



**Diverse Academies Learning Partnership Board (DALP)
meeting held on
Wednesday 18 October 2017 at 5.00pm at Kelham Hall**

A = absence	Trustee name	initial	
A	Mrs D Clinton Mr J Rolph Mrs M Blore Miss S Hall Mr M Quigley Mr S Jones* Mrs K Mitford Mrs K Cowley vacancy Mr J Dickens	DLC JR MB SH MQ SJ KM KC JD	Acting Chief Executive Officer DAT Trustee and Chair of the Board DAT Trustee DAT Trustee DAT Chair of Governors Trustee DAT Trustee NCEAT Trustee and Chair of National C of E Academy National Church of England Academy Trustee National Church of England Academy Trustee CLAB representative

*awaiting appointment at Companies House

In attendance:

A = absence	staff	Initial	
	Mrs A Elway Mr L Mosley Mr G Corban Mr S Jones	AKE LDM GCO SJO	Company Secretary and Clerk Chief Financial Officer Chief Operating Officer Executive Principal Designate and NCEAT Trustee

		ACTION BY WHO WHEN
DA/01/1718	Introductions Introductions were made to Simon Jones (SJ) who is a newly appointed DAT Trustee Apologies for absence Apologies for absence were received and approved from Mrs Cowley due to another commitment.	
DA/02/1718	Declaration of interest Mr Quigley declared an interest in any discussions about Walton Girls High School and Sixth Form.	
DA/03/1718	Minutes of the Trustees Workshop dated 20 September 2017 The minutes of the meeting having previously been received were agreed and signed by the chair.	
DA/04/1718	Matters arising There were no matters arising that are not on the agenda.	
DA/05/1718	Minutes of the meeting dated 10 July 2017 The minutes of the meeting having previously been received were agreed and signed by the chair.	



<p>DA/06/1718</p>	<p>Matters arising <i>DA/76/1617 5.5 MB to attend/receive safeguarding audits</i> Mrs Blore confirmed that she had attended two safeguarding audit visits and requested that all academy audits with management responses be sent to her when completed. She assured Trustees that a rigorous process was undertaken and safeguarding is given a high profile in each academy and that, to date, no serious issues had been found.</p> <p><i>DA/76/1617 5.11 Challenge regarding LA £10k conversion cost</i> A national legal challenge to the legitimacy and amount of the charge is underway which has involved the new Parliamentary Under Secretary of State.</p> <p><i>DA/77/1617 6.3 Clarification of capital allocations</i> Mr Corban confirmed that capital allocations will unfortunately not be received until April 2018 for the 5 new primaries. Mr Mosley has been tasked with enquiring if emergency funding is available via the RSC</p> <p>Mr Corban further advised that it was East Leake academy's responsibility for additional security fencing and this had been paid for. Following a discussion, it was noted that if the PFI provider erected this there would have been life cycle costs equating to the cost of the fencing. Mr Mosley suggested that even if the academy paid, life cycle charges were still payable. He was asked to confirm the position.</p>	<p>AKE</p> <p>LDM</p> <p>LDM</p>
<p>DA/07/1718</p>	<p>Minutes of the meeting dated 11 October 2017 The minutes of the meeting having previously been received were agreed and signed by the chair.</p>	
<p>DA/08/1718</p>	<p>Matters arising Confidential discussion</p>	
<p>DA/09/1718</p>	<p>Standing agenda items:</p> <p>10.1 Previous year's academy performance outcomes Mr Jones (SJO) reminded Trustees that they had previously received the summary of all academies exam performance. Trustees commended the impressive results and wished this to be communicated to all academies.</p> <p>10.2 AIP success criteria summary During a discussion, the Board asked Mr Jones to provide an exception overview report rather than the success criteria for each academy which will be reviewed at Local Academy Boards (LABs) and via the CSI process.</p> <p>10.3 Academy Performance Targets Mr Jones advised that the 2018 targets had been set using the old template prior to exam changes. Now that national benchmark</p>	<p>SJO via EPs MQ/JD/KM via CLAB 9/11/17</p> <p>SJO 6/12/17</p>



