



DIVERSE ACADEMIES TRUST MEETING
Wednesday 5 February 2020
At Diverse Education Centre – Conference Room (Downstairs)
5.00PM – 7.00PM

Trustee Name	Initials	Trustee Category	A = absence
Mr M Quigley MBE	MQ	Chair and Trustee	
Mr J Rolph	JR	Trustee and Member	
Mr I Storey	IS	Trustee	
Mrs M Blore	MB	Trustee and Member	
Mr P Mabbott	PM	Trustee	A
Mrs C Burn	CB	Trustee	
Mr D Schwarz	DS	Trustee	

In attendance:

Staff name	Initials	Role	
Mr C Pickering	CBP	Chief Executive Officer	
Mr D Cotton	DC	Designate Chief Executive Officer Senior Executive Leader & National Leader of Education	
Mrs S Baines	SB	Temporary Clerk	

Item Number	Item	Action by who and when
DAT/037/19/20 Agenda Item 1	<p>Safeguarding Training</p> <p>Mr Quigley (MQ) (Chair) welcomed all to the meeting and introduced Mr Patrick Knight, Executive Assistant Principal for PDBA /Safeguarding to deliver a presentation on ‘What’s new in Safeguarding’.</p> <p>Mr Knight confirmed the power point presentation is a summary of where we are with regard to safeguarding practice and what are the emerging threats in the community. Ultimately what are we as a Trust doing with regard to new initiatives.</p> <p>Mr Knight stated a Trustee’s role within safeguarding will often be in an observation capacity. If an observation is made then it should be reported immediately to the Designated Safeguarding Lead of the Academy.</p> <p>An Inspection of safeguarding will continue to be built around three core areas:</p>	

Identify: how do leaders and other staff identify learners who may need early help or who are at risk of abuse?

Help: what timely action do staff take to ensure that learners get the right support when they need it, including preventative work, and how well do they work with other agencies?

Manage: how do responsible bodies and staff manage their statutory responsibilities and in particular how do they manage safe recruitment and respond to allegations about staff/other adults.

Inspectors will continue to judge whether safeguarding is effective or ineffective.

Trustee members should be challenging the Trust with regard to a robust safer recruitment process, ensuring compliance with a systemic approach.

Trustees, need to ensure;

- academy appendices to policies are 'fit for purpose'.
- It should be visible or communicated to a Trustee who the safeguarding teams are within each academy, ensure this is being met, if not report it.
- Trustees are responsible for undertaking their own safeguarding training and that of personnel at all levels.
- Keeping Children Safe In Education (part 1) – all personnel should read and digest.
- Trustees need to be clear regarding the difference between safeguarding and child protection
- It is paramount Trustees are aware how the Trust collectively manages safeguarding ie; Safeguarding Audits, walk rounds, open door policy.
- Listen, record, report and be non-judgemental

Mr Knight reported the Trust is working daily with partnerships and agencies. One are is to help and support Mental Health. A significant number of colleagues have undertaken the CACHE course Level 2 in Mental Health which is an excellent development tool.

Mr Knight confirmed the Trust has been tightening up on the Attendance coding within academies. Colleagues have been looking very closely at students with part-time timetables, exclusions and off rolling. Mr Knight reported an attendance audit for academies within the Trust was taking place week commencing 10 February 2020 and request Trustees read, and digest the report and challenge Mr Knight to provide clarification.

Mr Knight stated tackling emerging threats and contextual safeguarding is high on the safeguarding agenda. Education institutions do not exist in isolation from the local areas they serve. They are and should be a central part of our communities. Mr Knight confirmed all the Designated Safeguarding Leads in each of the Academies hold information regarding their social areas and their communities

