



**Diverse Academies Learning Partnership Board (DALP)
meeting held on
Monday 10th July 2017 at 5.30pm at Kelham Hall**

A = absence	Trustee name	initial	
	Mrs D Clinton	DLC	Acting Chief Executive Officer
	Mr J Rolph	JR	DAT Trustee and Chair of the Board
	Mrs M Blore	MB	DAT Trustee
A	Miss S Hall	SH	DAT Trustee
	Mr M Quigley	MQ	DAT Chair of Governors Trustee
A	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
	Mr L Mosley	LDM	Chief Financial Officer
	Mr G Corban	GCO	Chief Operating Officer
	Mr S Jones	SJO	Executive Principal Designate and NCEAT Trustee
	Mrs A Hayward	AH	DALP Strategic Partner

		ACTION BY WHO WHEN
DA/72/1617	Apologies for absence Apologies for absence were received and approved from Miss Hall and Mrs Pearson due to work commitments, Mrs Mitford due to personal commitment and Mrs Cowley due to illness.	
DA/73/1617	Declaration of interest Mr Quigley declared an interest in any discussions about Walton Girls High School and Sixth Form.	
DA/74/1617	Minutes of the Meeting dated 5 June 2017 The minutes of the meeting having previously been received were agreed and signed by the chair.	
DA/75/1617	Matters arising There were no matters arising that are not on the agenda.	
DA/76/1617	Standing agenda items: 5.1 Strategic Vision for Following Year This is to be fully discussed at the DALP Board Workshop on 20 September 2017.	



	<p>5.2 ADP 2016/17 Summary Review and Success Against Criteria Mrs Clinton advised that the ADP will be completed when KS4 and KS5 exam results are known and will be received by Trustees at their workshop meeting in September ready for discussion at the October board meeting.</p>	
	<p>5.3 Draft 2017/18 ADP (objectives and success criteria) Mr Corban's KPA3 summary had been received. Mrs Clinton advised that KPA1 and 2 will be with Trustees at the earliest opportunity.</p>	<p>DLC forward KPA 1&2</p>
	<p>5.4 Progress towards Performance Targets Mr Jones verbally updated Trustees advising that according to the KPI summaries (previously received by Trustees) all academies are predicting better outcomes in attainment and progress in 2016/17 than in 2015/16. This is notwithstanding the turbulence in being unable to predict grades for English and Maths and Progress 8. He advised:</p> <ul style="list-style-type: none"> - Progress 8 should be improved in all academies except WGHS; although theirs will still be good, the rest of the academies will have caught up with their impressive performance last year. Attainment at WGHS is expected to be higher than other academies - Tuxford Primary's KS2 results were 5% higher than national figures compared to 5% below last year. All national measures have been exceeded for the first time and progress looks strong although performance indicators haven't been released yet - Wainwright Primary KS1 and Early Years results are more positive. KS2 are not as good but are better than last year. Trustees acknowledged that it will take a few years for bad teaching practice to be rectified - Executive Assistant Principals' (EAPs) predictions have been accurate and in line with expectations - The Professional Entitlement Group (PEG) was previously responsible for Continuing Professional Development (CPD), Teaching & Learning (T&L) and Performance Management (PM). Their remit has now changed to focus on CPD and PM (teaching and support staff) with Strategic Development Groups (SDGs) having responsibility for T&L. The T&L group will consist of the lead from each academy and the chair of this group will be on the Extended Leadership Group (ELG) - Appointments from September: - EAP for Early Years Foundation Stage (EYFS) (Gareth Letton) EAP for Post 16 (Paul Simpson) Lead Practitioners who have a 12 month secondment, 2 days a week, have been appointed in PDBW to provide 	



	<p>capacity for Patrick Knight and 2 SEND LPs; a secondary and a primary specialist have also been appointed. Trustees noted that the above are all internal appointments with limited additional costs to the group as a whole.</p> <p>Mr Jones pointed out that the corporate structure is smaller than was approved by the Board this time last year.</p>	
	<p>5.5 FAR headlines</p> <p>The results for each FAR and Interim Review had been received as had the FAR reports for East Leake and Retford Oaks. Mr Jones advised that the TPA FAR had been rescheduled due to the RO Ofsted visit. Trustees will receive the WGHS and WPA FAR reports in due course.</p> <p>All FAR visits will take place in the Autumn Term in 2017/18 and English and Maths reviews will be incorporated within these. Additionally, all academies may have subject specific reviews if there are any concerns and all will have a one day safeguarding review in September/October before their FAR.</p> <p>Extra reviews will be undertaken if it is deemed necessary after the above reviews have been undertaken.</p> <p>Mrs Blore asked for clarity around her role as safeguarding Trustee with Mr Jones suggesting that she should receive and review all audit reports. Furthermore, he suggested that she attends a couple of reviews at academies in different clusters.</p>	<p>AKE – liaise to set up</p>
	<p>5.6 Retford Oaks Ofsted Report</p> <p>The draft report has been received but is not yet published. Trustees gave congratulations to Mr Quigley and the staff and governors at the academy for receiving the best report since the school opened.</p> <p>Mrs Clinton suggested that RO and TPA are great testimony to MATs working well to improve children’s education.</p> <p>Mr Rolph noted that the Ofsted and FAR report outcomes matched each other.</p>	
	<p>5.7 Financial Performance Report Month 9 Forecast 3</p> <p>Trustees had received the report. Mr Mosley drew attention to:</p> <ul style="list-style-type: none"> - The staffing restructure at QEA - 3 staff at TA have opted for the MAR scheme and possibly 2 at WGHS - Schools should be able to reach break-even due to costs being transferred from school to central budgets however caution was raised as this looks like individual academy budgets are healthier than they are - The need for schools to realise savings before the returns are due to the EFSA at the end of December <p>Mr Dickens suggested that it is important to get all academies to work efficiently but noted that TA forecasts an £800k deficit</p>	



