



**Diverse Academies Learning Partnership Board (DALP)
meeting held on
Wednesday 19 April 2017 at 5.00pm at Kelham Hall**

A absence	=	Trustee name	initial	
A		Mr C Pickering	CBP	DALP Chief Executive Officer
		Mr J Rolph	JR	DAT Trustee and Chair of the Board
		Mrs M Blore	MB	DAT Trustee
		Miss S Hall	SH	DAT Trustee
		Mr M Quigley	MQ	DAT Chair of Governors Trustee
		Mrs K Mitford	KM	NCEAT Trustee and Chair of National C of E Academy
A		Mrs W Pearson	WP	National Church of England Academy Trustee
A		Mrs K Cowley	KC	National Church of England Academy Trustee
		Mr J Dickens	JD	CLAB representative

In attendance:

A absence	=	staff	Initial	
		Mrs A Elway	AKE	Company Secretary and Clerk
		Mrs D Clinton	DLC	Deputy Chief Executive Officer
		Mr L Mosley	LDM	Chief Financial Officer
		Mr G Corban	GCO	Chief Operating Officer

		ACTION BY WHO WHEN
DA/51/1617	Apologies for absence Apologies for absence were received and approved from Mrs Cowley due to academy commitments, Mrs Blore and Mr Dickens due to family commitments.	
DA/52/1617	Declaration of interest Mr Quigley advised that his wife is a governor at Bracken Lane Primary School. There were no other declarations of interest, either direct or indirect, for any items of business on the agenda	
DA/53/1617	Minutes of the Meeting dated 6 February 2017 The minutes of the meeting having previously been received were agreed and signed by the chair.	
DA/54/1617	Matters Arising: <i>DA/42/1617 Staff expenses & travel policy (to follow)</i> Mr Corban advised this had been finalised today. Mrs Elway will distribute it to all for approval by the end of the month. <i>DA/42/1617 Link Trustee to LAB update</i> Trustees confirmed they had tried to make contact with their assigned Chairs of Governors <i>DA/45/1617 Support Services Restructure update</i> Under 7.7 Mr Corban's update	GCO/AKE



DA/55/1617	<p>Minutes of the confidential extra-ordinary meeting dated 7 February 2017 The minutes of the meeting having previously been received by Trustees only were agreed and signed by the chair.</p>	
DA/56/1617	<p>Matters arising: Confidential item</p>	
The agenda was taken out of order		
DA/57/1617	<p>Executive Reports Trustees were updated with information in addition to that in their reports: CEO – Mr Pickering advised that delegates at a recently attended conference had been advised that over time there will be c900 MATs with an average of 30 academies in each. It is expected that large MATs will be divided into regional hubs, as DALP is already moving towards. The LA has advised that it will charge all schools converting to an academy a £10k fee. Challenges have been raised with notification of what will be included within this charge. He is waiting to be advised if this will be levied for the 5 schools who are in the course of converting to DAT.</p>	
DA/58/1617	<p>ADP Executive Progress Summaries Trustees had received RAG rated summary of actions to date. Miss Hall enquired if it is likely, given the progress made at Retford Oaks that we will ask Ofsted to visit. She was advised that they are due an inspection by May 2017 so this will not need to be a course of action. Executive Leads went through their objectives. Mrs Clinton advised that: Objective 3 was amber due to the difficulty in appointing high quality maths teachers which remains a concern Objective 5 is also amber as an appointment to the EAP for SEND was not made. Alternative ways to staff this are being looked at.</p>	
DA/59/1617	<p>Standing agenda items: Mr Rolph asked Mrs Clinton to inform Trustees on her updates on the agenda: 7.1 - Progress towards Performance Targets combined with 7.7 Executive Report Trustees were advised of the challenges all schools are facing to accurately measure progress at KS2, 4 and in some KS5 subjects due to the changes in the system. She was however, pleased to confirm that all academies know where their students were performing at. She paid particular attention to: - A potential risk with ELA's Progress 8 which may not be where it should be due to historical curriculum decisions. The academy has undertaken a lot of work to remedy this for both YR11 and YR 10 students.</p>	



