



**Minutes of the Diverse Academies Trust Board Meeting held 2 February 2021.
at 5.00pm via Microsoft Teams.**

Trustee name	Initials	A = absence
Mr M Quigley MBE (Chair)	MQ	
Mr J Rolph	JR	
Mrs M Blore	MB	
Mr I Storey	IS	Joined the meeting at 17.14
Mr P Mabbott	PM	
Mr D Schwarz	DS	
Miss C Burn BEM	CB	A

In attendance: [staff or other invited persons]

Staff name	Initials	Role	A = Absence
Mr D Cotton	DC	Chief Executive officer & Accounting Officer	
Mrs J Harrison Hill	JHH	Company Secretary & Clerk to Board of Trustees	

Item No	Item	Action/ by who/when
Agenda item 1 DAT/ 62/2021	Apologies for absence Apologies for absence were received and agreed from Miss C Burn	
Agenda item 2 DAT/63/2021	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. 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.	
Agenda item 3 DAT/64/2021	Minutes of the meeting dated 9 December 2020. The minutes of the meeting, having previously been received were agreed by the chair. The Chair explained that rather than having two set of minutes, one for confidential items and one for non-confidential items, there would be a full set of confidential minutes for trustees and a second set which are redacted for public view. The Chair confirmed that minutes should only be circulated by the clerk.	
Agenda item 4 DAT/65/2021	Matters Arising: DAT/39/2021 8.1 CONFIDENTIAL: Queen Elizabeth's Academy (QEA)	

Action: Admissions policy to be brought to the relevant committee for it to be determined following the consultation process.

This item has been completed.

DAT/41/2021 8.3 CONFIDENTIAL: Hucknall 6th Form Centre

This item was deemed confidential and is recorded in the confidential minutes.

DAT/42/2021 8.4 Hillocks Primary and Nursery

Action: Dates to be provided to trustees for availability of attending Academy Committee.

Mr Quigley informed trustees that himself and Mr D Schwarz had attended the first meeting of Hillocks Primary Academy Committee meeting. This item is now complete.

DAT/45/2021 7.3 Audit and Risk Committee update (04/11/2020)

Action: Add Internal Scrutiny report to SharePoint for Board to view.

This item was noted as completed.

DAT/49/2021 Annual Reports and Financial Statements for year ending 31st August 2020.

Action: Clerk to inform A Younis/ V Williams approved for submitting and publishing

This item was noted as completed.

DAT/53/2021 12.1 Letter from Baroness Berridge and Academies

Governance Role Descriptors (8/10/2020)

Action: Governance and Partnership Committee to review role descriptors to Scheme of Delegation.

This item is on the Governance and Partnership Committee agenda for review.

DAT/56/2021 12.4 Staff Grievance policy

Action: Mr Cotton assured the Board that the concerns will be addressed to revise the policy to bring back to the Board for review and approval.

Document: *Staff Grievance Policy January 2021* was received by the Board prior to the meeting.

Trustees raised consistency of language within the document paragraph 10 referring the Chief Executive Team.

Trustees agreed approval of the policy with modification of consistent language in paragraph ten when referring to Chief Executive Team.

This item is now complete.

DAT/59/2021 12.7 Special Educational Needs & Disability (SEND) and

Health & Safety (H&S) Trustee

Action: Clerk to inform Head of Governance, and request leads in SEND and H&S contact Miss Burn and Mr Quigley to discuss the roles.

Mr Quigley confirmed that the relevant leads had contacted the trustees concerned. This item is now complete.

<p>Agenda item 5 DAT/66/2021</p>	<p>Chief Executive Officers Report Document: <i>CEO Board Report January 2021</i> was received by the Board prior to the meeting. Mr Cotton asked trustees if there were any questions regarding the report. Trustees raised that the CEO report refers to online learning provision being provided by teaching staff, with teaching assistants being utilised for site-based learning, the covid-19 report raised a risk regarding staff capacity for delivery and trustees queried the current status on this issue. Mr Cotton clarified that the capacity risk was specifically related to primary settings where there was an increase in student numbers on site, the provision of both online learning and staffing capacity in hubs was a concern, although this has now eased and is currently at a manageable level. Mr Cotton updated the trustees that currently the executive team are planning for reopening as indicated by the Government on 8 March, further guidance is awaited. Focus is on the future and strategies to bring students and communities back into education and recover lost learning. Trustees noted the CEO Board Report January 2021.</p>	
<p>Agenda item 6 DAT/67/2021</p> <p>DAT/68/2021</p>	<p>Committee Meeting Update from Chairs 7.1 Finance and Resources committee update (20/01/2021) Documents: November Management Accounts and December Management Accounts were both received prior to the meeting and noted by the Board. Mr Rolph updated trustees that the CEO report covers a summary of issues discussed at the Finance and Resources Committee, and further expanded that a second forecast is being prepared based on 5 months actual and 7 months forecast, explaining that due to the current situation this is challenging due to uncertainty of re-opening schools. Mr Rolph informed trustees that there is a need to keep strict control/analysis for this year, to allow appropriate comparisons to inform next year's budget. The trustees were informed that there are a number of risks in the budget, most of which are Covid related and recoverable costs, the next forecast would provide more information.</p> <p>7.2 Standards and Outcomes committee update (13/01/2021) Mr Schwarz updated the trustees that the committee wanted to convey the message to staff of how much appreciation they have for the huge continuing efforts from staff across all areas of the trust. The committee are assured that safeguarding retains high standards throughout the trust. Concerns were raised from the committee about long term effects on staff wellbeing and had been assured that Mr Corban and HR are monitoring this.</p>	

