



**Minutes of the Diverse Academies Trust Board Meeting held 1st April 2020
at 5.00pm via Skype for Business**

Trustee name	Initials	A = absence
Mr Mike Quigley MBE (Chair)	MQ	
Mr John Rolph	JR	
Mrs M Blore	MB	A
Mr Ian Storey	IS	
Mr P Mabbott	PM	
Mr David Schwarz	DS	
Mrs Catherine Burn	CB	

In attendance: [staff or other invited persons]

Staff name	Initials	Role	A = Absence
Dave Cotton	DC	Acting Chief Executive Officer	
Chris Pickering	CP	Chief Executive Officer & Accounting Officer	A
Jenni Harrison Hill	JHH	Clerk	

Item No	Item	Action/ by who/when
DAT/ 47/1920 Agenda item 1	Apologies for absence Apologies for absence were received and agreed from M Blore	
DAT/48/1920 Agenda item 2	Declaration of interest and any changes to be advised The Chair asked if anyone had any declarations to update, amendments to previous declarations were noted: J Rolph – Laxton Charity interest removed; Trustee of Retford Bridge Club added as of 23/01/2020. C Burns – Chair of RNN group, Trustee of Worksop Charities, Trustee Bassetlaw Food Bank. P Mabbott Company Director of dormant company - Home and Castle Financial Services	
DAT/49/1920 Agenda item 3	Minutes of the meeting dated 5th February 2020 The minutes of the meeting, having previously been received, were agreed.	

<p>DAT/50/1920 Agenda item 4</p>	<p>Matters arising DAT/042/1920 – Annual Delivery Plan allocation to committees. The Chair of the Standards & Outcomes committee requested via email that some of the objective allocations be reviewed to ensure allocation is appropriate to the committee. Response: Due to the current situation the Annual Development Plan (ADP) and some actions are not currently progressing. Covid-19 plan supersedes the Annual Development Plan. Objectives can be reassigned at a future date. Action: To review allocation of ADP objectives at a future date.</p> <p>Chair raised recent updates from National Governors Association regarding Trust Boards focusing on critical areas during the outbreak and the need to consider refocusing the meeting agenda to key areas.</p> <p>DAT/042/1920 2. Governance & Partnership [G&P]– members of G&P to profile all academy committee members. Action: This item will be taken forward to a meeting when this can be considered.</p> <p>DAT/042/1920 -2. Trustees to look at avenues for further recruitment & recommended timescales -take forward Action: This item will be taken forward to a meeting when this can be considered.</p> <p>DAT/042/1920 –2. Robust monitoring and Academy deliverance Action: This item will be taken forward to a meeting when this can be considered.</p> <p>DAT/042/1920 – 4. Trustees online Safeguarding and GDPR training link to be provided Action: This item will be taken forward to a meeting when this can be considered.</p> <p>DAT/042/1920 – 4. Trustees to complete online Safeguarding and GDPR training by end of academic year Action: This item will be taken forward to a meeting when this can be considered.</p> <p>DAT/043/1920 – Outstanding skills audit for Mr Mabbott and Mrs Burn Both skills audits have now been completed and submitted to the Clerk Matters Arising from Confidential Minutes DAT/04/1920 – Regional Schools Commissioner letter of 24th December- circulation of response to DfE Action: This item will be taken forward to a meeting when this can be considered.</p> <p>DAT/044/1920- Decision by board to sign off Manor usage approval A two-year period of notice is within the contract to facilitate the academy time to relocate if required.</p>	<p>All</p> <p>MQ</p> <p>All</p> <p>All</p> <p>AE</p> <p>All</p> <p>DC</p>
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<p>DAT/51/1920 Agenda item 5</p>	<p>Update on the working of the Covid-19 school provision</p> <p>Dave Cotton explained that following his appointment as Chief Executive Officer from May, he has been working with Chris Pickering as a transition period. The Covid-19 outbreak has superseded this work, but the focus remains on putting communities at the heart of everything, with passion and care for our communities as the focus throughout.</p> <p>Once academies are once more operational it will be necessary to continue this work, and with Trustees regarding the vision of the Trust.</p> <p>Extensive work has been carried out to formulate a Covid-19 response plan. There are 24 key points to the plan. Once more detailed is provided in the plan it will be shared with the Board.</p> <p>Dave Cotton then discussed the plan giving the differing strands of the plan and its areas, the questions it addresses and challenges, options around them, some of which will be referred to the Board. Phase one of the plan was closure until Easter, Phase 2 is Easter provision, Phase 3 is longer term.</p> <p>These different strands are bullet pointed below.</p> <p>The first three strands were described as the mission critical strands:</p> <ul style="list-style-type: none"> • Vulnerable pupils, safeguarding and educational provision. • Free School Meals provision and arrangements. • Key Workers identification. <p>Information regarding the remaining areas of the plan and its stands with the remaining areas being:</p> <ul style="list-style-type: none"> • Communication with Governors & Trustees. <p>Trustee Question: The use of some Governors responses to all emails is concerning due to clarity of information in them, suggest questions to one focal point and communications out to everybody. Response: Whole governor communications as of this meeting will now be authorised through Dave Cotton so that from this point onwards 'reply all' is filtered to ensure that this is controlled and cohesive communication.</p> <p>Trustees agreed with Dave Cotton monitoring the reply all function on these communications to ensure a clear and measured response to questions.</p> <ul style="list-style-type: none"> • Communication with Parents & Students. <p>Trustee Question: A central point for questions to be answered for Parents is required. Response: That could be set up and this will be investigated.</p> <p>Action: Central point on website for responses to Parental/Governor Questions.</p> <ul style="list-style-type: none"> • Working with Local Primary Schools – Hubs. 	<p>DC</p>

