



**Minutes of the Diverse Academies Extraordinary Trust Board Update Meeting held 19th
May 2020
at 4.00pm via Microsoft teams**

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

In attendance: [staff or other invited persons]

Staff name	Initials	Role	A = Absence
Dave Cotton	DC	Chief Executive Officer & Accounting Officer	
Gary Corban	GC	Chief Operations Officer	
Cat Thornton	CT	Senior Executive Leader	
Neil Holmes	NH	Senior Executive leader	
Jenni Harrison Hill	JHH	Clerk	

Item No	Item	Action/ by who/when
DAT/71/1920 Agenda item 1	Apologies for absence Apologies for absence were received and agreed from Peter Mabbott	
DAT/72/1920 Agenda item 2	Declaration of interest and any changes to be advised 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 and Ian Storey reported that a new declaration of interest in University of Law, Nottingham as visiting lecturer.	
DAT/73/1920 Agenda item 3	Minutes of the meeting Board Meeting dated 1st April 2020 and Board Update Meeting dated 28th April 2020 The minutes of the meeting, having previously been received were agreed by the chair.	
DAT/74/1920 Agenda item 4	Matters Arising: <ul style="list-style-type: none"> • Board Trust Meeting matters arising 05/02/2020 <ul style="list-style-type: none"> ○ DAT/042/1920 – Annual Delivery Plan allocation to committees. 	

Action: To review allocation of ADP objectives at a future date.

- **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.
- **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.
- **DAT/042/1920-2. Robust monitoring and Academy deliverance**
Action: This item will be taken forward to a meeting when this can be considered.
- **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.
- **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.

Matters Arising from Confidential Minutes 05/02/2020

- **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.
- **Board Trust meeting 01/04/2020 matters arising**
 - **DAT/51/1920–Central point on website for covid-19 responses to frequently asked questions for parents & carers**
Marketing and Communications are working on this section.
 - **DAT/51/1920–Feedback from Senior Executives on possible changes to term starts / staggered starts in September**
Agenda item later in meeting will cover reopening
 - **DAT/57/1920-Clerk to set up extra ordinary update meetings every 3 to 4 weeks**
Completed
- **Extra Ordinary Update meeting 28/04/2020 matters arising**
 - **DAT/63/1920-Feedback to Trustees on whether transport is a barrier to vulnerably isolated children attending**
Follow up has not raised any issues that this is a barrier.
 - **DAT/63/1920-Covid Plan document to be shared with Trustees**
This plan was not previously shared with Trustees due to the information changing so rapidly. (documents: **Primary Academies Re-Opening Programme, Special Academies Re-Opening Programme** and **Secondary Academies Re-**

	<p>Opening Programme have been shared with trustees prior to the meeting).</p> <p>There are still 3 key priorities:</p> <ul style="list-style-type: none"> • Part A: High Quality Home Education • Part B: Planning for re-opening • Part C: Operational delivery <p>Trustees will continue to be updated as will Governors through weekly updates.</p> <ul style="list-style-type: none"> ○ DAT/63/1920-Clerk to contact V Williams and distribute for approval letter for retiring CEO This was circulated by the Clerk. ○ DAT/63/1920-Chair of Audit & Risk Committee to be provided with overview of proposed remote internal scrutiny work The Chair of Audit and Risk approved the proposed remote internal scrutiny work to be carried out. ○ DAT/68/192-Admission numbers to be provided to Trustees Trustees were provided with a verbal update of the Primary Admission numbers and appeals: <table border="1" data-bbox="411 981 1310 1227"> <thead> <tr> <th>School</th> <th>Places allocated</th> <th>Appeals</th> </tr> </thead> <tbody> <tr> <td>Wainwright Primary</td> <td>60</td> <td>Not yet known</td> </tr> <tr> <td>Tuxford Primary</td> <td>36</td> <td></td> </tr> <tr> <td>Thrumpton Primary</td> <td>30 Full</td> <td>2 appeals</td> </tr> <tr> <td>Bracken Lane Primary</td> <td>30 full</td> <td>4 appeals</td> </tr> <tr> <td>Samuel Barlow</td> <td>40 full</td> <td>4 appeals</td> </tr> </tbody> </table> <p>Trustee Question: Have we received the final figures for the secondary Schools? Response: Secondary appeals are still ongoing. Action: Trustees will be sent figures for secondary allocated places.</p>	School	Places allocated	Appeals	Wainwright Primary	60	Not yet known	Tuxford Primary	36		Thrumpton Primary	30 Full	2 appeals	Bracken Lane Primary	30 full	4 appeals	Samuel Barlow	40 full	4 appeals	DC/JHH
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<p>Agenda item 5</p> <p>DAT/75/1920</p> <p>DAT/76/1920</p>	<p>Update on Covid-19 plan – to include:</p> <ul style="list-style-type: none"> • Business Critical Decisions & Updates • Educational Provision for Vulnerable Children, EHCP, Key Workers • Safeguarding • Building uses & Remote Working for Staff • Support for Parents & Carers to assist in education at home <p>Business Critical Update: National Church of England Academy Trust (NCEAT) Invoice This item was deemed confidential and is recorded in the confidential minutes.</p> <p>New arrangements for Hucknall 6th Form This item was deemed confidential and is recorded in the confidential minutes</p>																			

DAT/77/1920

Initial plans for phased reopening of schools from 1st June. (Documents: **Primary Academies Re-Opening Programme**, **Special Academies Re-opening Programme** and **Secondary Academies Re-opening Programme** have been shared with trustees prior to the meeting).

