



Extra Ordinary Update Meeting
Minutes of the Diverse Academies Trust Board Meeting held 3rd June
at 6.00pm 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	
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	
Jenni Harrison Hill	JHH	Clerk	

Item No	Item	Action/ by who/when
Agenda item 1 DAT/85/1920	Apologies for absence No apologies were received	
Agenda item 2 DAT/86/1920	<p>Recommendations from Audit & Risk Committee for Re-Opening Academies</p> <ul style="list-style-type: none"> • Audit and Risk Committee recommend: Approving year 6 re-opening on week commencing 8th June with the risk assessments under review as guidance changes. • Audit and Risk Committee recommend: Continue to plan for re-opening on week commencing 15th June for years 10 and year 12 and Trust Board reconvening briefly before 15th June to ratify the decision once more information is gathered from parents for secondary pupil numbers and further mitigations put in place and ongoing risk assessment doesn't raise any new concerns. • Audit and Risk Committee recommend: Continuing the plan for re-opening to year 1 on week commencing 22nd June. 	

- **Audit and Risk Committee recommend:** Continuing the plan for re-opening to special schools on an individual risk assessment basis.
- **Audit and Risk Committee approved permission to carry out communication to parents that working towards re-opening week commencing 15th June.** All agreed

Documents shared with the Full Board trust immediately prior to the meeting were:

- COVID 19 re-opening Risk assessment exception report for Trustees 3 June 2020
- Appendix 1 COVID 19 Academy Re-opening Programme – approach to Risk Management and Assessment
- Appendix 2 Academy Committees Summary – Risk Assessment collation from AC Meeting 3 June 2020
- Principals Guidance for completion of Risk Assessment Exception Report template.
- Risk Assessment exception report template for Academy Committees June 2020

The Chair of Audit and Risk briefed the Full Trust Board on the discussions that had been held in the Audit and Risk Committee meeting. Full Trust Board meeting of 19th May had approved in principal the re-opening plans, significant work has now been carried out on risk assessments. Before going operational with the openings, given the significance, it is appropriate for the Trust to approve.

Special schools are slightly different as they are already open and wider reopening will be based on individual risk assessments.

The recommendations are subject to ongoing risk assessments not highlighting any high-risk concerns, if risk assessment changes significantly then will come back into Audit and Risk Committee and Full Trust Board.

The Audit and Risk Committee had a robust and challenging discussion to probe and test the reports, the outcome was that the committee members were satisfied with the recommendations. The Committee were able to be assured that the risk assessment process was well grounded. The documentation provided contains the template for an exception report which includes various factors which Confederation of Schools Trusts recommended were included in the risk assessment process. The risk assessment is based around 7 key areas, with multiple sub points to check underneath these categories. Risk Assessments carried out for each individual academy, initially by Senior Principals and Principals with input from other leaders, have been RAG rated and then discussed, tested, and probed by Academy Committees under each of the 7 key areas.

The exception matrix shows that there are no red risk ratings. Document Appendix 2 Academy Committees Summary – Risk Assessment collation from AC Meeting 3 June 2020 shows the concerns raised by the Academy Committees which informed the amber RAG ratings.

The risk assessments are constantly being reviewed and changed, for example Personal Protective Equipment (PPE) is assumed will be supplied on time, if this does not materialise then this would change to red.

The Audit and Risk committee discussed the substance and methodology of completing the risk assessments, the significant time pressure of the documents being prepared, the elements of internal definitions and of refining this process as the risk assessments continue to evolve with changing information as an ongoing process.

Special schools which have been open will carry out individual risk assessments on pupils, the main concern is transport and whether assurances could be given that appropriate measures are in place from the Local Authority, until such time as these assurances can be provided transport will not be used.

Trustee Question: For first aid response, will it be 999 by default or are we expecting teams to respond?

Response: The risk assessments and staff training cover first aid, how to deal with these in the academy, how to deal with responses dependant on the type, and how to use PPE.

Trustee Question: And how close to red are the ambers? In these unprecedented times it would not be unknown to have red in the risk ratings how are we dealing with this?

Response: Some are ambers based on certain assumptions e.g. PPE amber based on assumption of delivered, would expect that this is going to change day by day and that some of the ambers may turn green and some may turn red, at that point the trust would need to be informed.

Special schools due to some of the behaviour issues there may be a need for close proximity, use of restraint training, and so there are responses in the risk assessment to deal with that, however these are day to day risks but have been heighten due to Covid-19.

Trustee Question: regarding social distancing of teenagers outside of the school environment, how comfortable are the staff teaching children who may not be distancing whilst outside of school, has this well-being issue been considered?

Response: A large part of the staff training is well-being of staff. Staff, Parents and Children will be anxious. For year 6 parents every parent has had a personal call home talking about expectations, behaviour, and this will be carried out with all year groups before returning.

Strict measures for social distancing are in place to reduce risk, cannot mitigate against all scenarios but everything being put into place is following the guidance from Department for Education, Government, good hygiene, and well-being.

