

**Peterborough Diocese Education Trust**  
 Minutes of Directors' Meeting  
 Tuesday 26 September 2017  
 14.00  
 Bouverie Court, Northampton

**NON- CONFIDENTIAL ITEMS**

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

Attendees	John Herrick (Chair), Michael Cowland (MC), Greg Cracknel (GC), Cathy Armstrong (CA), Kevin Binley (KB) and Helen Buckley (HB) Angela Corbyn (Clerk)
Apologies	Margaret Holman (Vice Chair), Andrew Weatherill (AW) and Miranda Robinson (MR)
Declarations	None
	Prayer by GC. Welcomed Clerk and advised KB will be joining the meeting shortly.

**2. Committee Meeting Summary Updates**

Discussion	Action
<ul style="list-style-type: none"> <li>• Business and Finance Committee – meeting had not taken place</li> <li>• Audit Committee – meeting had not taken place</li> <li>• Governance Committee - Executive summary was distributed prior to the meeting and points highlighted during the meeting. Comments were raised that Directors had delegated a number of powers to LGBs and it was important for Directors to ensure effective monitoring of this due to holding ultimate accountability.</li> </ul> <p>Comments were made about PDET's increasing number of schools which was subsequently increasing the workload. Expanding the Governance Committee was crucial. PDET had been working closely with Sue and Jo who had been a great help.</p> <p><b>Q: How many schools were PDET concerned about for their LGB?</b> HB confirmed it was 3 who were part of the external audit review. Maxine Ward from Hallam Associates had completed the reviews and PDET had received some funding to assist with the process. There were recommendations at the end of each report which becomes an action plan. Both the Chair and HB had visited the schools who had addressed their issues following the external review and will visit again in 6 months to see how things had progressed.</p> <p>Directors noted that when new schools join, PDET must review their governance.</p> <p><b>Q: How much did the external review cost?</b> Around £500 for each school and it was a worthwhile exercise. Directors asked that a governance review forms part of the due diligence before any school joins PDET</p> <p><b>Action Point 1: <i>Diarise for new schools joining and implement as a process going forward</i></b></p> <p>A key area for LGBs was challenge and accountability. How governors challenge, context of questions and getting deep into issues required further training and support. How to challenge professionally and more importantly, having challenged determining impact. Blurring of operational and strategically areas along with some weak Chairs.</p> <p><b>Action Point 2: <i>Training focus at governor conference</i></b></p> <p>Another area to be focussed at a future conference was how to find and recruit more Governors.</p>	<p style="text-align: center;"><b>MC</b></p> <p style="text-align: center;"><b>HB</b></p>

<p>A suggestion was made about PDET introducing shared governance across LGBs. It was important for all PDET schools to enhance and develop within PDET and be aware they are part of the PDET MAT.</p> <p><b>Q: Would the increased membership for the governance committee be co-opted or Directors?</b> It was confirmed they would be co-opted.</p> <p>Directors supported Website compliance and audit to be presented at the Headteacher conference on Friday 3<sup>rd</sup> November 2017.</p>	
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### 3. Staffing Update

Discussion	Action
<p>The HR Manager joined the meeting 2.14p.m.</p> <ul style="list-style-type: none"> <li> <b>MR &amp; CEO cover</b>            MC had taken on the Interim CEO role. MR was returning to work on Monday with a phased return. HB and the HR Manager had been supporting MC. The Chair commented how well the 3 of them had worked together. Operationally work had run smoothly and thanks were passed onto MC for taking on the Interim role and to HB and the HR Manager. Thanks, was also passed on to the Academy Improvement Officers Advisors, Gill Broughton and Sue Hickey         </li> <li> <b>Secondment Opportunity</b>            This opportunity was to strengthen the Learning and Achievement (L&amp;A) team.         </li> </ul> <p>KB joined the meeting at 2.17p.m.</p> <p>Interest had been received from a number of Headteachers and the Staverton Headteacher was selected for the post. It was advised that support would be required at the school due to the Deputy Head being fairly new in post. PDET were currently looking for one of our experienced Heads to support Staverton. The L&amp;A section of PDET required strengthening and had been highlighted as a risk area.</p> <ul style="list-style-type: none"> <li> <b>Approval of Director of L&amp;A</b>            The recruitment pack had been sent out with papers for the meeting. The role is critical for the trust to strengthen this area and if Ofsted visited tomorrow, this area would be picked up. This role will be the educational expert which was PDET's core business. The recruitment pack still required a couple of tweaks which were highlighted during the meeting.  <b>Action Point 3: Finalise recruitment pack with changes highlighted during the meeting</b>            Directors were requested to give approval to implement and commence advertising for the post which was <b>agreed</b>. The new CEO would be involved in the recruitment for this post. <b>Q: Were Finances available for the role and to sustain?</b> It had been budgeted for. A discussion took place about salary and it was <b>agreed</b> that the salary was negotiable to try and attract the best person for the job and no figure would be included in the advert.  <b>Q: How had the salary been arrived at in the document?</b> Benchmarked against Headteacher salaries and research completed.         </li> </ul> <p>From a visit to St James this morning, it was highlighted that so much more support was required on the Academy Improvement side which had been identified by PDET at the start of the term.</p>	<p style="text-align: center; vertical-align: middle;"><b>HR Mgr/HB</b></p>

<p>Comment about leading on page 2 of the recruitment pack and should be changed to 'part of the leadership team'.</p> <p><b>Q: Where will it be advertised?</b> In TES, internal websites and social media, there were no other real options.</p> <p><b>Q: For the person selected for secondment, were they best person for the job or was it an easier transition?</b> Confirmation was given that it was based on a skills assessment.</p> <ul style="list-style-type: none"> <li>• <b>Business Support Team</b> Recruited for the 2 Finance positions that were vacant. Details were given about the people appointed and their experience. Concern was expressed if this would leave a gap in the team. It would only be about half a person down for a short period of time.</li> </ul>	
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#### 4. Recruitment of CEO - Update

Discussion	Action
<p>The Chair provided a background to the recruitment process. All Directors had met the shortlisted candidates. The post had been offered and accepted. 2 references had been received and the DBS check was being processed. Directors agreed the Chair would decide when to go public with the results of the recruitment process. When this happens, a letter will be sent to all Headteachers.</p> <p>Feedback had been received from the shortlisted candidates that the 2 days had been stimulating and well organised. The HR Manager was thanked for completing this piece of work.</p> <p>The HR Manager left the meeting at 2.36p.m.</p> <p>Both candidates had interviewed well, close in scoring, however unanimous decision. An overview was provided about the candidate selected. It was hoped he would lead the trust into the next phase.</p>	

#### 5. Matters of Urgency

Discussion	Action
None	

#### 6. Dates of Next Meetings 2017

Tuesday	14 November 2017	18:00	Ecton 3, Bouverie Court
Tuesday	12 December 2017	18:00	Ecton 3, Bouverie Court

**Meeting closed 2.40p.m.**

Chair Signature for approval of minutes: \_\_\_\_\_

Date: \_\_\_\_\_