	<ul style="list-style-type: none"> - TA- The impact of the work undertaken by Mr Cotton and his team has benefited both RO and TA who are forecasting their best results ever with one of their lowest achieving cohorts. - WPA is rapidly improving - QEA is now producing accurate data - The expansion of the CSI team and the interim and subject reviews that have taken place 	
<p>DA/60/1617</p>	<p>Additional items: 8.1 DAPA (DALP Free School application) update An updated structure had been received by all. The application is progressing but may be affected by purdah and any changes to policy that the outcome of the forthcoming election may bring. The bid has been a major piece of work and if the application is vetoed other options for alternative provision will be discussed with Trustees.</p>	
<p>DA/61/1617</p>	<p>Standing agenda items 7.4 Safeguarding Report and Audit update No incidents to bring to Trustees attention. The first safeguarding audit is to take place at QEA in May.</p> <p>7.7 Mr Corban referred to his report highlighting:</p> <ul style="list-style-type: none"> - a business case is to be sent to the EfA to try and get additional funding towards the urgent building works required within the next 3-5 years at Samuel Barlow. It was acknowledged that condition funding will be received into DAT but not until April 2018. - an organogram for the business directorate had been received. Mr Corban advised that all appointments had now been made to the operational leads structure. All leads will be presenting to Trustees on 21 June - support services restructures at an academy level are ongoing led by him, Mrs Bonser and the EP/Principal. <p>He invited questions. Miss Hall queried what the external IT support at Tuxford entailed and if there was a cost to ending the agreement. Mr Corban advised that TA use Dataspire for their IT services which had previously cost c£80k p.a. The support had been reduced this year to c£30k and the contract naturally expires, without penalty at the end of the year.</p> <p>Mrs Mitford raised a concern voiced by the academies who have a cleaning contract with Chartwells which is not producing the desired outcome. Mr Corban advised that Mr Wilson is working with the company to resolve quality issues until the contract expires when the cleaning for all non-PFI schools in the group will be tendered. A discussion was held as to whether a better service would be received by using in-house staff.</p> <p>Confidential discussion</p>	



<p>DA/62/1617</p>	<p>Additional Items: 8.5 Mutually Agreed Resignation Scheme (MARS) A paper regarding a proposal had previously been received. Mr Corban stressed that this is a separate process to redundancy but may avoid the need to enter a formal redundancy process. Mrs Pearson asked if this would be launched to all staff, or only in academies where redundancies may be necessary. Mr Corban advised that if approved, it would be considered by each Academy leader and would be open for staff to consider for an initial period of time. Trustees queried the 1 month re-employment exemption as being short. Mr Corban confirmed he has a meeting with lawyers next week to confirm the legality of the scheme. Trustees approved the scheme in principle on the understanding that the launch is sensitively handled and that all senior leaders were giving the same message to their staff.</p>	
<p>DA/63/1617</p>	<p>Standing agenda items: 7.3 Financial Performance Report Month 7 & Forecast 2 Mr Mosley presented his report. Trustees queried if the reductions and cost savings plans agreed by each academy are reflected in forecast 2 (6m actual to February and 6 month forecast) He advised they were and all staffing is reflected in the planner and this is unlikely to change given the time of year and notice periods that have to be given. In future EP/P's will sign off their forecasts. There is a full complement of finance staff who are moving to an online finance platform. A piece of work to clear up ledgers has been conducted and staff have started the year end preparation. Mr Mosley was asked to check the variance in cost savings figures between forecast 1 and 2 to check their accuracy. This will be picked up at the next DALP F&R meeting. During discussions it was noted that cost reductions are still required in some academies and he and Mr Corban are to visit each academy again this term to identify where additional savings can be made. The 2017/18 Cash Flow Forecast was tabled. Trustees were advised that the £150k growth fund grant was still to be received. Funds are also due from Ashfield DC for Section 106 money. This money has not been put into the forecast although redundancy costs of £200k had been left in, in case of need. Capital receipts had been estimated at £100k per month and will be amended as appropriate when exact confirmation is received. Trustees noted that the rate of loss per month needs reducing. Mr Mosley advised he will send a full set of management accounts to Miss Hall and Mr Rolph. 7.5 Risk Management Summary Miss Hall advised that Mrs Bonser had given a presentation to the Audit Committee to explain and demonstrate the new risk management software being used for each academy. This will be a standing agenda item on the committee.</p>	<p>F&R</p> <p>LDM to JR/SH</p>