- Regional approach to working collaboratively – working with the Local Authority.
- Staff Rotas for Hubs.
- Volunteering – database mapping support in Community and NHS volunteers.
- Staff Working from Home.

Trustee Question: Are leaders satisfied that all staff have the necessary equipment to carry out their work?

Response: Work was carried out prior to the pre-empted closures to ensure we were in strong position. Staff have necessary equipment and software available.

- Mid-Year Performance reviews/ Appraisals and Pay tracking.
- Continual Professional Development – use of Blue Sky and other platforms.
- Newly Qualified Teacher assessments.
- Mapping Staffing for September.
- Examinations and ongoing Assessments.

Trustee Question: Has there been any indication on the Appeals process?

Response: Details are not yet known, but there may be an appeal process with the opportunity for students to retake exams.

Trustee Question: Is assessment for grades an area where there is a risk of undue pressure of workload on teaching staff?

Response: There are already predicted grades in the system, teachers will need to review these assessments, but we need more information on how the process will work first, the workload will be monitored.

- Recognition of School careers for leavers/transition.

Trustee Question: If academies are closed until September what is the possibility of different terms /years?

Response: The Senior Executives and Trust Board will need to consider these possibilities; Senior Executives will investigate and will feedback to the Trust.

Traditionally with Year 6 Transition for moving to Year 7 takes place June which is an important process, consideration can be given to staggered starts, and work will need to be carried out with students for reintegration to education.

- Trust Calendar
- Educational Visits
- Pupils working from home- MIS platforms, contact with parents/pupils.

Trustees confirmed that the phone call home to every parent/student is beneficial.

- Growth Funds and Partnership work
- Re-inducting and re-opening plan
- Preparing for September
- Appeals, Admissions and Transition

