

Diverse Academies Learning Partnership Board (DALP)
meeting held on
Wednesday 12 June 2019 at 5.00pm at Diverse Education Centre

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

In attendance:

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

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DA/31/1819	Apologies for absence Apologies for absence were received and approved from Mrs Allen due to illness and Mr Pickering due to holiday.	
DA/32/1819	Declaration of interest and any changes to interests previously noted There were no declarations of interest for any item on the agenda nor any different declarations to those already noted. The clerk confirmed that all declarations of interest are recorded within the membership document on the Trust website.	
DA/33/1819 Agenda item 3	Standing agenda items: 1. Minutes of the meeting dated 3 April 2019 The minutes of the meeting, having previously been received were approved and signed by the chair. 2. Matters arising There were no matters arising that will not be discussed within this agenda. 3. Safeguarding Executives advised there were no specific issues to report to the Board at the present time, however a log of all incidents will be brought to each meeting going forward. 4. Health and Safety	Agenda



	<p>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 continues to review Trust wide risks at each meeting.</p> <p>Confidential discussion</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 Since the last meeting 2 FOIA and 5 SARs had been received which were detailed in the report</p> <p>7. GDPR Policies had been updated and been received for approval however, following an Advisory Visit from the ICO there were a few recommendations for amendments to be made and the updated policies will be received at the next meeting. Mrs Elway reported that the visit had been a positive experience and the report with management responses will be received at the next A&R meeting.</p> <p>8. Any SIRPS/Data Breaches to report The report denoted that there had been 3 breaches since the last meeting. It had not been necessary to report these to the ICO but internal investigations had been carried out to ensure that policies and procedures were being adhered to.</p> <p>9. Correspondence Noted within the report.</p> <p>10. News, updates or issues Noted within the report</p> <p>11. Statutory filing Noted within the report</p> <p>12. Trustee training/visits to HO or academies Noted within the report</p> <p>13. Policy ratification The following policies had been previously received following approval within other meetings. It was resolved to approve; Relationship and Sex Education Accessibility Governors Allowances Provider Access GDPR Subject Access Request and guidance Data Breach Policy and reporting form Freedom of Information Act Concerns and Complaints As advised above the Privacy Notices will be updated for later approval: – Student - Staff - Members/Trustees/Governors</p> <p>14. Trustee Committee meetings The key points discussed at the meetings were advised by the chairs:</p>	<p>Policies to 10/7/19</p>
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	<p><u>Pay and Remuneration 08 May 2019</u></p> <ul style="list-style-type: none"> - Trustees had taken into account guidance in letters from the ESFA regarding excessive high salaries when approving pay proposals - All HO staff mid-year PIP reviews have been undertaken – no issues were reported - The committee approved pay rewards w.e.f September 2019 for budgetary purposes that will be back-dated when end of year PIPs have been completed and proposals confirmed. As requested at the previous Board meeting disproportionate pay differential had been discussed and fixed amounts or percentages had been approved dependent upon salary level. - Gender Pay Gap and Equal Pay Reports were reviewed. The committee had requested that Mr Corban look into a couple of anomalies and report back to the next meeting - Long service recognition had been approved at 25/30/40 years' service. Mr Mabbott asked why a 10-year recognition had not been included with Mr Corban advising that research suggested that this was not a milestone but it is something he will ask the HR team to look into <p><u>Finance and Resources 20 May 2019:</u></p> <ul style="list-style-type: none"> - Catering contracts for both primary and secondary non-PFI academies had been awarded to Caterlink for 3 years with an option for a further 2 years - The BRFO return had been approved for submission showing a £1.5m surplus. After taking account of the deficit brought forward, Revenue Reserves of approximately £1.0m will be carried forward to 2019/20 - The budget setting process for academies was confirmed and final budgets are to be presented at the meeting on 8 July - The committee had reviewed the financial proposition and viability of the joint leadership structure <p>15. CEO's Report previously received <i>Part A – CEO Executive Summary</i> Mr Corban presented in Mr Pickering's absence and paid particular attention to: A2 – a meeting is being held with Mark Foley at the beginning of July which will hopefully confirm that the pause on growth has been lifted. The RSC had given DAT and 2 other MATs' names to a SAT to explore collaboration which was seen as a positive move. A4 – academy half day visits continue and those undertaken already had been very informative. This was confirmed by the 3 Trustees who had attended A10 – Mr Storey asked what 'change' was referred to and it was confirmed that this relates to the transitional year for governance, business realignment and leadership and management structures. Through discussions, Mr Quigley received confirmation that it is Mr Pickering's intention to retire next year and Mr Corban advised that the Board need to consider timescales and the process for his replacement.</p>	<p>GCO</p>
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	<p>Returning to A5, Mr Rolph advised the Trustees that the Strategic Development Plan and Corporate, Education and Business Strategies had been discussed in the Workshop prior to this meeting. Trustees were content with the way these were developing and some changes had been discussed. All Trustees were asked to forward any comments to Mrs Elway by 21 June following which the final documents will be received for approval at the Board meeting on 10 July.</p> <p><i>Part B – Education Executive Summary</i></p> <p>Mr Jones referred to the summary of each academy and advised of the changes to leadership at QEA and NCEA. Mr Storey questioned the rationale behind the decision to appoint an acting head for a year at QEA given the imminent leadership changes. He was advised that this should read ‘to the end of the spring term’.</p> <p>WGHS will become Walton Academy from September and, as they will be oversubscribed, appeal hearings have been taking place. In response to questions, Trustees were advised that building and curriculum work is on target for completion before September and Mr Corban confirmed that any pupil places over 150 will be funded for 5 years however, the academy will still be subject to lagged funding due to higher numbers in Year 7 than those leaving.</p> <p>All key areas have strategies outlining the content of work over the next 3 years which form the Education Strategy.</p> <p>Mrs Thornton referred to the appendix to the report regarding the development of Early Years (EY) settings and asked for approval for:</p> <ul style="list-style-type: none">- WPA to accept 2-year olds to enable wraparound provision to be put in place- The setting up of an EY provision at Diverse Education Centre using the existing registration of one of the primaries. If approved, it is hoped that this may be extended to accept babies in due course to bridge the gap of this age range provision in the town and surrounding areas. Initial meetings have also been held at HSFC to follow a similar model. <p>Trustees discussed the identified space at HO for the EY provision and were advised of the ready-made space for a crèche. In response to questions, Mrs Thornton advised that the 1st year trading is likely to return a loss and initial projections will be finalised when projected numbers are received from the LA who are supportive of the plans. Place planning meetings confirm there is a lack of flexible, high quality affordable provision to meet the needs of parents returning to work from maternity leave.</p> <p>Trustees requested that the financial projections are received at the next F&R meeting on 8 July.</p> <p>Mrs Thornton was advised that the following DAT meeting would confirm if approval is to be given.</p> <p>Mr Cotton referred to page 9 reference to Teaching School (TS) and advised that whilst the super teaching school hub programme has been approved it is only in certain areas of the country via approved sites. The only one given a licence for the first year in this area is for South</p>	<p>Trustees by 21/6</p>
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	<p>Yorkshire (Doncaster, Rotherham and Sheffield). Liz Rew is retiring and Serena Sellick is taking over the L&M of the TS from a business perspective. Work on the Aspirant Teaching School continues with NCEA.</p> <p>Mr Cotton also drew Trustees attention to the request to change the times of the school day at Tuxford Academy following their trial of split lunches. The proposal is to start 5 minutes earlier and finish 10 minutes later to increase the social time that students have which had been requested following the consultation. The approval will be confirmed at the subsequent DAT board meeting.</p> <p>Referring to B2, Curriculum, Mr Storey enquired if Trustees would see the curriculum strategy. Mr Jones advised that when finalised it will articulate a consistent approach to short, medium and long-term planning and Trustees confirmed that the document will go to the S&O committee meeting.</p> <p><i>Part C Financial Performance Executive Summary</i> Mr Corban referred to the information that had been discussed above.</p> <p><i>Part D Business Functions Executive Summary</i> Mr Corban reiterated the business re-alignment that had been discussed within the previous Board Workshop.</p> <p>Referring to D3, Mr Quigley received assurance that staff are covered on school trips and Mr Corban confirmed that we are not admitting liability on the ski trip referred to.</p> <p>In response to questions, Mr Corban also confirmed that A&R will review all risks and lessons learned and any recommendations that have been put in place.</p>	
<p>DA/34/1819 Agenda item 4</p>	<p>Additional Executive Items Following Trustees Workshop; Approval of: 3-year Strategic Development Plan (SDP) Trustees confirmed that following discussions at the Workshop where suggestions for amendments had been made, the SDP will be received for approval at the Board meeting on 10 July.</p> <p>Cluster Modelling (L&M structures) Mr Corban advised that an email is to be sent on 14 June 2019, advising staff of the proposals. Trustees will receive a copy of this.</p>	<p>10/7/19 agenda</p> <p>AKE</p>
<p>DA/35/1819 Agenda item 5</p>	<p>Trustee items:</p> <ol style="list-style-type: none"> 1. To consider any incidents to report to Charities Commission Trustees considered this and agreed that there were no items to report. 2. Agree Trustees on Board Committees The membership of the Board Committees will be as discussed and minuted at the last meeting. Mrs Elway was asked to put a schedule of meetings together for the 2019/20 academic year. 	<p>AKE</p>