	<p>figures have been defined for Progress 8 (P8) the templates are in the process of being adapted and 2019 targets will be completed by the end of the month. Trustees requested these are summarised for the next meeting.</p> <p>Mr Dickens enquired how secure the P8 measure is and whether predictions were robust. Mr Jones advised that the final outcomes were very close to all academy predictions and will only be changed if a significant number of students' results have been omitted which has been the case at ROA. Following a discussion, Trustees were advised that the results for a small cohort were missed due to human error. Mr Jones suggested that Trustees and Governors at LABs will need to check the tolerance and confidence intervals for affirmation that results are where they should be.</p>	<p>SJO-6/12/17</p>
	<p>10.4 FAR headlines Previously received and will be updated as reports for the 2017/18 FARs have been QA'd. All FARs reports will have been completed by the first week in December.</p> <p>Mrs Clinton was pleased to advise that where academies had had Ofsted inspections the outcomes correlated to those given in FARs.</p> <p>In response to questions, Mrs Clinton and Mr Jones advised:</p> <ul style="list-style-type: none"> - Risks registers will be embedded in FARs and CSI meetings following recommendations made at the last Audit and Risk Committee meeting, - FARs are time consuming and have been costed at c£14k each but they are excellent CPD for the staff involved - An action plan is received which enables academies to resolve identified issues prior to any Ofsted inspection. - The frequency of FARs is to be discussed at SST. A suggestion has been that a full FAR is undertaken bi-annually with alternate years' visits using the Ofsted framework between a Section 5 and a Section 8 inspection - The key driver for visits is development and training; not audit - 5 academies are due Ofsted inspections this academic year 	
	<p>The agenda was taken out of order</p> <p>10.12 Executive Reports – Simon Jones Mr Jones advised that his report included contributions from the other Executive Principals (EPs) and advised members of each EPs' responsibilities. Attention had been given in this report to the new primaries. He highlighted the exam and P8 successes seen especially at East Leake whose results had increased significantly from last year.</p> <p>Miss Hall queried the apparent weakness in reading at all primaries and asked if it was a nationally identified issue. Mr Jones advised that it is a Nottinghamshire issue and a key focus this year of the education team.</p>	



	<p>10.5 ADP 2016/17 Summary Review and Success Against Criteria</p> <p>The summary document of the ADP had previously been received. Mrs Clinton gave context to a couple of amber objectives, all of which have been carried forward to 2017/18:</p> <p><i>Objective 1</i> – Didn't move forward as much as it should have done due to new structures and personnel being appointed when Mr Pickering went on secondment.</p> <p><i>Objective 6</i> – Mrs Mitford and Mrs Clinton updated attendees of the networking meeting they attended earlier in the week where the RSC had advised that his focus will be MAT collaboration. This has already started with Mr Jones in discussions with Evolve Trust (a small MAT of good academies in Mansfield) who are shadowing reciprocal FARs and Mrs Clinton with Greenwood Dale (a large MAT which has a lot of underperforming academies) looking at school improvement and operational ways of working. There is no monetary exchange in either case.</p>	
	<p>10.6 Finalised 2017/18 ADP (objectives and success criteria)</p> <p>Previously received. There were no questions raised.</p>	
	<p>10.7 Safeguarding update</p> <p>Mr Jones advised that National C of E Academy has been asked for some historical data from 1975 which is being addressed although the likelihood of still having any information is remote. As previously discussed, safeguarding audits are being held in each academy.</p>	
	<p>10.8 Risk Management Update</p> <p>Mrs Clinton advised that the Risk Management process will be included in internal audit and assurance processes.</p>	
	<p>10.9 Any Health & Safety Issues</p> <p>There were no issues to report</p>	
	<p>10.10 Financial Outturn Summary</p> <p>Confidential minute</p>	
	<p>10.11 Financial Performance Report Month 1 & Forecast 1</p> <p>Confidential minute</p>	
	<p>10.12 Executive Reports</p> <p>Reports from Mrs Clinton (ACEO), Mr Corban (COO) Mr Mosley (CFO) and Miss Davidson, as Institute of Learning Research and Development (ILRD) EP had been received. Mrs Clinton and Mr Corban advised there was nothing specific to highlight and there were no questions raised.</p>	
<p>DA/10/1718</p>	<p>Additional items:</p>	
	<p>11.1 Updated Growth Strategy</p>	



