



**Diverse Academies Learning Partnership Board (DALP)
meeting held on
Wednesday 3 April 2019 at 5.00pm at Diverse Education Centre**

A absence	=	Trustee name	initial	
		Mr J Rolph	JR	DAT Trustee and Chair of the Board
		Mrs M Blore	MB	DAT Trustee/Member
		Mr M Quigley	MQ	DAT Chair of Governors Trustee
		Mr S Jones (T)	SJ	DAT Trustee
		Mr I Storey	IS	DAT Trustee
A		Mr P Mabbott	PM	DAT Trustee
		Miss C White	CW	DAT Trustee
		Mrs K Mitford	KM	NCEAT Trustee and Chair of National C of E Academy
A		Mrs L Allen	LA	National Church of England Academy Trustee
		vacancy		National Church of England Academy
A		Mr J Dickens	JD	CLAB representative

In attendance:

A absence	=	staff	Initial	
		Mrs A Elway	AKE	Company Secretary and Clerk
		Mr C Pickering	CBP	Chief Executive Officer
		Mr G Corban	GCO	Chief Operating Officer
		Mr S Jones	SJO	Senior Executive Leader and NCEAT Trustee
		Mr D Cotton	DC	Senior Executive Leader
		Mr N Holmes	NH	Senior Executive Leader
		Mrs C Thornton	CT	Senior Executive Leader

		ACTION BY WHO WHEN
DA/23/1819	Apologies for absence Apologies for absence were received and approved for Mrs Allen due to an operation and Mr Mabbott due to work commitments. Trustees discussed Mr Dickens' role who attends as the representative of the previous CLAB forum. It was agreed that at the present time, his attendance is no longer required but this link role may be resurrected in the future. Collaboration between Trustees and Academy Committees will be facilitated via the Governance and Partnership Committee.	
DA/24/1819	Declaration of interest and any changes to interests previously noted There were no different declarations to those already noted and no additional declarations were made. The clerk confirmed that all declarations of interest are noted within the membership document on the Trust website.	
DA/25/1819 Agenda item 3	Standing agenda items: 1. Minutes of the last meeting dated 6 February 2019 The minutes of the last meeting, having previously been received were approved and signed by the chair. 2. Matters arising	