	<p>Following a discussion, it was agreed that all Trustees are invited to the first Partnership and Governance Committee meeting which will be held prior to the start of the next Partnership Board meeting on 10 July 2019. Membership of this committee will be agreed thereafter.</p> <p>3. Agree Academy Visit schedule Trustees advised which unallocated meetings they can cover.</p> <p>4. 21 Questions for Trustees to ask themselves Mrs Elway requested that each Trustee answers the questions on Sharepoint. Some Trustees reported that they were experiencing access issues, and Mrs Elway was asked to resend the link for the questions to be answered by 21 June 2019. A summary will then be presented to the next Board meeting.</p> <p>5. Notes of the Trustees Workshop held on 27 March 2019 The notes, having previously been circulated were agreed.</p> <p>Mr Cotton invited Trustees to a workshop with David Weston on 8 July 2019 and Mrs Elway was asked to forward information for Trustees to register if they are able to attend.</p>	<p>10/7/19</p> <p>AKE sent 13/6/19 & agenda 10/7/19</p> <p>AKE email sent 13/6/19</p>
<p>DA/36/1819</p>	<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 all discussions regarding the L&M structures/cluster modelling should remain confidential until such time as staff have been advised. The confidential item at DAT/33/1819 should remain confidential until a clearer picture has been established. The documentation received should remain confidential. All discussions take note of the Equalities Act and the Nolan principles had been received by all. It was agreed that all discussions and decisions had been made in accordance with them.</p>	
<p>DA/37/1819</p>	<p>Date and time of 2018/19 meetings: Wednesday 10 July 2019 at 5.00pm for the Governance and Partnership Committee meeting followed by Board and DAT meeting at Diverse Education Centre</p>	
	<p>The meeting closed at 6.14pm</p> <p>Signed.....Chair Date.....</p>	