	<p>Emerging threats are being referred to as the Toxic Trio, when a child is exposed to domestic violence, mental illness and or substance use in the home. They are far more likely to end up in criminal justice. Mr Knight confirmed all Nottinghamshire partnership forums are trying extremely hard to break the vicious triangle.</p> <p>Mr Knight urged Trustees to embrace further reading and provided them with a number of links, urging them to read and digest.</p> <p>Mr Knight encouraged Trustees to undertake a number of training modules within Educare (training software used within the Trust) on:</p> <ul style="list-style-type: none"> ▪ Adverse Childhood Experiences ▪ Online Safety ▪ Raising Awareness of Trafficking and Modern Slavery ▪ Raising Awareness of Honour based Abuse and Forced marriages ▪ Sexual Violence and Harassment between Children and Young People ▪ Serious Youth Violence <p>Mr Knight confirmed he would circulate the power point presentation after the meeting, requesting any questions with regard to any elements of Safeguarding be emailed to him directly.</p> <p>Mr Quigley (MQ) thanked Mr Knight for a thorough presentation.</p> <p>Mr Knight left the meeting at 17:25</p>	
<p>DAT/038/19/20 Agenda Item 2</p>	<p>Apologies for absence Apologies for absence were received and agreed from Mr P Mabbott (PM) due to work commitments.</p> <p>Mr Quigley (MQ) welcomed Mrs C Burn (CB) as a Trustee to the Board.</p>	
<p>DAT/039/19/20 Agenda Item 3</p>	<p>Declaration of interest and notification of any changes to declarations previously noted There were no declarations of interest, either direct or indirect, for any items of business on the agenda.</p> <p>The chair asked if anyone had any declarations to update. Trustees confirmed that the declarations given at the beginning of the academic year were correct.</p>	
<p>DAT/040/19/20 Agenda Item 4</p>	<p>Minutes of the DAT meeting dated 11 December 2019 (attached) The minutes of the meeting, and the confidential minutes, having previously been received were agreed and signed by the Chair.</p>	
<p>DAT/041/19/20 Agenda Item 5</p>	<p>Matters Arising DAT/032/1920 Governance Review – action plan as approved by Governance and Partnership (G&P) Committee (attached). All Trustees have received a copy of the response. Trustees were asked for any questions to be taken.</p> <p>Mr Quigley (MQ) confirmed the G&P committee have responded to each issue raised under review and actions are ongoing.</p> <p>Mr Storey (IS) questioned if the Academy Committee Members (ACM) had been spoken to with regard to being non-voting members?</p> <p>Mr Quigley (MQ) confirmed they were non-voting members previously and only Trustees were allowed to vote on any issues.</p>	

Mr Quigley (MQ) confirmed G&P will keep the Governance report under review and report back to the Board on its actions.

Mr Quigley (MQ) reported every effort was being made to recruit new Trustees. However, members need to resolve how they will recruit more members going forward.

DAT/035/1920 Approval of DAT Audited Accounts – review schedule to be received and approved at F&R

Mr Rolph (JR) confirmed the accounts had been received and approved at the F&R 5 February 2020.

DAT/039/1920 Executive items – both action points dealt with as requested with no further actions.

DAT/037/1920 MOU updates

Mr Pickering (CBP) confirmed the Memorandum of Understanding, still sits behind a continuing relationship with National Church of England Academy (NCEA) until 31 August 2020.

Mr Pickering (CBP) confirmed NCEA have opted not to attend the management group meetings which is disappointing. However, the Accounting Officer management group is going ahead whereby the Principal meets with CEO. Mr Pickering confirmed Mr Cotton (DC) will be in attendance at the next meeting. Mr Pickering continued the sticking point of the management group is NCEAT who wish a Trustee to be present at the management group meeting.

NCEAT perceive they will have more autonomy with Mitre, the MAT they intend to join. However, they are still unable to answer the questions why they wish to leave Diverse Academies Trust.

Mr Pickering (CBP) reported NCEAT will need to address their financial commitment to DAT which may come as a shock. When the pros balance the cons they may owe some money to DAT which they may resist. NCEAT are aware the Trust will be taking into account the cost of the sixth form centre, their reserve may disappear very quickly.

Mr Storey (IS) questioned where does governance sit?

Mr Pickering (CBP) confirmed governance is built into the Memorandum of Understanding stating the parameters. In effect they are responsible for their own.

Mr Quigley (MQ) stated the only involvement is at executive level. They have their own CEO and Accounting Officers, DAT has no liability.

Mr Storey (IS) questioned in terms of sub committees, what is DAT involvement?

Mr Quigley (MQ) confirmed there were none, it is their own responsibility.

Mr Pickering (CBP) reported DAT are providing NCEAT with advice and guidance only. The Trust bears no responsibility for NCEAT at all.

