

Peterborough Diocese Education Trust
 Minutes of the Directors Meeting
 Tuesday 20th March 2018 at 6p.m.
 Held at The Business Exchange, Rockingham Road, Kettering, NN16 8JX

1. Apologies for Absence & Declaration of Interests

Attendees	John Herrick (Chair), Margaret Holman (Vice Chair), Duncan Mills (CEO), Cathy Armstrong (CA), Helen Buckley (HB), Michael Cowland (MC) and Greg Cracknell (GC)
In Attendance:	Kirstin Howarth (KH) – Executive Headteacher representative from Isham Peter Cantley (PC) – DDE Angela Corbyn (Clerk) and Ruth Walker-Green (RWG) GC provided a prayer. There was no declaration of interests.
Apologies	Kevin Binley (KB) and Andrew Weatherill (AW)

2. Approval of Minutes 23rd January 2018 and Matters Arising

Discussion	Action
<p>The minutes from the 23rd January 2018 were approved. The Chair advised the Board that the action log had been reinstated to show clearly actions which had not been addressed or carried forward a number of times.</p> <p>Outstanding actions from the last meeting were reviewed and some of these were included on the agenda for the meeting.</p> <p>Action point 2 and 8 were carried forward to the next meeting.</p>	<p>AP1: Data Storage will be given to the Governance Committee, drawing information from those schools already using Plumsun</p> <p>AP2: CA to draft a paper on Recruitment of Directors, to take to the next Governance Committee</p>

3. Chief Executive's Report for information

Discussion	Action
<p>The report was sent with papers for the meeting which the CEO went through during the meeting.</p> <p>The Board discussed flexi-schooling and that the first parent in Northamptonshire had made an application to the Trust. The Trust interestingly had received a further 2 applications which were not from the same school. This point was discussed further under agenda item 6.</p> <p>KH provided feedback from a Head's perspective on point 7 from the report stating that it was a positive meeting, there was opportunity to speak and a chance to voice an opinion.</p> <p>Point 8: A Multi Faith day was taking place at Wicksteed Park with 11 schools involved on Monday.</p>	

Discussion	Action
<p>Point 9: The Safeguarding report had been received by the ESE Committee and reviewed that morning. HB advised that the Trust would be drawing up a template for the actions as there was not sufficient time available from Lesley Pollard during the audit day to prepare this.</p> <p>The CEO notified Directors that the Headteacher was leaving at Ringstead and was being replaced with an Executive Headteacher from St Barnabas. The Board thanked the Headteacher who was leaving for their her work at Ringstead.</p> <p>Q: For the Performance Management of the Leadership team, did that that include the CEO? The CEO confirmed it did and would be completed undertaken by the Chair.</p> <p>The Board discussed about recent developments about local councils moving from a 2 tier to 1 tier system and the demand it may place on to schools wishing to convert to academies. Concerns were expressed for those schools who had not converted and what was going to happen with them.</p> <p>Q: Did schools consider all the various MAT options available to them? MC commented that in every conversion, Governors completed due diligence before deciding to join the Trust. The Diocese can be reassured that Governors had considered all other options available to them. PDET can't take everyone and other smaller Church MATs exist which the DBE supported to encourage a mixed economy.</p> <p>PC advised that Bishop John was keen to ensure that commissioning services were in place for information which was applicable to any Headteacher appointments going forward.</p> <p>The CEO commented that his role was to lead the Trust which had been set up by the Diocese to deliver Christian education across the Peterborough Diocese. School visits take place which were not a "hard sell". They were just communicating what the Trust can deliver for the schools.</p> <p>The Trust was looking to move towards clustering to ensure increased sustainability in terms of school to school support, which was part of the strategic plan.</p>	

4. Finance Strategy for information

Discussion	Action
<p>The following papers had been sent for information prior to the meeting:</p> <ul style="list-style-type: none"> • Item 4 - Financial Report • Item 4a - Finance Action Plan • Item 4b - Growth Table • Item 4c - Management Accounts Feb 18 <p>MC reported that the Finance Action Plan was being monitored every week which had been approved by the Business and Finance Committee. At the back, an update of the actions was provided which remain on track. The Finance team was working more effectively and stronger.</p>	

