT, so this may contribute.

Blakesley and Spratton both have rising rolls.

DM to visit Barnack Governing Body on 25 January. This school may be considered a sponsored academy and will receive appropriate funding.

Department for Education (DfE) visited St Mary's, Burton Latimer, this week.

They advised that the school would benefit from being a MAT. As it is already an academy it would not bring with it the usual funding but is in need of investment. DM advised that after discussions, this may be considered as a re-brokering and may receive financial support.

All Agreed that the school should join as soon as possible for the benefit of the pupils.

DISCUSSION

ACTION

Oundle has a rising role and therefore it would not be financially beneficial for them to join before September 2018.

This is a large site with a tight budget.

St Andrew's requires an Action Plan/School Improvement Plan.

Rothersthorpe does not wish to pursue their application.

All Agreed with the suggested phasing for joiners.

7. Recruitment of Directors

DISCUSSION

ACTION

<p>It was acknowledged that the difficulty in recruiting Directors is a lack of resource/nobody to drive membership forward.</p> <p>Consideration could be considered of the appointment of Academy Ambassadors for which there would be a need to write job descriptions.</p> <p>It was confirmed that a skills audit has been carried out.</p> <p>In effect PDET currently has 3 x vacancies for Directors.</p> <p>Governing Bodies have already been tapped into. Directors to be mindful of the need for more Directors; could now look to local businesses, Church congregations etc.</p> <p>Suggestion made that Business Times could be approached to write an article about PDET (possibly in relation to the appointment of DM) in which it could be mentioned that Directors are needed.</p> <p>Could also consider joining the Chamber of Commerce.</p> <p>Suggestion made that a paper should be prepared for discussion at the Governance Committee. CA agreed to draft a paper to take to the Governance Committee.</p> <p>JH pointed out that the Recruitment pack that was drafted and approved is not yet on the website. MC to upload this.</p>	<p>Point 8.</p> <p>Point 9.</p>
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8. Report on HR Policies

DISCUSSION	ACTION
<p>Paper circulated and attached about the use of Local Government Shared Services (LGSS) as a provider of HR Policies to PDET.</p> <p>It was acknowledged that there is a need to ensure the policies of Ryhall Academy are aligned as the school is outside Northamptonshire.</p> <p>It was confirmed that the cost of buying in this service can be afforded but this has not yet been discussed by the Business and Finance Committee.</p> <p>DM advised that MR had been contacted by a Union representative regarding a Joint Negotiating Committee (JNC). The same representative has contacted DM.</p> <p>LGSS policies are consulted upon and updated, on a monthly basis.</p>	
DISCUSSION	ACTION
<p>All agreed that this proposal to use LGSS as a provider of HR Policies to PDET should be taken to the Business and Finance Committee.</p>	<p>Point 10.</p>
<p>All agreed that DM should further discuss meeting the unions to form a NJC.</p>	<p>Point 11</p>

ACTION POINTS from Directors Meeting of 23 January 2018:

Point 1.	An additional meeting of the Directors will take place on 20 February to approve the finance strategy. Other matters will be on the agenda, as required. The meeting will commence at 6pm at The Business Exchange.
Point 2.	A report on Data Storage will be given to the Governance Committee, drawing information from those schools already using Plumsum.
Point 3.	DM to prepare a Strategic Plan for sharing before Easter and presentation and consideration at a future meeting.
Point 4.	Peter Cantley, Diocesan Director of Education (DDE) to be invited to the next meeting of the Directors.
Point 5.	DM & JH to discuss the requirement for professional clerking of all meetings. Paper to be brought to the next meeting.
Point 6.	Action Points from Directors meetings to be on a spreadsheet and Rag Rated.
Point 7.	Possible increase in hours (3 days to 4 days from Easter) for the Academy Improvement Officer (AIO) to be discussed by the Finance Committee.
Point 8.	CA to draft a paper on Recruitment of Directors, to take to the next Governance Committee.
Point 9.	MC to upload the Recruitment pack, that was previously drafted and approved, to the website.

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| Point 10. | Proposal to use LGSS as a provider of HR Policies to PDET to be taken to the Business and Finance Committee. |
| Point 11 | DM to discuss forming a JNC with the unions. |