	<p>This had previously been received following the updates requested at the Trustee Workshop on 20 September. It was suggested and agreed that Mrs Clinton makes a couple of changes to be explicit that growth will be purposeful e.g. DALP 2, and add the areas where there are opportunities to affect socio and economic diversity.</p>	<p>DLC by 8 November meeting with RSC</p>
	<p>11.2 Walton Girls High School co-ed consultation Mrs Mitford, Mrs Blore and Mrs Clinton had attended consultation meetings at the academy. They all confirmed that there was overwhelming support to change to co-ed with a small minority of dissenters. They confirmed the process had been handled very well and following a project meeting tomorrow Mrs Clinton expected the business case to be ready for submission. In response to a question, Miss Hall was advised that consultation, submission and response is a 12 week process. No decision to make at this meeting.</p>	
	<p>11.3 All SoD and ToR for every meeting Mr Rolph advised that he and Mrs Elway had been through all SoDs and ToRs and had made some changes that are with Mrs Clinton for comment. Once confirmed, Mrs Elway will upload to Sharepoint and Trustees and Governors will be advised.</p>	<p>DLC/AKE</p>
	<p>11.4 Retford Post 16 proposals Mr Rolph advised that Elizabethan Academy, RNN Group and Retford Oaks Academy, as joint parties at the centre, were now working together for a solution to make it a viable going concern. The courses provided are being looked into as is having a nursery provision in part of the building which is a much needed resource in the town. No decision to make at this meeting.</p>	
	<p>11.5 Mansfield Vision School proposals Mrs Clinton advised that the North Notts College Vision building has been reclaimed by the DfE. The Secretary of State's decision as to who can now occupy the building is awaited. DALP is still on the list. In response to a question, Mrs Clinton advised that 36 students are being educated at Queen Elizabeth's Academy. No decision to make at this meeting.</p>	
DA/11/1718	<p>For information/approval:</p>	
	<p>12.1 DALP Board F&R extra-ordinary minutes 4/10/17 The minutes of the meeting had previously been received and had been superseded to some extent by later meetings regarding the business plan and forecasts.</p>	
	<p>12.2 Audit & Risk Committee verbal update from meeting 16/10/17 Miss Hall outlined the key points from the meeting which had reviewed the updated Health & Safety policy, to come to the Board</p>	



	<p>when minor adjustments had been made and the Risk Management process.</p> <p>All Trustees were invited to the next meeting on 29 November when Smith Cooper will be presenting the Audited Accounts. Miss Hall asked Mr Mosley to ensure these are received by members of the committee at least a week before the meeting.</p>	LDM
	<p>12.3 JCNC minutes 28/6/17</p> <p>The minutes of the last meeting had been received. Mrs Mitford and Miss Hall attend when possible as Trustees of the Board. Mr Corban reported that relationship with the unions is very strong and there are no issues.</p>	
	<p>12.4 Policy Update:</p> <p>Statutory policies are being updated. Those that have changed considerably will be presented to the Board for ratification, otherwise they will be updated and replaced on the DALP website upon advise to Trustees.</p> <p>Updated policies on http://www.dalp.org.uk/index.php/policies since the last meeting are: Educational Visits, Safeguarding, SEND, Gifts and Hospitality</p>	
	<p>12.5 FOIA/SAR</p> <p>There had been no requests since the last meeting.</p>	
	<p>12.6 GDPR Update</p> <p>Mrs Elway advised of the progress made to date and of the GDPR teams being formed in each academy who will train staff once they have received training. One of the main compliance requirements is to ensure that all staff are aware of the regulations and have systems in place that effectively deal with data and information.</p>	
	<p>12.7 Any Serious Incident Review Panels (SIRPs) or Data Breaches to report</p> <p>None</p>	
	<p>12.8 Access to Governor/Trustee portal</p> <p>The clerk ascertained that all Trustees were now able to access Sharepoint and are using their DALP email addresses. Once a confidential area had been set up, papers for each meeting will be uploaded on there.</p>	
DA/12/1718	<p>Date and time of 2017/18 meetings at Kelham Hall</p> <p>5.00pm – 7.00pm</p> <p>Wednesday 6 December 2017 Wednesday 7 February 2018 Wednesday 18 April 2018 Wednesday 6 June 2018 Wednesday 11 July 2018</p> <p>DAT & NCEAT meetings will be held after these where necessary to discuss statutory responsibilities.</p>	



<p>DA/13/1718</p>	<p>Determination of Confidentiality and Equalities Act consideration</p> <p>Trustees considered whether anything discussed during the meeting should be deemed as confidential and whether during their discussions any equal opportunities issues have arisen. It was Resolved</p> <p>That the discussions and paperwork received for agenda items DA/08/1718, DA/09/1718 reference numbers 10.10 and 10.11 should remain confidential. There had been no equality issues raised.</p> <p>The meeting closed at 6.50pm</p> <p>Signed.....Chair Date.....</p>	