



**Minutes of the Diverse Academies Trust Board Meeting held 17th June 2020
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	A
Mr David Schwarz	DS	Joined at 6.23pm
Mrs Catherine Burn	CB	

In attendance: [staff or other invited persons]

Staff name	Initials	Role	A = Absence
David Cotton	DC	Chief Executive Officer & Accounting Officer	
Victoria Williams	VW	Head of Marketing and Communications	
Lindsey Daly	LD	Marketing Manager	
Jenni Harrison Hill	JHH	Clerk	

Item No	Item	Action/ by who/when
DAT/91/1920 Agenda item 1	Apologies for absence Apologies for absence were received and agreed from Peter Mabbott, David Schwarz had informed the committee that he would be delayed.	
DAT/92/1920 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/93/1920 Agenda item 3	Vision and Values Presentation This item was deemed confidential and was recorded in the confidential minutes.	
DAT/94/1920 Agenda item 4	Minutes of the meeting dated <ul style="list-style-type: none"> • Extraordinary Board Update Meeting 19th May 2020 • Extraordinary Board Meeting 3rd June 2020 The minutes of the meeting, having previously been received were agreed by the Chair.	

<p>DAT/95/1920 Agenda item 5</p>	<p>Matters Arising:</p> <ul style="list-style-type: none"> • Board Trust Meeting matters arising 05/02/2020 <ul style="list-style-type: none"> ○ <i>DAT/042/1920 – Annual Delivery Plan allocation to committees.</i> <i>Action: To review allocation of ADP objectives at a future date.</i> ○ <i>DAT/042/1920 2. Governance & Partnership [G&P]– members of G&P to profile all academy committee members.</i> <i>Action: This item will be taken forward to a meeting when this can be considered.</i> ○ <i>DAT/042/1920 -2. Trustees to look at avenues for further recruitment & recommended timescales -take forward</i> Two applications have been received from applicants interested in governance, recruitment is currently difficult due to Covid-19 restrictions, the Chair is currently in correspondence with them both, but meetings will need to wait until in person meetings can be arranged. ○ <i>DAT/042/1920 –2. Robust monitoring and Academy deliverance</i> <i>Action: This item will be taken forward to a meeting when this can be considered.</i> ○ <i>DAT/042/1920 – 4. Trustees online Safeguarding and GDPR training link to be provided</i> ○ <i>DAT/042/1920 – 4. Trustees to complete online Safeguarding and GDPR training by end of academic year</i> <i>Action: This item will be taken forward to a meeting when this can be considered.</i> Trustees are working towards completing these courses. <p>Matters Arising from Confidential Minutes 05/02/2020</p> <ul style="list-style-type: none"> ○ <i>DAT/04/1920 – Regional Schools Commissioner letter of 24th December- circulation of response to DfE</i> <i>Action: This item will be taken forward to a meeting when this can be considered.</i> 	
<p>DAT/96/1920</p>	<p>Extra Ordinary Update meeting 28/04/2020 matters arising</p> <ul style="list-style-type: none"> • DAT/68/1920 – Admission numbers to be provided to Trustees – Secondary allocated places numbers Action: Chase C Elliott for secondary numbers 	<p>JHH</p>
<p>DAT/97/1920</p>	<p>Extra ordinary update Meeting 19/05/2020 matters arising DAT/75/1920 National Church of England Academy Trust (NCEAT) Invoice- This item was deemed confidential and was recorded in the confidential minutes.</p> <ul style="list-style-type: none"> • DAT/77/1920 Planned Re-opening of schools – report back with update following re-opening This item is covered extraordinary board meetings minutes. 	

	<ul style="list-style-type: none"> • DAT/79/1920 Trustee Governor Application – add assessment of skills gaps for trustees to Governance and Partnership agenda This has been added to the Governance and Partnership agenda for 23rd June 2020. • DAT/79/1920 – Head of Governance to assess skills and any shortages In progress by Head of Governance, will be reported back to Governance and Partnership committee on 23rd June 2020. 	
DAT/98/1920 Agenda item 6	<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>Weekly extraordinary meetings have taken place to update trustees on risk assessments and re-opening phases. Ongoing home learning is in place and working well. Operational delivery of Free School Meals over the summer, and IT support, is still being considered as part of delivery of the plan.</p>	
DAT/99/1920 Agenda item 7	<p>Chief Executive Officers Report</p> <p>It was considered that due to extraordinary meetings and reports to Governors and Trustees that all necessary items were being covered at this time within the Covid-19 Plan. It was agreed more formal reporting was not required during this time of lockdown due to regularity of meetings and communications. Currently working on:</p> <ul style="list-style-type: none"> • Vision and Values, • Covid-19 Plan, • Roles and Responsibilities, Leadership Development – seeking Board approval for changing some job titles (not roles, pay, or responsibilities) <p>Seeking approval to change Senior Leader to Chief Education Officer – Secondary and Chief Education Officer Primary.</p> <p>Trustees approved the change of titles, all agreed. Trustees Agreed for Chief Executive Officer to decide titles for roles in future provided salaries and jobs are not changed. All agreed.</p>	
DAT/100/1920 Agenda item 8	<p>Committee Meeting Update from Chair</p> <p>Finance and Resources committee update (09/06/2020) Budgets are being constructed and are on schedule. (brief update given prior to J Rolph leaving the meeting)</p> <p>Audit and Risk extraordinary meeting update 17th June 2020–</p>	