Discussion	Action
<p>There was a member of staff currently off ill, but MC was ensuring that no momentum was lost.</p> <p>MC highlighted on the front page there was a comparison table against another MAT but their central services were different.</p> <p>Q: What was PDET doing when an academy was not consistently submitting monthly reports? MC said that the Finance Team were now calling those academies to ensure reports were submitted by the deadlines. This had not happened in the past due to the new finance system.</p> <p>Q: Had the Trust considered trading financial services to smaller church MATs as part of potential revenue generation building into additional capacity to other MAT schools? MC commented this would be a good idea but want to ensure the Trust finance systems were operating effectively first.</p> <p>Q: Had a skills audit of Bursars/Business Managers been completed to identify their needs? MC advised there had been nothing formal but could advise where the skills were. There was a large variance of skills and the CEO informed Directors that the Trust needed to clarify what they see as the role and its expectations, then complete the skills audit.</p> <p>MC reported to Directors how helpful and supportive some Bursars had been to the Trust to assist with catching up recently.</p> <p>Q: Did the central team have capacity for the actions? MC confirmed there was for the current actions listed.</p> <p>A Director suggested about whether there was potential to appoint Executive Bursars. MC advised if an opportunity (someone leaves) arose this could be considered.</p> <p>The point 3 recommendation bullet from the Financial report was reviewed and Directors agreed that a Reserves Policy should be developed for the Trust and academies.</p> <p>Q: Where was the finance action plan monitored? MC confirmed it was monitored by the Business and Finance Committee. Directors agreed that the plan will be continually monitored at each Board meeting.</p>	<p>AP3: MC to develop a Reserve Policy for the Trust and academies</p>

5. ESFA Financial returns requirements for 2018 for information

Discussion	Action
<p>The ESFA Financial return letter was sent with papers for the meeting and the Trust was aware of the dates.</p> <p>Q: Land and building collection tool, do we have to re-do? Only changes and new ones will need to be added.</p>	

6. Academy Improvement Report Summary Update for information

Discussion	Action
<p>The following papers had been sent for information prior to the meeting:</p> <ul style="list-style-type: none"> • Item 6 – Academy Improvement Summary Report (March 2018) • Item 6a – Appendix 1 Baseline Review example • Item 6b – Appendix 2 PDET Flexi-schooling policy • Item 6c – Appendix 3 Ofsted Schedule (03/2018) <p>RWG went through the Item 6 paper during the meeting.</p> <p>Q: When did the baseline review take place? RWG said it was the half term prior to joining the Trust. The Regional School Commissioner’s office require an action plan to show what difference the Trust can make which can be prepared from the completed baseline review.</p> <p>Trust wide data system – the meeting had taken place with Headteachers who supported a common system. Funding was to be discussed for further testing.</p> <p>Flexi schooling was discussed. There was a legal right to home educate but not for flexi schooling.</p> <p>Q: How much additional work did this place onto Headteachers? RWG said the paperwork was at the back of the draft policy, there would be an increase in workload to complete the monitoring.</p> <p>Q: How much time and effort was required from the Trust and the school’s point of view? A great deal of time so far. It was agreed that the policy should be agreed here and then shared with Heads and others.</p> <p>MDIF (Multi-Academy Trust Development and Improvement Fund bid had been successful, receiving nearly £100k. The SSIF (Strategic School Improvement Fund) bid was still to be written.</p> <p>There had been 3 Ofsted visits since the last meeting. RWG commented about the process for notification for an Ofsted visit and understanding what the key priorities were.</p> <p>Q: Did the Trust have sufficient capacity to meet the need for school improvement? RWG confirmed there was capacity at the moment but currently playing catch up and would need to continually monitor.</p> <p>Q: Had the Trust considered a Teaching school alliance, was there a particular school who could do this? RWG commented that discussions had taken place and we are unsure whether there would be a suitable school. There are already a number of teaching school alliances in Northamptonshire.</p>	<p>AP4: Chair to write to Heads to congratulate on Ofsted results</p>

