



Extra Ordinary Update Meeting
Minutes of the Diverse Academies Trust Board Meeting held 28th April 2020
at 4.00pm 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/61/1920 Agenda item 1	Apologies for absence Apologies for absence were received and agreed from M Blore	
DAT/62/1920 Agenda item 2	Declaration of interest and any changes to be advised There were no declarations of interest, either direct or indirect, for any items of business on the agenda.	
DAT/63/1920 Agenda item 3	<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>David Cotton gave an update on the above areas. Budget setting for 20/21 – the draft budget is currently being finalised and will be brought before the Board for discussion shortly.</p>	

	<p>Trustee Question: Are the draft budgets being prepared with the assumption that schools will be back in normal operation in September Response: Budgets have been prepared with that assumption, however costs relating to covid-19 are being tracked as many are recoverable.</p> <p>Conversion of Hillocks Primary update- This item was deemed confidential and was recorded in the confidential minutes of the meeting.</p> <p>Covid-19 plan – David Cotton discussed the sustainability for the Covid-19 plan to ensure it also meets the future requirements when schools re-open and accommodating any adaptations that this will necessitate. Explanation of the Plan being considered in three sections was given with details:</p> <ul style="list-style-type: none"> • Part A: High Quality Home Education – considering assessment, disadvantaged pupils, pupil engagement, transition, home learning teams, transition, in year admission. • Part B: Planning for re-opening - incorporating social distancing, personal protective equipment, buildings, school day, pupil numbers, staffing, curriculum, transport, safeguarding, finance. • Part C: Operational delivery – Key worker provision, Free School Meals, Hubs, communication, continuous professional development, NQT’s, calendar, ITT & staffing appointments, staff wellbeing, continued partnership working. <p>Trustee Question: What are the likely impacts to the way that schools run in future long term. Response: The long-term plan is taking account of possible social distancing for 18 months. Work is being undertaken on a small scale currently to test safeguarding and security measures for social distancing and its implications.</p> <p>Trustee Question: What is the success rate and engagement rate of vulnerably identified children whether transport is a barrier, and what considerations have been undertaken as a Trust of the 25% increase in domestic violence. Response- Increased contact and calls with parents to discuss why vulnerably isolated children are not attending to work to increase attendance. Work with Multi Agencies, Social Care and Safeguarding Lead to ensure ongoing checks for potential domestic violence cases. Action: Feedback required whether transport is a barrier to attending for vulnerably isolated children</p> <p>Trustee Question- Staggered working arrangements will impact on several staff who are also parents, what support measures will be put in place?</p>	<p style="text-align: center;">DC</p>
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	<p>Response- Teachers are key workers so have a right to send their children to school. If this option is not available, allowing teachers providing rotational support to bring their own children in will remove the barrier for working. Staffing capacity is being assessed by the Human Resources team.</p> <p>Trustee Question – Have the implications on the staffing levels that we need from September been considered? Response: Academy buildings and social distancing restrictions mean that only approximately 20% of pupils can be accommodated so staffing on site will be matched to this so do not require extra staffing.</p> <p>Trustee Question: What processes are being put in place for key workers and how teams can be tested for covid-19? Response: Human Resources are mapping the process to carry this out as an organisation.</p> <p>Trustee Question: Do we have the option to use additional buildings in September if social distancing is in place to facilitate more spaces, for example Post 16 centre? Response: Liaison with differing partners to ensure planning for optimal use of space. Action: It was agreed that the plan document would be shared with trustees, noting that it is a constantly changing document to ensure meeting changing needs of information released, and situation.</p> <p>Vision- This item was deemed confidential and was recorded in the confidential minutes.</p> <p>Trustees confirmed that a letter thanking Chris Pickering for his work as Chief Executive Officer should be drafted and sent from the Trustees. Action: Clerk to contact V Williams for draft letter for trustee approval.</p> <p>Internal scrutiny for audit and risk work cannot currently be carried out due to furloughed IC staff, however some work can be carried out remotely, if the Board wants this to happen? Trustees agreed: Chair of the Audit and Risk committee would take this decision after being provided with an overview of what the internal scrutiny would be. Action: David Cotton to send details through to Chair of Audit and risk.</p>	<p>DC</p> <p>JHH</p> <p>DC</p>
<p>DAT/64/1920 Agenda item 4</p>	<p>Any other Urgent Business Policies for approval from Governance & Partnership Committee:</p> <ul style="list-style-type: none"> • Freedom of Information Policy • Privacy Notice for Staff. 	

<p>DAT/65/1920</p> <p>DAT/66/1920</p> <p>DAT/67/1920</p> <p>DAT/68/1920</p>	<p>Trustees Approved the two polices.</p> <p>It was confirmed that the letter to the Accounting Officer from the EFSA dated 21st April 2020 had been distributed and received by Trustees.</p> <p>Update from Audit and Risk Committee: For information, the following policies were approved at the Audit and Risk Committee on 31st March 2020</p> <ul style="list-style-type: none"> • <i>Educational Visits Policy</i> • <i>Accessibility policy</i> • <i>Single Equality policy</i> <p>Safeguarding and Child Protection Policy: Covid-19 academy closure arrangements for safeguarding and child protection – annexe was submitted to Trustees prior to the meeting. Trustees approved the annexe.</p> <p>Trustees Question: Could we be provided with Admission numbers for September intake from Primaries. Response: Numbers are looking healthy and will be shared with trustees. Action: David Cotton will share the numbers</p>	<p>DC</p>
<p>DAT/69/1920 Agenda Item 5</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"> - that items discussed within agenda item 3 DAT/63/1920 Conversion of Hillocks Primary Update should remain confidential until after conversion to the Board and attendees and Agenda item 3 DAT/63/1920 Vision should remain confidential until vision is finalised and published publicly. - There had been no Equality Act implications - Attendees were content that all decisions made adhere to the seven Nolan principles. 	
<p>DAT/70/1920 Agenda item 6</p>	<p>Date and time of next meeting: Board Update Meeting Tuesday 19th May 2020 4.00pm via Microsoft teams</p>	
	<p>The meeting closed at 17.23 work to move over to Microsoft teams Signed.....(chair) Date.....</p>	