	<p>Mrs Blore (MB) questioned who are Mitre Trust?</p> <p>Mr Pickering (CBP) stated Mitre are a young MAT who have only recently come together.</p> <p>DAT/038/1920 CEO appointment process update Mr Quigley (MQ) confirmed Mr Cotton (DC) had been appointed to succeed Mr Pickering (CBP) upon his retirement in May 2020. The Trustees congratulated Mr Cotton and expressed their enthusiasm in looking forward to working with him over the coming years.</p> <p>Mr Quigley (MQ) advised the ratification of Mr Cotton's (DC) salary would take place at the end of the meeting.</p> <p>DAT/040/1920 Nolan principles – added to the Development Day agenda. Mr Quigley (MQ) confirmed the development day has been scheduled for Wednesday, 6 May 2020 between 14:00 – 19:00 hours. Mr Cotton (DC), Mrs Thornton (CT) and Mr Quigley (MQ) will lead the day. Delegates will include, Senior Principals, Principals, Chair and Vice Chair of Academy Committees. Suggested items:</p> <ul style="list-style-type: none"> ▪ Review of Governance Toolkit – Mrs Thornton (CT) is it fit for purpose going forward (prior survey to be carried out) ▪ Updates to Schemes of Delegation and Terms of Reference for 2020/21 ▪ Nolan Principles ▪ Ofsted SWOT ▪ Understanding your Data Activity ▪ CEO Vision and Growth <p>Mr Quigley (MQ) asked Trustees to contact the Clerk with any further suggested items.</p>	
<p>DAT/042/19/20 Agenda Item 6</p>	<p>Standing agenda items:</p> <p>1. CEO's report including ADP executive rag rated update Mr Pickering (CBP) delivered his report, reflecting upon how the political landscape surrounding governance is changing, governance is a real focus for ministers.</p> <p>A discussion took place regarding the 2019/20 ADP and the sub committees. It was decided the ADP be split amongst the sub committees allowing members to 'deep dive' at committee level and then report to the Board.</p> <p>Mr Storey (IS) stated the Trust would need to decide which parts of the ADP would be assigned to which committee? This would then allow for robust scrutiny. The ADP will then be presented at all Board meetings, to ensure all is on track with items being flagged asap.</p> <p>Mrs Blore (MB) stated objectives will need to be agreed as they will change year on year, with an annual review.</p> <p>After a discussion it was decided to allocate: Standards and Outcomes SDP Strategic Objective 1: Improve student learning, outcomes, welfare and development Standards and Outcomes SDP Strategic Objective 2: To further grow and develop as a single organisation</p>	<p>Clerk/CEO – allocate</p>

Finance and Resources

SDP Strategic Objective 3:

Develop and Improve business functions and operations

Governance and Partnership

SDP Strategic Objective 4

To ensure leadership, management and governance delivers the MAT vision and goals

Finance and Resources

SDP Strategic Objective 5

Ensure financial planning and management sustain a stable financial position

2. Committee Meetings Updates from Chairs

- **Standards and Outcomes inc. Safeguarding/policies (05.02.2020)**

Mrs Blore (MB) - reported:

Letter received from DfE referring to slight concern over Holgate and Queen Elizabeth Academy. Mrs Blore (MB) confirmed there is an improvement plan for Year 11 for Holgate and QEA. The committee examined the plan in the meeting.

The AIR from Bracken Lane and Tuxford Academy had been received.

The committee looked in detail at the institute for career pathways

Future meetings will look at career pathways for all employees.

Six policies were reviewed by senior executives. The committee recommends all six policies to the Board for ratification. ie:

- Attendance
- Early years
- Medical conditions
- Exclusions
- Provider access
- Relationship
- Sex Education

The Board accepted the recommendation of the policies. They were ratified and adopted.

- **Finance and Resources inc. H&S/policies (05.02.2020)**

Mr J Rolph (JR)

It was confirmed items discussed under the committee were deemed to be confidential.

- **Governance and Partnership (22.01.2020)**

Mr M Quigley (MQ) - reported

The governor conference was scheduled for 1 July 2020 between 17:00 – 20:00 hrs.

An external speaker is being sought, updates will be provided accordingly.

The members of the G & P requested an item be brought before the Board. The Department for Education (DfE) is recommending an individual serves no more than two terms of office, (one term equates to four years) therefore a total of eight years of office for a Trustee and Governor. This is not compulsory but a recommendation.