7. Risk Register

Discussion	Action
<p>The following papers had been sent for information prior to the meeting:</p> <ul style="list-style-type: none"> • Item 7 – Risk Register Paper for Directors • Item 7a – Risk Register draft DM version (13/03/2018) <p>The CEO went through the Risk Register paper during the meeting.</p>	

Discussion	Action
<p>On 5, building strong infrastructure, change bullet point under next section for clarification.</p> <p>Q: Why was Health and safety not seen on there? The CEO said it was listed as a sub bullet but the Board agreed that it should be listed as a separate item.</p> <p>The Board discussed whether there would be any benefit to separating data outcomes from the quality of teaching, learning and assessment. This would enable impact to be shown on outcomes with teaching and learning but had not an impact yet on the data outcomes.</p> <p>Q: Scoring, who makes the decision and how the criteria was used? This was the judgement from the CEO but will go out to Committees so this could change.</p> <p>CA left the meeting 7.08p.m.</p>	<p>AP5: Chair to change bullet point about building strong infrastructure</p> <p>AP6: Chair to include Health and Safety</p> <p>AP7: CEO to consider separating data outcomes and quality of teaching</p> <p>AP8: Committees to review own specific risks, controls, scoring and include as a standard agenda item</p>

8. Strategic Plan

Discussion	Action
<p>The following papers had been sent for information prior to the meeting:</p> <ul style="list-style-type: none"> Item 8 – Strategic Plan 2018-21 Paper for Directors Item 8a – PDET draft strategic plan 2018-2021 <p>The CEO went through the papers during the meeting. The Finance action plan had already been discussed under agenda item 4. CA re-joined the meeting at 7.10p.m.</p> <p>Stated clearly in plan but may need stronger references to ESE. Headteachers had seen and some feedback had been received. The Chair proposed that a strategy session took place before the May meeting which Directors supported. Directors can then review the previous 3 year plan and what the achievements were, then reviewing the next 3 year plan. The May meeting will then approve the strategy and will then be shared with academies.</p> <p>Directors raised the importance of reviewing the previous strategic plan to recognise lessons learned, areas missed, successes and development areas. Directors were responsible for setting the direction of the Trust.</p>	<p>AP9: CEO to circulate some dates for a strategy session</p>

9. Directors recruitment – Skills Audit

Discussion	Action
<p>The skills audit had been circulated prior to the meeting which was to be updated by Directors and the Chair thanked those Directors who had already sent their form back</p> <p>Information on a potential new Director, Gordon Temple, had been circulated prior to the meeting.</p>	<p>AP10: Outstanding Directors to return skills audit</p> <p>AP11: Chair to refer Gordon Temple to Members</p>

<p>The Board discussed and agreed Gordon had much to offer and should be referred to Members to appoint.</p> <p>The Board discussed about possible people to become Directors . Comments were made that it was important to be mindful of diversity for the Board with future appointments.</p>	<p>AP12: Chair to speak with potential Directors</p>
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10. Easton Garford proposed closure update and decision

Discussion	Action
<p>The following papers had been sent for information prior to the meeting:</p> <ul style="list-style-type: none"> • Item 10 – EGS Report for Directors • Item 10a – NCC letter about EGS • Item 10b – Consultation Questionnaire • Item 10c – Parish Council response <p>MC reported there were no longer children at EGS. The majority of those leaving had gone to Ryhall. The Trust was looking after the building. The period of consultation did exceed the statutory period as the Parish Council asked to extend, but provided a response after the deadline.</p> <p>MC asked Directors permission to write and submit a final business case to the Regional Schools Commissioner to close the school from September. Minsters will make the final decision. There had been no applications to join the school in September.</p> <p>Directors approved this request. There was no timeline as it was a Ministerial decision.</p>	

11. Matters of Urgency

Discussion	Action
None.	

Dates of next meetings:

Tuesday	22 May 2018	18:00	Kettering Business Exchange
Tuesday	24 July 2018	18:00	Kettering Business Exchange
Tuesday	18 September 2018	18:00	Kettering Business Exchange
Tuesday	20 November 2018	18:00	Kettering Business Exchange
Tuesday	18 December 2018	18.00	Kettering Business Exchange

Chair Signature for approval of minutes: _____

Date: _____