



**Minutes of the Diverse Academies Extraordinary Trust Board Meeting held 26th
August 2020
at 3.00pm 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	A

In attendance: [staff or other invited persons]

Staff name	Initials	Role	A = Absence
Dave Cotton	DC	Chief Executive Officer	
Alison Elway	AE	Head of Governance	
Jenni Harrison Hill	JHH	Clerk to Board of Trustees	

Item No	Item	Action/ by who/when
DAT/ 01/2021 Agenda item 1	Apologies for absence Apologies for absence were received and agreed from P Mabbott and C Burn	
DAT/02/2021 Agenda item 2	Declaration of interest and any changes to be advised There were no additional declarations of interest, either direct or indirect, for any items of business on the agenda. M Quigley reported that he was no longer a Director of Notts Fire Safety Limited.	
DAT/03/2021 Agenda item 3	Approval of recommendations from Audit and Risk Committee for September opening Document: <i>Covid 19 Audit & Risk Committee Risk Assessment Planning and Monitoring 20-21 26 August 2020</i> was distributed prior to the meeting. The chair of Audit and Risk (A&R) committee informed the Trust Board that the document above was the final report in this format, future reports will be incorporated into the A&R committees. Risk assessments will continue to be monitored and reviewed on a daily basis. Government guidance continues to be issued and will be reviewed and implemented accordingly. In the event of positive Covid-19 cases National Institute for Health Protection (NIHP) will take decisions on how the Trust responds.	

	<p>The A&R committee were assured that the risk assessment process undertaken had controls and mitigations in place to support the recommendation to the Board of Trustees to proceed with the approval of reopening all Trust Academies in September.</p> <p>Trustees agreed reopening for all academies within the Trust, and formally noted their appreciation for the hard work carried out to keep A&R committee and Trust Board informed throughout lockdown. All agreed.</p>	
<p>DAT/04/2021 Agenda item 4</p>	<p>Review of Scheme of Delegation Document: <i>Governance Strategy Including: Structure, remits and reporting Scheme of delegated functions (10 August 2020)</i> was distributed prior to the meeting.</p> <p>The above document was shared on screen and discussed by the committee. The purpose of the document was discussed relating to who would refer to the document and its legal necessity.</p> <ul style="list-style-type: none"> • Legal requirement ensuring fulfilling statutory functions • Sets out delegated and non-delegated functions of the governance of the Trust • Committee functions and terms of reference • Reference for clerks and committees • Standard agenda items <p>A discussion was held about the role of Members detailed in the document and the committee agreed that the Members section will be developed to include how Members will carry out their responsibilities.</p> <p>Action: JHH to add to Members agenda</p> <p>The committee discussed the Performance and Remuneration committee, who should come under the Trust Boards remit for performance management and which committee the delegated roles of the previous Performance and Remuneration committee would be delegated to.</p> <p>Trustees agreed the Trust Board will form a panel to carry out the performance and remuneration of the Chief Executive Officer, Chief Operations Officer, Chief Education Officers and Company Secretary, Clerk to Board of Trustees. The panel will comprise of the Chair of the Trust Board, Chair of Standards & Outcomes committee and Chair of Finance and Resources committee.</p> <p>Trustees agreed the Finance and Resources committee would take up the remaining delegated duties of the Performance and Remuneration committee.</p> <p>Trustees discussed the appeal process for the agreed roles for which the Trust Board panel will carry out the performance management, Trustees agreed for an additional Trustee who hasn't been involved in the performance review process to hear the appeal and be given the authority to override the decision of the performance appraisers.</p>	<p>JHH</p>

	<p>A discussion was held on the Terms of Office, related to appointments of committee chairs and duration of appointment of chairs.</p> <p>Trustees agreed that there was a need for continuity to appoint a chair for 4 years subject to annual re-election.</p> <p>Trustees agreed to adopt the new terms of office from January 2021 to allow for succession planning.</p> <p>Trustees agreed that any time served as Chair of a Committee or Board will not count towards the maximum of two four-year terms as Governor or Trustees but will be in addition.</p> <p>Trustees agreed that after serving two full terms the option to apply to another Academy Committee or the Trust Board is available to them within the Trust if there is a vacancy.</p> <p>Action: A Elway will make all amendments to SoD as discussed, and circulate to Trustees for final agreement via email, once agreement confirmed A Elway will then distribute to the chairs of academy committees.</p> <p>Action: A Elway will update the list of Trustees and Governors affected by the changes to Terms of Office following the implementation of agreed changes.</p> <p>Trustees agreed for A Elway to attend Academy Committee meetings after half term to introduce the document.</p> <p>Action: The Governance & Partnership committee will review this document throughout the year as an agenda item to check how this is operating.</p>	<p>AE</p> <p>AE</p> <p>AE</p>
<p>DAT/05/2021 Agenda item 5</p>	<p>Policies for approval</p> <ul style="list-style-type: none"> • Safeguarding and Child Protection policy Sept 2020 • Attendance policy Sept 2020 • Behaviour policy 2020 • Data Breach policy 2020 • Freedom of Information policy Sept 2020 • GDPR policy Sept 2020 • Member Trustee Governor Privacy Notice Sept 2020 • Privacy Notice Student Sept 2020 • Parent Carer Privacy Notice Sept 2020 <p>Trustees requested that where abbreviations are to be used in documents that they are explained in the first instance.</p> <p>Action: JHH to feedback to S Bailey of relevant policies</p> <p>Trustee Question: There are numerous policies on the website each of which are large documents. Key messages at the front of the document would be a helpful summary with details then contained further within should it be required.</p> <p>Action: D Cotton to feedback this back to policy owners.</p>	<p>JHH</p> <p>DC</p>

	<p>Trustee Question: Policies have become very lengthy and need reviewing.</p> <p>Response: Executive Team is looking at structures, flows and executive summaries within policies.</p> <p>Trustees agreed to approve the above policies.</p>	
<p>DAT/06/2021 Agenda Item 6</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 DAT/04/2021 Review Scheme of Delegation will remain confidential until it has been released to Chair of Academy Committees. - There had been no Equality Act implications - Attendees were content that all decisions made adhere to the seven Nolan principles. 	
<p>DAT/07/2021 Agenda item 7</p>	<p>Date and time of next meeting: Board Trust Meeting Wednesday 7th October 5.00pm via Microsoft Teams</p>	
	<p>The meeting closed at 17.23</p> <p>Signed.....(chair) Date.....</p>	