David Cotton discussed the documents distributed and explained that working groups are set up for Primary Academies, Special Academies and Secondary Academies to risk assess and plan the re-opening of schools, for each different setting and requirements according to guidance.

Phased approached to re-opening, Educational and Business leaders looking at risks.

Comprehensive risk assessments are being developed and are being amended as guidance is issued.

Trustees can scrutinise Risk assessments in more detail, however the documents received are the executive summary of the phased plan for re-opening.

Leaders have engaged with unions on the proposals, who were very happy with the work, and commented it was a measured well thought out strategy.

Cat Thornton discussed the **Primary Academies Re-Opening Programme** document.

Work will be carried out to ensure staff and parents are confident in the plan. Significant work will be carried out to move the students in the Hub schools back into their own school.

Risk Assessments will be reviewed on a daily basis to ensure suitable before starting assessment towards younger children as these year groups require more complex considerations to be made re practical space and emotional preparation.

Trustee Question: Is space in primaries going to make it more difficult?

Response: There will be some local challenges presented, some premises are more suitable for example external doors, ventilation, different doors for different groups, toilets, it is achievable for year 6 and 1's but reception will be more of a challenge.

The trustees were informed that it will not be possible to get year groups in full time, but work is being carried out towards trying to get some face to face contact in before the summer if it is feasible.

Nursery years is not achievable currently.

Trustee Question: Parents are nervous about children returning to school, creating a virtual walk through would be helpful.

Response: Discussions are being held regarding creating video walk throughs, covering changes to behaviour policy, expectations, introducing teachers, preparing children for when they return.

Trustee Question: Are staff ready to return?

Response: Mechanisms have been in place to support staff, initial check on staff availability at this point doesn't seem to be any concerns of staff being able to return, the first week is training for

staff, to engage them on the risk assessment and ensure they understand,
If there is anything raised by staff which presents a risk, concerns raised then will seek to delay the reopening. Staff will receive clear training on how to raise concerns. Once in the building, the safety of students and staff is paramount, any concerns raised then will seek with trustees to close.

Trustee Question: How will you ensure equity and fairness between teachers who are asked to return and others who will not?

Response: The structure of the school day assessed and initially compressed learning into the morning, with extended break, and time for Preparation Planning and Assessment, to enable them to manage the workload.

Trustee Question: In relation to other primary schools in local community, and media chaos about return, how will the communication to parents be managed?

Response: There is a huge variability in schools' response, we must ensure that parents are confident in the process and trust the steps taken.

Parents are polarised on the debate of re-opening, those agreeing to send children back will not be known until phone calls have been made.

Trustee Question: How will you deal with staff who do not agree with the measures put in place?

Response: Will ensure staff know the routes to communicate anything which presents risks, the induction will be making it clear how to report any concerns or risks immediately and the channel to do so.

Trustee Question: Is the reaction of staff a known quantity or anticipate they might not be happy?

Response: Staff anxiety is going to be present, they need to feel involved in the risk assessment process which will develop their confidence; because we have maintained contact with staff, and supported them, it has built good base for this.

The leadership teams are fully supporting their staff.

Trustees approved proceeding with the plan of phased re-opening of Primary Schools, all agreed.

Action: Chair of the Board to sign a joint letter with David Cotton to show trustees are in full support of the plan and reopening phases.

DC/MQ

Cat Thornton discussed the **Special Academies Re-Opening Programme** document, highlighting that Special Academies are already open due to vast majority are vulnerable.

Places will continue to be offered on an ongoing risk assessment, with work being carried out to re-open Redgate Primary Academy and prepare staff training, signage, transport, increasing pupil numbers week commencing 8th June based on individual risk assessments. The more complex children are unlikely to return for some time.

Trustee Question: What are the issues with regards to contact in special schools and Personal Protective Equipment (PPE)?

Response: Special schools now have guidance regarding the type of PPE they need, seeking to secure the PPE equipment, staff training will make sure that they know how to use it properly and confident to use it.

Trustees approved the plan for phased re-opening of the special's schools, all agreed.

Neil Homes discussed the **Secondary Academy Re-Opening Programme** document.

Secondary toolkits guidance is due to be published Wednesday 20th May.

Secondary Academies will not be re-opening for full year groups, but providing one to one support to year 10 and year 12 students, guidance is yet to be published, currently set out what is safe and allow for social distancing, identified 20 to 25 pupils at any one time in first instance, aim for all year 10 and 12 students to receive face to face and online over a two week period, one to one independent lessons, the difference from the Primary and Special academies programme plan is that secondary provision is to support home learning that is already taking place.