<p>DAT/69/2021</p> <p>DAT/70/2021</p>	<p>7.3 Audit and Risk - Academy Covid-19 Management Arrangements Trustees noted the receipt of document: <i>DAT Report 03 20-21 Academy Covid-19 Management Arrangements</i>.</p> <p>Policies approved at committees:</p> <ul style="list-style-type: none"> • Special Educational Needs and Disabilities policy • Supporting students with Medical Conditions policy • Provider Access Policy • Covid-19 appendix to Behaviour policy <p>Non-Statutory polices which have been reviewed: Staff Wellbeing Strategy (no material amendments)</p>	
<p>Agenda item 7 DAT/71/2021</p> <p>DAT/72/2021</p> <p>DAT/73/2021</p>	<p>Statutory Updates, Changes to legal documents and Companies House filing</p> <ul style="list-style-type: none"> • Retford Academy Company Number 07904118 (dormant company) filing of accounts for 1 February 2019 to 31 January 2020 at Companies House 13th January 2020. • Retford Academy Company Number 07904118 (dormant company) submission of confirmation statement at Companies House 13th January 2020. • Person of Significant Control at Companies House being reviewed now 5 members. <p>Trustees were informed that there are no longer any persons of significant control due to 5 members, and the statement at Companies House has been updated to reflect this.</p>	
<p>Agenda item 8 DAT/74/2021</p> <p>DAT/75/2021</p>	<p>Annual Requirements</p> <ul style="list-style-type: none"> • Submission of Financial Statements and year-end report to EFSA (submitted 13/01/2021) <p>Trustees were informed that this has been completed.</p> <ul style="list-style-type: none"> • Audit certificate of programme expenditure for Queen Elizabeth’s Academy Tailored support programme (signed by Chair) <p>Trustees were informed that this certificate has been signed by the Chair of the Board.</p>	
<p>Agenda item 9 DAT/76/2021</p>	<p>Trustee items:</p> <ul style="list-style-type: none"> • Audit tender specification documentation. <p>Documents: zipped file <i>possible bidders</i> and zipped file ITT document set for external audit was received by the Board prior to the meeting.</p> <p>Mr Rolph updated trustees on the timetable for the tender process, informing them that Mr Rolph and Mr Storey will be attending the tender panel meeting and presentations from potential suppliers due to their roles of Chair of Finance and Resources Committee and Chair of Audit and Risk Committee. Trustees were informed that they are welcome to attend these meetings.</p> <p>Following the presentations, recommendations for appointment of auditors will be brought to the Board meeting on 24 March 2021.</p> <p>Trustees agreed approval of the audit tender documents.</p>	

<p>DAT/77/2021</p> <p>DAT/78/2021</p> <p>DAT/79/2021</p>	<p>Action: Recommendation for auditor appointment to be presented at Trust Board meeting on 24 March 2021</p> <ul style="list-style-type: none"> • Modern Slavery and Human Trafficking Statement 2019/20. NCEAT has advised that they do not wish to proceed with the joint Modern Slavery Statement, it has been amended following solicitor's advice. Trustees agreed approval of the amended Modern Slavery and Human Trafficking Statement 2019/20. • CONFIDENTIAL: NCEAT Update (DAT/16/2021 Confidential item: National Church of England Academy Trust (NCEAT) Update) This item was deemed confidential and is recorded in the confidential minutes. • Chairs Emergency Action At the Annual General Meeting Members voiced opinion for the Chair of Trustees to have the 'Chairs Emergency Action' reviewed due to the need for emergency decisions to be taken quickly, the process of finding three trustees to form a panel delays decisions. Discussion took place on how the 'Chairs Emergency Action' would be implemented and trustees agreed for the Chair of the Board to be able to take emergency actions which would then be communicated to trustees after action is taken and recorded in the minutes at the following Board meeting. 	<p>JR</p>
<p>Agenda Item 12 DAT/80/2021</p>	<p>Determination of confidentiality of business Equality Act consideration Nolan Principles Trustees considered whether anything discussed during the meeting should be deemed as confidential. It was resolved:</p> <ul style="list-style-type: none"> - An Item discussed within agenda item 4 DAT/65/2021 (DAT/41/2021) to remain confidential should remain confidential to attendees and Board Trustees. - An Item discussed within agenda item 9 DAT/78/2021 to remain confidential should remain confidential to attendees and Board Trustees. - There had been no Equality Act implications - Attendees were content that all decisions made adhere to the seven Nolan principles. - It was agreed that no items need to be reported to Charities Commission. 	
<p>Agenda item 13 DAT/81/2021</p>	<p>Date and time of next meeting: Wednesday 24th March 2021 at 5.00pm</p>	
	<p>The meeting closed at 18.20</p> <p>Signed.....(chair) Date.....</p>	