Document *Covid 19 audit and risk committee risk assessment planning and monitoring 17 June 2020* was circulated prior to the meeting. The document was also shared on screen.

There have been no developments to change recommendation since last week.

Primary - Recommendation to continue as planned and risk assessments for future year groups to review next week.

- **Recommend** continuing with plan working towards Year 1 opening of w/c 22nd June
- **Recommend** continuing with plan working towards Reception and Foundation opening of w/c 29th June

Secondary & 6th Form Centre– Re-opening on Monday was successful, seeking approval for planning for possible increase in capacity.

- **Recommend** proposed planning to increase Secondary student numbers w/c 29th June in year 10 (Tuxford Academy and East Leake Academy, Retford Oaks Academy) following risk assessment.

Special Schools– High Risk ratings on the matrix in relation to pupils unable to understand and recognise Covid-19 control measures remain. The mitigations are in place but have not yet been tested, the Audit and Risk committee requested a review on the rating level and agreed to proceed with caution.

Transport risk has reduced to amber, following the resolution of some of the issues with Local Authority provision.

Systems were tested, in an incident which proved not to be a Covid-19 outbreak, the process worked well, and parents were confident in the response.

Whilst there are deemed to be areas which need to be kept under review, the Audit and Risk committee assessed these as stable, and recommend continuing with the current plan.

- **Recommend** updates to Special school risks assessments approved

Trustee Question: How have Year 10 and Year 12 students reacted and responded to measures put in place?

Response: Some students are not social distancing outside of the site, but on-site social distancing is being applied.

Trustee Question: Have you any indications on the Governments decision regarding provisions over the summer holidays?

Response: Government are yet to give guidance. Summer catch-up programmes are anticipated, but details are not yet known.

Staff with 52-week contracts have been asked to take holidays at the start of the break to allow for preparation work to be carried out towards the end of the holiday.

- **Recommend proposed planning to increase Secondary student numbers w/c 29th June in year 10 (Tuxford Academy and East Leake Academy, Retford Oaks Academy) following risk assessment.**

<p>DAT/101/1920</p>	<ul style="list-style-type: none"> - Recommend updates to Special school risks assessments approved - Recommend updates to Primary risk assessments approved - Recommend continuing with plan working towards Year 1 opening of w/c 22nd June - Recommend continuing with plan working towards Reception and Foundation opening of w/c 29th June <p>Trustees approved the recommendations from Audit and Risk committee, all agreed.</p> <p>Policies for approval:</p> <ul style="list-style-type: none"> • Whistle Blowing policy • Staff Disciplinary policy <p>Trustees approved the two reviewed polices. All agreed.</p>	
<p>DAT/102/1920 Agenda item 9</p>	<p>Statutory Updates, Changes to legal documents and Companies House filing</p> <p>No items to report</p>	
<p>DAT/103/1920 Agenda item 10</p>	<p>Annual Requirements</p> <p>No items to report.</p>	
<p>DAT/104/1920 Agenda item 11</p>	<p>Trustee items:</p> <p>The Trustees wanted to take this opportunity to thank the Executive Team and all Staff for the hard work being carried out during this difficult time.</p>	
<p>DAT/105/1920 Agenda item 12</p>	<p>Executive items:</p> <p>No items to report</p>	
<p>DAT/106/1920 Agenda Item 13</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"> - Item 3 DAT/93/1920 Vision and Values presentation was deemed confidential whilst the vision is being developed. - Item 5 DAT/97/1920 National Church of England Academy Trust Invoice was deemed confidential to attendees at the meeting and Board Trustees. - There had been no Equality Act implications - Attendees were content that all decisions made adhere to the seven Nolan principles. 	
<p>DAT/107/1920 Agenda item 14</p>	<p>Date and time of next meeting: Board Extraordinary Meeting Wednesday 24th June 6.00pm, Board Trust Meeting Wednesday 15th July 2020 5.00pm via Microsoft Teams</p>	
	<p>The meeting closed at 7.26pm</p> <p>Signed.....(chair) Date.....</p>	