	<p>7.6 Any Health and Safety issues Mr Corban advised that a member of the public had fallen on the temporary path at TPA. A claim had been forwarded to insurers for a risk assessment. Trustees asked and had confirmed that under the RPA insurance scheme there is no increase to payments if claims are made.</p>	
DA/64/1617	<p>Additional items: 8.3 Ratification of DALP Scheme of Delegation/ DALP Terms of Reference/DALP Standing Agenda Trustees had received and commented on draft documents. All were approved and which will now be published on the website at the earliest opportunity.</p> <p>8.4 Report from Strategic Partner (Anne Hayward) The report had previously been circulated. Following the Trustee training day, a further meeting had been held to look at the DALP Growth Strategy. Trustees noted that at their first training day in the autumn term the DALP vision and the growth of DALP will be reviewed and updated. Trustees suggested that the work and time undertaken for the Board, and of that carried out for DALP, should be reviewed when the present consultancy arrangement expires, in order to check if adjustments are necessary for 2017/8. Mrs Clinton recommended that this is looked at in the June meeting.</p>	agenda
DA/65/1617	<p>Documents for information: Trustees training day minutes x 2 Previously circulated. There were no questions.</p> <p>Draft CLAB minutes 9 March 2017 Previously circulated. There were no questions.</p> <p>Draft F&R minutes 13 March 2017 Previously circulated. There were no questions.</p> <p>Trustees requested receipt of Audit Committee minutes in the future. Mrs Elway confirmed she will include them in the agenda.</p> <p>KPI summaries Previously circulated. There were no questions however Trustees were anxious to ensure that in future they could evidence changes throughout the year and benchmark reports between academies. Mrs Clinton confirmed that work was still needed to ensure they were fit for purpose and she is continuing discussing this with the Head of MIS.</p>	AKE



	<p>Policy update Trustees had previously received the new Communications Policy. There were no questions and it was approved.</p> <p>Mrs Elway advised that all policies on the DALP website were being reviewed and updated. Where significant changes are required Trustees will receive them to approve. She advised that the following policies had been updated with no, or only minor, updates: Freedom of Information Complaints and Unreasonable Complaints Governors Allowances Data Protection ICT and Acceptable Use of Computers</p> <p>FOIA/SAR/GDPR update Mrs Elway advised that since the last meeting there had been no FOIA requests and 1 SAR request from an ex-student.</p> <p>The General Data Protection Regulation (GDPR) replaces the Data Protection Act in May 2018. Mrs Elway advised that a working party is scoping the work to audit all data protection areas in each academy to ensure DALP is prepared for the introduction of the new Act. This is a large piece of work and will be a time consuming exercise.</p> <p>Mrs Elway advised that following discussions at SST and CLAB, governors at their recent LAB meetings had been asked to consider:</p> <ul style="list-style-type: none"> - the reduction of LAB meetings from 6 to 3. The general consensus was that 4 would be preferable which would include one at the start of the academic year to review exam results. The change was approved. - Portfolio meetings will follow CSI meetings – agreed - Volunteers had been requested to form an Interim Academy Board (IAB) should one be necessary in any of our academies. Several names had been received of governors who would be prepared to do this. <p>Trustees were reminded to complete the self-evaluation survey sent to them on Survey Monkey.</p>	
<p>DA/66/1617</p>	<p>Date and time of 2016/17 meetings: Monday 5 June 2017 at Kelham Hall at 5.30pm Monday 10 July 2017 at Kelham Hall at 5.30pm</p> <p>DAT & NCEAT meetings will be held after these where necessary to discuss statutory responsibilities.</p>	



	<p>It was agreed that meetings in 2017/18 will be held on a Wednesday at 5pm.</p>	
<p>DA/67/1617</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 That the discussions deemed as confidential within agenda items DA/56/1617 and DA/61/1617 should remain confidential. There had been no equality issues raised.</p> <p>The meeting closed at 6.35pm</p> <p>Signed.....Chair Date.....</p>	