	<p>Trustee Question: What is the unions response with the measures put in place? Response: The proposals have been shared with unions and they are comfortable with them, Nottinghamshire County Council risk assessment templates have been used, which unions agree with. Staff are kept up to date, staff training is in place and mandatory. Executives will be communicating the sign off the risk assessment with staff tomorrow if approved by trustees.</p> <p>Trustee Question: The process of risk assessments have predominantly been carried out by Senior Principals and Principals, will staff have the opportunity to challenge, probe and explore risk assessments to ensure they are confident and can take ownership of them? Response: The risk assessments for each academy are 30 pages of detail, the outcomes and mitigations from those risk assessments are part of the training videos and PowerPoints for staff, they will have sight of the overview, if they wish to see the full detailed risk assessment they can do so.</p> <p>Trustee Question: Has this approach to training been tested with staff? Response: This method of training has been tested in the past on other topics, the first Covid-19 training is scheduled for tomorrow, this will be reviewed and could change the assessments if required, if this training raises that the controls are not in place to a sufficient degree would come back and get board approval for closure of that academy. Senior Leaders have been involved in developing the training.</p> <p>The Chair of the Board reiterated that the Trustees are the responsible body, the content of work carried out by the team in the relatively short space of time since the guidance has been issued was of very high quality. The Board need to be 100% certain on each individual academy that risk have been adequately controlled. If on day of opening this has changed then they will not be opened. Parents need assurance that the trust has taken every precaution to ensure safety of Staff, Pupils and Parents. To date there has been no record of a member of staff contracting Covid-19 though working in schools during lockdown in the Trust, this is a testament to the controls already in place. The risk assessments are for small numbers coming in at any one-time, risk assessments will continue to be reviewed going forward and if a risk changes significantly then the decision can be made to close the academy.</p> <p>Trustee Question: Has there been any indication about any staff who are objecting to coming back? Response: HR team and Senior Leaders are working with all staff individually, there are a number of staff who are in vulnerable category and are shielding, we are not saying you have got to come into work, we are working on an individual basis.</p>	
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	<p>Trustee Question: As the track and trace system is rolled out, the potential that the decision to close a school will be taken out of our control, with potential 25% cohort back on site if there is a case of Covid-19 in school what would be the action taken? Response: The school would close for a deep clean and everyone in close contact would then have to self-isolate, appendices and updates to policies have been amended to support this, these policies are further in the agenda for approval.</p> <p>Trustees agreed to approve the recommendations, all agreed.</p> <ul style="list-style-type: none"> • Approving year 6 re-opening on week commencing 8th June with the risk assessments under review as guidance changes. • Continue to plan for re-opening on week commencing 15th June for years 10 and year 12 and Trust Board reconvening briefly before 15th June to ratify the decision once more information is gathered from parents for secondary pupil numbers and further mitigations put in place and ongoing risk assessment doesn't raise any new concerns. • Continuing the plan for re-opening to year 1 on week commencing 22nd June. • Continuing the plan for re-opening to special schools on an individual risk assessment basis. • To carry out communication to parents that working towards re-opening week commencing 15th June. <p>The Trustees agreed that it had been a very thorough process and thanked the Executive Team and all involved for their hard work and contributions.</p> <p>It was agreed that the Academy Committees will continue to meet for the next few weeks to review the changes to risk assessments and flag any issues.</p> <p>It was agreed that if urgent decisions were required the Chair of the Board and Chair of Audit and Risk will review and discuss and if required convene a meeting.</p>	
<p>Agenda item 3 DAT/87/1920</p>	<p>Policies</p> <ul style="list-style-type: none"> • Covid-19 Track and Trace Privacy Notice • Covid-19 annexe – School closure arrangements for Safeguarding and Child protection May 2020 (additional information for re-opening academies) • Covid-19 Behaviour Policy appendix <p>Policy appendix documents related to Covid-19 re-opening requiring approval.</p>	

<p>DAT/88/1920</p>	<p>Trustee Question: The Covid-19 annex – School closure arrangements for Safeguarding and Child protection, is this achievable to carry out all the checks given the situation. Response: Designated Safeguarding Leads will ensure adherence to these protocols. If they report that this is not achievable then review of risk assessments will be required. Senior Principals and Principals will also monitor.</p> <p>Trustee Question: Are those who are in closer contact with vulnerable children already aware of these changes? There were changes introduced from March 23rd regarding working with vulnerable children. Leaders across the Trust in conjunction with Safeguarding Lead have worked with staff to implement.</p> <p>The Trustees agreed to approve the 3 annexes/appendix to the policies. All agreed.</p> <p>The Chair asked that Trustees with outstanding Safeguarding and GDPR training complete the statutory training before the end of term.</p>	<p>Trustees</p>
<p>Agenda Item 4 DAT/89/1920</p>	<p>Determination of confidentiality of business Equality Act consideration Nolan Principles No items deemed confidential Trustees considered whether anything discussed during the meeting should be deemed as confidential. It was resolved:</p> <ul style="list-style-type: none"> - There were no items deemed confidential. - There had been no Equality Act implications - Attendees were content that all decisions made adhere to the seven Nolan principles. 	
<p>DAT/90/1920 Agenda item 5</p>	<p>Date and time of next meeting: Extra ordinary Board Meeting Wednesday 10th June 6.00pm.</p>	
	<p>The meeting closed at 6.51pm</p> <p>Signed.....(chair) Date.....</p>	