	<p><i>DA/17/1819 RPT List for approval</i> Mr Corban confirmed that a list of transactions has been forwarded to the ESFA prior to the 1 April deadline. The ESFA's response had suggested that as 1 Trust the transactions did not need reporting. Clarity is being obtained regarding this as they have not previously acknowledged that the group operates as one entity. Details will be reported via F&R Committee.</p> <p><i>DA/17/1819 Update ROA leaking roof</i> Mr Corban confirmed that following a legal case between Balfour Beatty and Transform, the roof at ROA Sports Hall is to be replaced and discussions are being held with the Principal as to the least disruptive time that this can be done. Mr Rolph enquired if the LA had been receptive to a claim for downtime of the hall whilst the roof has been leaking. Mr Corban confirmed that the LA representatives who manage the PFI contract will raise it on the academy's behalf. The claim is c£50k.</p> <p>3. Safeguarding Mr Holmes reported that the QEA inquest had concluded with a narrative verdict given with minimal exposure for the Trust or academy. The coroner was satisfied with the actions the Trust and academy had taken.</p> <p>4. Health and Safety Executives advised there was nothing to report.</p> <p>5. Risk Management Executives advised there were no specific risks to report. The Audit & Risk Committee reviews Trust wide risks at each meeting.</p> <p>Agenda items 3.6 to 3.14 were received in the report from the Company Secretary.</p> <p>6. Any Freedom of Information Act (FOIA) or Subject Access Requests (SAR) received 2 FOIAs received No SARs</p> <p>7. GDPR Policies to be updated and will be received at the next meeting for approval.</p> <p>8. Any SIRPS/Data Breaches to report Mrs Elway gave an update on the phishing attack which had been advised verbally at the last meeting. Confirmation had been received that the ICO were taking no action. Additional security steps had been implemented to negate a similar attack. Two other breaches had been reported to the Data Protection Officer. Neither had been reported to the ICO however, internal investigations had been carried out.</p> <p>9. Correspondence Noted within the report.</p> <p>10. News, updates or issues Nothing to report</p> <p>11. Statutory filing Nothing filed since the last meeting.</p>	<p>AKE/ agenda</p>
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	<p>12. Trustee training/visits to HO or academies Nothing advised to the clerk.</p> <p>13. Policy ratification The following policies had been previously received following approval within other meetings. It was resolved to approve;</p> <ul style="list-style-type: none"> - Relationship and Sex Education which was commended for being a thorough policy - Accessibility Policy with minor wording amendment - Governors Allowances - Provider Access <p>14. Trustee Committee meetings <u>Finance and Resources 18 March 2019</u> The draft minutes and February Management Accounts had been distributed. Mr Rolph advised that the accounts showed an anomaly due to exam fees all being accounted for in month. The committee had received confirmation that the PFI concerns raised had been discussed at a meeting with LA representatives and this will be followed up at the next meeting. A discussion had been held regarding the involvement of the DALP formula and how costs will be proportionally shared which is also articulated in Mr Corban's report. Trustees had been copied into an email sent by Mr Pickering regarding budgets which F&R committee members were surprised about as they had not been advised at the meeting that budgets were to be re-examined. They enquired how this had been received by staff and what had changed from the meeting to necessitate this email. Mr Corban advised there are some challenges with outturn and funding being received as capital instead of revenue. 2018/19 budgets are broadly on track but following academies undertaking their first phase of budget setting it had been clear that senior leaders need to look for areas of unnecessary expenditure to avoid the need for significant reductions in 2019/20. They have been asked to review posts, priorities and revisit the budget against CLFP to ensure there is appropriate but efficient curriculum delivery taking into account expectations of Ofsted within the new framework and career pathways. Trustees received confirmation that Principals are aware they should be doing this routinely but there is still a small minority who will try to utilise any in-year underspend in case it is taken away. Mr Corban agreed to reflect on the email to check there is clarity with Principals about actions needed to ensure the correct outcome is reached.</p> <p><u>Audit and Risk Committee</u> Mr Quigley advised that ROA roof had been discussed and audits undertaken since the last meeting had been reviewed. Management responses to these will be monitored at each meeting. There were no exception items to report.</p> <p>Trustees had previously received the notes of the Workshop on 13 February and will receive the ones of the meeting on 27 March in due course.</p>	GCO
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<p>DA/26/1819</p>	<p>Additional Executive Items:</p> <p>1. CEO's Report previously received</p> <p><i>Part A – CEO Executive Summary</i></p> <p>There were no questions raised to Mr Pickering for this part of the report.</p> <p><i>Part B – Education Executive Summary</i></p> <p>Mr Jones referred to the summary of each academy. There were no questions except a request from Mr Holmes to update attendees regarding THA Ofsted visit.</p> <p>He advised that following a 2 day visit the academy had been downgraded from Good to Requires Improvement. The report is due to be published but may be delayed due to Purdah. The dataset from the 2018 results was always going to be an issue and the team of experienced HMIs had identified disadvantaged boys as not making the progress they should be. Areas of strength had been identified and support for T&L has already been put into the academy. Actions to address other issues raised around behaviour in lessons and attendance with tighter QA procedures are also in place.</p> <p>Mr Quigley stated that the FAR report had confirmed the academy was 'good'. Mr Holmes advised that the visit in September had identified that disadvantaged boys should be a focus. Inspectors had listened to arguments put forward by staff but lesson observations and book reviews did not triangulate to the FAR findings.</p> <p>Mr Jones (T) asked if there are underlying social factors e.g. deprivation which has contributed to this and asked if any other support other than what has been put in place is required. Mr Holmes confirmed this is an issue across the country and the national attainment gap has been an issue for the past 5 years. He is reviewing PP funding received to ensure it is focused on intervention for this group. It is a double-edged sword to do the right thing and continue educating these underperforming children in a school environment rather than excluding them which could have knock on effects of knife crime etc. which is high on the government agenda. He is also ensuring that the right teachers are teaching the right groups. Mr Pickering confirmed that resources will be targeted where needed across the organisation which is why appropriate budget setting for each academy is important.