After a lengthy discussion, Mr Quigley (MQ) to request members of the Governance and Partnership committee to profile all academy

MQ

After the meeting

	<p>committee members. To be an agenda item for the next Board committee meeting on 1 April 2020.</p> <p>Mrs Burn (CB) recommend the Trust have a plan around Trustee recruitment. Confirming it is refreshing and progressive to have new faces within the organisation. Advertisements need to be placed in the right places to attract diverse skills.</p> <p>Mr Quigley (MQ) asked Trustees to look at avenues for further recruitment and recommended timescales from DfE, before the next Board meeting on 1 April 2020.</p> <p>Mr Quigley (MQ) continued a number of Academy Committees have requested visits to their Academies from Trustees. Mr Quigley (MQ) circulated a calendar of Academy Committee dates and requested Trustees populate with their availability and return to the Clerk.</p> <p>A discussion took place regarding robust monitoring and academy deliverance. Mr Cotton (DC) requested a pause on this item. Collaboratively members need to look at what individuals are being asked to do to enable clear lines of clarification. It was agreed to defer the request</p> <p>Mr Schwarz had requested contextual visits to Academies. Visits have been arranged for Monday, 24 February 2020 pm Redgate Primary, Wainwright Primary and Queen Elizabeth’s Academy all in Mansfield and Thursday 12th March 2020 am Tuxford Academy and Tuxford Primary. Invitation extended to all Trustees. Expressions of interest to be given to Alison Elway. aelway@dalp.org.uk</p> <p>3. To note statutory update, changes to legal documents and Companies House filing: D.A.L.P Trading Limited – in course of dissolvent</p> <p>Previously discussed in course of being dissolved</p> <p>Mr Quigley (MQ) confirmed 2018/19 audit of accounts have been filed with ESFA at Companies House, confirmation received.</p> <p>4. Annual Requirements - Trustees to complete online Safeguarding and GDPR training Mr Quigley (MQ) confirmed Alison Elway to provide link to Trustees for training.</p> <p>To be completed by the end of the academic year for compliance.</p>	<p>Clerk agenda item</p> <p>All Before the next meeting</p> <p>Clerk to ask AE After the meeting</p> <p>All before end of Academic year</p>
<p>DAT/043/19/20 Agenda Item 7</p>	<p>Trustee Items: 1. Skills audit responses</p> <p>Mr Quigley (MQ) confirmed there are two skills audit responses outstanding from Mr Mabbott (PM) and Mrs Burn (CB). Mrs Burn agreed to complete and return her skills audit to Alison Elway after the meeting.</p>	<p>CB After the meeting</p>

	<p>The Clerk to request Alison Elway further remind Mr Mabbott for the completion of the skills audit after the meeting.</p> <p>2. Dates for Workshop/Development Day mid-January 2020 Mr Quigley (MQ) confirmed the following dates had been scheduled: Development day – Wednesday, 6 May 2020 – 14:00 – 19:00 hrs Workshop – Wednesday, 1 July 2020 – 17:00 – 20:00 hrs</p> <p>3. Trustee & Governor Term of Office Previously discussed at DAT/042/1920 – Committee meeting updates</p>	Clerk
DAT/044/19/20 Agenda Item 8	<p>Executive Items</p> <p>1. Update re due diligence at Hillocks Primary and Nursery School</p> <p>This item was deemed confidential and will appear in the confidential minutes.</p> <p>2. RSC letter of 24th December This item was deemed confidential and will appear in the confidential minutes</p> <p>3. DAT website information – confirmation Mr Quigley (MQ) requested any mistakes, errors or omissions be sent to Serena at sbaines@dalp.org.uk. It was noted David's surname should read Schwarz and Mr Quigley should hold abbreviation MBE after his name.</p> <p>4. Yeoman Park Academy – Manor Usage Approval This item was deemed confidential and will appear in the confidential minutes.</p>	
DAT/045/19/20 Agenda Item 9	<p>1. Equalities Act consideration All discussion took note of the Equalities Act</p> <p>2. Have decisions been made according to the 7 Nolan Principles It was agreed that the discussions and decisions had been made in accordance with the Nolan Principles</p> <p>3. Any incidents to report to Charities Commission There were none</p> <p>4. Determination of Confidentiality Trustees considered whether anything discussed during the meeting should be deemed confidential. It was resolved items discussed under agenda item 6 and 8 will remain confidential to attendees of the meeting indefinitely.</p>	
DAT/046/19/20 Agenda Item 10	<p>Date and time of 2019/20 meetings – all 5.00PM to 7.00PM at HO</p> <p>Workshop/Development Day – 6 May 2020 / 1 July 2020 Wednesday 1 April 2020 (GDPR training) Wednesday 3 June 2020 Wednesday 15 July 2020</p>	
	<p>The meeting closed at 19.30</p> <p>Signed: (chair) Date:.....</p>	