DC

	<p>Trustees response: We are satisfied that a comprehensive summary of the plan had been provided.</p> <p>Trustee Question: Is the Financial impact built into the plan?</p> <p>Response: Not anticipating a financial impact, however, to monitor and manage the situation a cost centre has been created to allow any additional costs to be tracked.</p>	
DAT/52/1920 Agenda item 6	<p>Chief Executive Officers Report</p> <p>Report distributed to the committee prior to the meeting, no questions were raised on this item.</p>	
DAT/53/1920 Agenda item 7	<p>Committee Meeting Update from Chairs</p> <p>7.1 Finance and Resources Committee update (31/03/20)</p> <ul style="list-style-type: none"> • A few attrition targets to monitor, the concern is the next 5 months, as income is guaranteed, there is slight risk around Service Level Agreements. • Monitoring of the supply chain is required and position of suppliers • Capital programmes will be monitored. • Agency and travel expenses which were a concern will be a significant gain due to the situation. <p>7.2 Standards and Outcomes Committee update (1/04/20)</p> <ul style="list-style-type: none"> • Due to lockdown this committee did not meet, an update was distributed from Margaret Blore prior to the meeting. <p>7.3 Audit and Risk Committee update (31/03/20)</p> <ul style="list-style-type: none"> • Risks surrounding the coronavirus and financial aspects were discussed with more detailed plan to be brought to the Boards meeting on 1st April as Covid-19 is now no longer a risk as it is here, the impact and the plan are comprehensively looking to address this proactively. • Requirement in Academies Financial Handbook for an Internal Scrutiny Report, work is being carried out to address this. • Internal Audit Programme for the next academic year to be review at the next Audit & Risk Committee meeting. Any areas for consideration to be raised with the committee. <p>7.4 Governance and Partnership committee update (25/03/20)</p> <ul style="list-style-type: none"> • Meeting was not held as no immediate decision required. 	
DAT/54/1920 Agenda item 8	<p>Statutory Updates, Changes to legal documents and Companies House filing</p> <p>DALP trading was formally dissolved with Companies House on 31/03/2020</p>	
DAT/55/1920 Agenda item 9	<p>Annual Requirements</p> <p>There were no Annual Requirements to discuss</p>	

<p>DAT/56/1920 Agenda item 10</p>	<p>Trustee items: Minute approval of East Leake Academy consultation to change day Approved Formally approved by all Trustees present.</p>	
<p>DAT/57/1920 Agenda item 11</p>	<p>Executive items: The meeting cycle structure moving forward due to lockdown was discussed, to ensure that Trustees are updated on business critical issues. Trustees agreed: to move away from current meeting cycle during the lockdown due to a need meet more regularly to ensure critical areas are discussed and monitored. It was agreed that during lockdown the Board would meet via Skype for Business to ensure the welfare of staff, safety of pupils and finances are in order, meeting every three to four weeks with verbal updates from Acting Chief Executive Officer, and other Senior Leaders as required. Trustees also offered if there was any further support, they could provide during this time to contact them.</p> <p>Trustees discussed the 3 to 4 weekly Trust Board meetings and encompassing matters of committees which are urgent into those meetings. The newly arranged meetings would provide regular updates of questions and answer sessions and dealing with any decisions on the issues arising. Action: Clerk to asset up meetings every 3-4 weeks via Skype.</p> <p>Trustees discussed the Chair of Board does not have delegated responsibility for making decisions if the Chief Executive Officer needs a quick decision. It was decided that an emergency sub-committee of any three Trustees, which is quorate, one of which must be the Chair or Vice Chair in his absence. Trustees approved the emergency sub-committee.</p> <p>Trustees question regarding Hillocks conversion was deemed confidential and will be recorded in confidential minutes. The Chair informed the Board that Dave cotton has taken over as Acting Chief Executive Officer from Chris Pickering, due to Chris being in isolation due to Covid-19, Chris Pickering had opted to withdraw from this meeting and Dave Cotton took part in the meeting as Acting Chief Executive Officer. The Board hoped to have the opportunity to formally say goodbye to Chris Pickering after the lockdown.</p>	<p>JHH</p>
<p>DAT/58/1920</p>	<p>Other Business raised: Chair of Governors of Yeomans Park Academy and Redgate Primary academy has resigned. In the interim the Vice Chair has agreed to step in until elections can be held. Trustees approved the acceptance of Vice Chair take over as Chairman in the interim.</p>	
<p>DAT/59/1920 Agenda Item 12</p>	<p>Determination of confidentiality of business Equality Act consideration Nolan Principles</p>	

	<p>Trustees considered whether anything discussed during the meeting should be deemed as confidential. It was resolved:</p> <ul style="list-style-type: none"> - An Item discussed within agenda item 11 DAT/57/1920 should remain confidential to attendees and Board Trustees. - There had been no Equality Act implications - Attendees were content that all decisions made adhere to the seven Nolan principles. 	
DAT/60/1920 Agenda item 13	Date and time of next meeting: Wednesday 3 rd June 2020 with interim meetings to be arranged monthly for Board to monitor and be informed on updates due to Covid-19	
	<p>The meeting closed at 6.15pm</p> <p>Signed.....(chair) Date.....</p>	