</p> <p>Mr Rolph asked Mrs Thornton if SBPA results will see an improvement this year. She confirmed that she had recently reviewed the intervention plan and the impact of support, especially from the EAPs has shown in KS1, phonics and Read Write Inc and Foundation Stage outcomes. Mr Cotton confirmed that he had been supporting the academy as a National Leader of Education and as part of this had been reviewing pupils' eligibility to have extra time or support in exams which had previously only happened in secondary schools.</p> <p>Mr Jones advised that the challenges discussed within this agenda item have also been identified during his work with LEAD. Mr Cotton and Mr Holmes advised that the profession is using research to look at evidence-based solutions.</p>	
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	<p>Turning to WGHS, Mrs Blore asked what the gender split of applications is for the September intake. She was advised that initial projections are c110 girls and c70 boys.</p> <p>Trustees had received notification that WGHS' Ofsted report had concluded they remain a strong good. Mr Jones advised that Paul Simpson as P16 leader had been in attendance at both this and THAs Ofsted visits which were very different in their opinions and approach.</p> <p>Mr Rolph enquired if P16 Centres are viable. He was advised that they are across the MAT but there is a need to ensure career pathways and a quality curriculum equate to the cost of running the centres and CLFP is viable for the number of students on each course, working with other providers is necessary. The introduction of horizontal, rather than vertical accountability is making each centre more financially viable and efficient. Executives advised there is a need to retain P16 provision as if this wasn't available recruitment and retention of high-quality staff would be an issue. Parents also expect an 11-18 through route which may deter them from applying to an academy for a place. Mr Holmes advised that the latest wave of secondary free school applications are not permitted to have a 6th Form.</p> <p><i>Part B – Financial Performance Executive Summary</i></p> <p>This had been discussed and any further questions were requested. Mr Rolph advised the group that Sarah Flear, Audit Partner from Smith Cooper had attended the recent F&R meeting to discuss the audit timetable for 2018/19. She had also presented her firms' fee proposals which had been approved.</p> <p>Mr Jones (T) questioned what the impact of the IT kit update will be. Mr Corban confirmed that a 3 year IT refurbishment plan had been costed which uses some of the Chancellor's 'little extras' and is within budget to update out of date equipment. Mr Richardson had been working with the SELs to ensure any equipment requested is required to deliver the curriculum at the same time looking at the possibility of reducing specific computer room space to utilise it more effectively.</p> <p>Mr Corban updated Trustees with his discussions with LEAD MAT following the work undertaken as part of the SLA. He and their COO have been investigating how the two Trusts might work together to form a stronger partnership. As well as education benefits some shared business cost opportunities have been discussed and he requested approval to continue discussions which may lead to a formal partnership agreement. Mr Pickering advised that MAT collaboration is very important to raise standards and ensure cost effectiveness. Mr Storey concurred that this makes sense if there are similar challenges being identified. For the record, Miss White advised that her company works with 2 LEAD academies. Trustees agreed that this was not a problem at present but might require review should a formal arrangement be entered into.</p> <p><i>Part E 2018/19 ADP Executive Summary</i></p>	
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	<p>Mr Rolph asked executives if there were any specific areas to bring to Trustees attention. Mr Pickering confirmed that all objectives are where they would be expected to be at this time of the academic year and that the objectives address the issues discussed within the recent Workshop meetings. Mr Jones (T) queried the cluster model objective at 1.5 on page 15. Mr Pickering advised that contrary to discussions last year there is no desire for clusters to form 'mini-MATs'. Cluster structures are a vertical accountability model to enable SELs to hold academies to account for their outcomes. A horizontal model has been put in place with SELs being accountable for developing education strategy horizontally across every academy.</p> <p>Mr Storey asked in what way executives will be able to measure how staff perceive culture as recorded in objective 1.1 on page 14. Mr Pickering advised that his second round of visits to each academy will focus on this. During discussions he will be able to ascertain from answers he receives to his questions if staff are engaged; staff surveys do not necessarily evidence this. Trustees were advised of the very positive evaluation responses received following the Diverse Academies Conference in February which saw every member of staff collaborating at one academy. Following questioning, Mr Cotton advised that it cost between £30/£40 per head to run which was very good value for money in the context of the usual cost of attendance at externally run events. C70% of comments confirmed that staff were taking things learned back to their academies. There is a planning day tomorrow to discuss future events and this year's format may be run biennially but whatever the programme is, it is imperative that the content makes a difference to the morale and effectiveness of the group.</p> <p><i>Part F Spring Term Dashboard</i></p> <p>Mrs Elway received confirmation that Trustees can access the dashboard which will be scrutinised at S&O Board Committee Meetings with exception reporting to be advised to the Partnership Board meetings.</p> <p>FAR headlines were included in the report.</p>	
<p>DA/27/1819 Agenda item 4</p>	<p>1. Approval of Vision/Mission Mr Pickering apologised for not having produced an updated document following suggestions made at the last Workshop. He will collate these and send out an updated version during the Easter holidays for approval.</p> <p>2. Approval of Corporate Strategy This wasn't discussed during the recent Workshop but will be an agenda item to review at the next one.</p> <p>3. Approval of Governance Strategy The proposed structure as received at the Workshop was approved.</p> <p>4. Approval of Scheme of Delegation and Terms of Reference The Scheme of Delegation and Terms of Reference as received at the Workshop were approved.</p>	<p>CBP</p> <p>AKE book date</p>