Trustee Question: The plan is to not necessarily bringing them into school at all?

Response: we are still waiting for guidance to clarify what the definition of face to face looks like, the guidance to be published tomorrow (20th May) will clarify. Work has been carried out with School Business Managers to assess which areas are safe to accommodate.

Once guidance is issued and has clarified whether need to cover all students or target those who are not engaged will plan accordingly.

Trustees approved the plan for secondary academies re-opening programme. All agreed.

Trustee Question Students who are not engaging in learning, is it due to attitudinal aspect or technology or both?

Response: Do not believe it to be due to technology but will be important to get these into academies first.

Trustee Question: Based on 25% not engaging in learning, if other issues are surfacing, how are we going to deal with those between now and the academic year starting?

Response: Where there are concerns about not engaging, we are ensuring that safe and well checks are taking place. For those just not engaged in the learning, the aim will be to ensure that engaged, if technology an issue then will send work out. Our surveys with learners show some are concerned about not seeing friends so part of the sessions need to involve getting them engaged through assemblies and tutorials.

Unions asked about engagement and nationally it is approximately 30% engagement with work, from our feedback it is between high 70's to 80% engagement, but we need to get to 100%.

Trustees approved the plan for Secondary Academies re-opening programme, all approved.

	<p>Next steps are working parties continue to complete the detailed risk assessments and putting training programmes for staff together. Teams communication will take place for staff and drafting communications for parents. David Cotton will contact Chair of Board regarding the communications. Action: Report back with an update following the re-opening.</p> <p>Trustee Question: Will key workers children will still be coming into the same setting as they are now? Response: They will continue, some primary's where will be relocated back in their own school rather than Hubs, but staff first need training.</p> <p>Trustee Question: Is there an opportunity to engage those not engaging in more face to face sessions as is happening for key worker children and vulnerable children? Response: The guidance will clarify, hoping guidance will allow to be selective to ensure those not engaging at home can be brought into school.</p> <p>Trustee Question: Request that share the high-level summary Risk Assessments as Audit and Risk committee is not meeting until late June. Action: Risk assessments to be shared with the Trustees.</p> <p>Guidance has yet to be issued on half term opening, currently in process of surveying key worker provision need for this time.</p>	<p>DC</p> <p>DC</p>
<p>Agenda item 6</p> <p>DAT/78/1920</p> <p>DAT/79/1920</p> <p>DAT/80/1920</p>	<p>Any other Urgent Business Policies for approval:</p> <ul style="list-style-type: none"> - Special Educational Needs and Disabilities Policy Trustees approved the policy, all agreed. - Trustee/Governor application – Application was received and distributed prior to the meeting (Document CV PSSA May 20). Trustees approved sending a letter to recognise interest and keep on hold until able to carry out a live interview, keeping it open on whether it is Governor or Trustee position, all approved. Trustee Question: Following recent skills survey and mix of the trustee board, need to assess where have any gaps, and align with application. Action: Governance & Partnership subcommittee item agenda for assessing skills gaps. Head of Governance to assess skills and whether any shortages. - EFSA Complaints Letter re Tuxford Academy This item was deemed confidential and was recorded in the confidential minutes. 	<p>JHH</p> <p>AE</p>

DAT/81/1920	<p>- Sub Committee Meetings-Trustees decided to hold subcommittee meetings virtually between now and end of July. The only exception would be the Standards & Outcomes subcommittee which will be pulled into the Board meeting to report on engagement.</p> <p>Trustees approved holding sub committees virtually and consider standards and outcomes in Board meeting, all agreed.</p> <p>Trustees approved moving the Trust Board meeting to 16th June to allow time for monitoring the re-opening and return of students on 8th June. All agreed.</p>	
DAT/82/1920	<p>Post 16 Centre at Retford – Deed of Variation agreement between DAT, RNN and Elizabethan has been drawn up for terms of DAT taking responsibility for ownership. This item has been discussed at previous meetings and the Deeds are now for approval and signature. C Burns declared an interest in this discussion.</p> <p>Trustees approved signing of the Deed of Variation. All agreed.</p> <p>Trustee Question: Has any further information been received on the funding for Hillocks Primary? Response: Meeting is being held end of May.</p>	
DAT/83/1920 Agenda Item 7	<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"> - Item 5 DAT/75/1920 National Church of England Academy trust Invoice would remain confidential to the Board and Attendees until resolved. - Item 5 DAT/76/1920 New Arrangements for Hucknall 6th remain confidential to attendees and Board Trustees until confirmed. - Item 6 DAT/80/1920 EFSA Complaint Letter re Tuxford Academy will remain confidential to the Board and Attendees. - There had been no Equality Act implications - Attendees were content that all decisions made adhere to the seven Nolan principles. 	
DAT/84/1920 Agenda item 8	<p>Date and time of next meeting: Tuesday 16 June 2020 4.00pm</p>	
	<p>The meeting closed at: 5.41pm</p> <p>Signed.....(Chair) Date.....</p>	