	<p>Items above will be received by Chairs and Vice-Chairs of Academy Committees in a meeting arranged for 24 April.</p>									
<p>DA/28/1819 Agenda item 5</p>	<p>Trustee items:</p> <p>1. To consider any incidents to report to Charities Commission</p> <p>Trustees considered this and agreed that there were no items to report.</p> <p>2. Agree Trustees on Board Committees</p> <p>Trustees had been asked to elect which Board Committee they would like to be a member of and their preferred date, time and location to try and accommodate all preferred options. Mr Corban suggested that at least one of the meetings could be held before Board Partnership meetings to save on time commitments.</p> <p>Trustees advised they had discussed membership and decided that they would all be members of the Governance and Partnership Committee which could be held before Board meetings. Mr Pickering countered against this as if everyone was a member, they cannot hold themselves to account and asked for this decision to be reconsidered.</p> <p>In considering membership and quoracy, Mr Rolph asked if the number of Trustees is adequate to serve each committee. He had mentioned two potential Trustees at the recent Workshop and asked if Trustees would wish to interview them to ascertain their suitability. Mrs Mitford advised that she and Mr Jones have a meeting with the Diocese in May to discuss changing their Articles of Association to separate Trustees and local governors. It is hoped that if this is approved, NCEAT Trustees would become members of Board Committees which would resolve any quoracy issues. It was noted that it will be essential for NCEAT F&R governors to attend the Board F&R committee in December when Smith Cooper will present the Accounts and audit finding reports for both Trusts.</p> <p>Mrs Blore suggested that someone with an education background is appointed to bridge the gap when she retires.</p> <p>Depending upon the outcome of discussions with the Diocese, Mrs Elway would set up meetings with the 2 new potential Trustees who could be appointed either by Members, or by Trustees as Co-opted Trustees.</p> <p>Initial thoughts of membership were:</p> <table border="1" data-bbox="395 1597 1315 2007"> <thead> <tr> <th data-bbox="395 1597 855 1630">Board Committee</th> <th data-bbox="855 1597 1315 1630">Trustee</th> </tr> </thead> <tbody> <tr> <td data-bbox="395 1630 855 1700">Finance and Resources</td> <td data-bbox="855 1630 1315 1700">John Rolph (chair), Ian Storey, Peter Mabbott</td> </tr> <tr> <td data-bbox="395 1700 855 1803">Standards and Outcomes</td> <td data-bbox="855 1700 1315 1803">Kathryn Mitford (chair) Margaret Blore Cherie White</td> </tr> <tr> <td data-bbox="395 1803 855 2007">Audit and Risk</td> <td data-bbox="855 1803 1315 2007">Mike Quigley (chair) Ian Storey – confirm Peter Mabbott – confirm Simon Jones – confirm Plus 3 existing representatives from academy boards</td> </tr> </tbody> </table>	Board Committee	Trustee	Finance and Resources	John Rolph (chair), Ian Storey, Peter Mabbott	Standards and Outcomes	Kathryn Mitford (chair) Margaret Blore Cherie White	Audit and Risk	Mike Quigley (chair) Ian Storey – confirm Peter Mabbott – confirm Simon Jones – confirm Plus 3 existing representatives from academy boards	<p>ALL</p> <p>AKE</p>
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	<p>Trustees were asked to confirm their membership, available day and time and preferred venue to the clerk at their earliest opportunity.</p> <p>3. Agree Academy Visit schedule Mrs Elway advised she will email the unallocated dates to all Trustees after the meeting.</p> <p>4. ESFA letter dated 15/03/2019 (finance reporting deadlines) Trustees confirmed receipt of the ESFA letter. Mr Rolph confirmed that F&R Committee will monitor submission of statutory reporting and deadlines.</p> <p>5. 21 Questions for Trustees to ask themselves Mrs Elway requested that each Trustee answers the questions on the document which is on Sharepoint by the 15th May at the latest. Training and presentations can then be ascertained and scheduled. https://dalp.sharepoint.com/governors</p>	<p>ALL</p> <p>AKE</p> <p>ALL</p>				
DA/29/1819	<p>Determination of Confidentiality and Equalities Act consideration including Nolan Principles. Trustees considered whether anything discussed during the meeting should be deemed as confidential and whether during their discussions any equal opportunities issues have arisen. It was Resolved That there were no confidential discussions within the meeting. The documentation received should remain confidential. The Nolan Principles had been received by all and it was agreed that all discussions and decisions had been made in accordance with them.</p>					
DA/30/1819	<p>Date and time of 2018/19 meetings: 5.00pm – 7.00pm at Diverse Education Centre Wednesday 12 June 2019 Wednesday 10 July 2019 & DAT meeting</p>					
	<p>The meeting closed at 6.45pm</p> <p>Signed.....Chair Date.....</p>					