for 2016/17 which he doubts they will be able to eliminate by next year. Mr Mosley advised that they have used cash reserves to sustain previous losses. **Mrs Blore asked** if other academies were therefore subsidising TA. Mr Mosley advised that QEA and WPA brought £1.4m cash into the group when they joined in September, some of which is being used to balance QEA's budget with other academies having access to the remainder. Mrs Clinton advised that deep dive meetings into each academy's budget to ascertain how DALP will achieve an overall balanced budget by August 2018 have already been held in 3 academies. She advised that DALPs financial situation is no worse than any other MAT however this does not help when the budget has to be submitted to the EFSA by 28 July. The EFSA will definitely want a budget recovery plan to be submitted at the same time.

Mr Rolph stated that as all academies have benefited from some budget items being transferred to the central budget and the central charge remaining at 3.9% it is imperative that all budgets breakeven by August 2018 and academies continue to make savings and build surpluses. Mr Jones concurred that all academies can make savings. He was disappointed that NCEA is showing a £60k deficit which relates to split site funding the academy had been expecting to receive but the LA has reneged on.

Mr Dickens enquired whether any savings an academy makes can be used for locally identified initiatives. Mrs Clinton advised that these will be supported if viable and affordable however some funds will be needed in the central budget for CSI activities.

Mr Mosley advised there is still an overall £2.3m budget deficit in 2016/17 and therefore a lot of work is needed to get to a breakeven position. The first tranche of Section 106 funding c£231k is overdue and is delayed by Ashfield/Notts CC who have forwarded a funding agreement to him. This has been sent to Browne Jacobson for confirmation of the clauses within it before it is signed.

Mr Mosley stated that as well as the cost savings being made, if DALP is to expand further it needs larger schools in it and this should be considered when Trustees review the growth strategy in September.

Mrs Blore asked if the Tuxford Teaching School budget is easier to monitor now it has been extracted from TA's budget. Mrs Clinton confirmed it has given clarity to each budget which shows that, as with all Teaching Schools, it is loss making, however cutting CPD would be a backward step.

In response to a similar query about Hucknall Sixth Form Centre (HSFC), Trustees were advised that it will be two years before it breaks even, however the 5 year predicted numbers are healthy and NCEA is benefitting from the extra space at the academy as it has been able to admit more students.

**Trustees
20/9**



	<p>Mr Rolph advised that it is very unlikely the Auditors will sign off the DAT Audited Accounts as a going concern without in-depth additional plans for recovery of the deficit.</p> <p>To this end he tabled a draft letter he is proposing to send on Trustees' behalf to John Edwards, the new RSC for our area and to Lord Nash outlining the funding issue now rather than waiting for the inevitable to happen. Trustees approved the letter.</p> <p>The DALP F&R Committee is holding an extra-ordinary meeting on 19 July to agree the budget and recovery plan before it is submitted to the EFSA. All Trustees are welcome to attend.</p>	<p>Trustees 19/7 KH 2pm</p>
	<p>5.8 Safeguarding Update inc. Queen Elizabeth's Academy safeguarding audit</p> <p>Covered within Mr Jones report above. Trustees had received a copy of QEAs report. There were no questions.</p>	
	<p>5.9 Any risks identified</p> <p>Nothing to report. Trustees were advised that the Audit and Risk Committee will be scrutinising the central, and academies risk registers at their meetings.</p>	
	<p>5.10 Any Health & Safety issues</p> <p>There were no known H&S issues to bring to Trustees attention. Mr Corban advised that following a request from the ESFA, Andrew Wilson and a consultant had reviewed fire risks at each academy in light of the Grenfell Tower atrocity. It was noted that there were no high risks. Holgate Academy was deemed to be a low risk due to it having similar cladding but given that it is not used in a high rise situation the risk is much reduced. In response to questions, Mr Corban advised that Retford Oaks' oak cladding was deemed safe as was the fire exit and building materials within the DALP offices at Kelham Hall.</p>	
	<p>5.11 Executive Reports</p> <p>Mrs Clinton presented her report paying particular attention to:</p> <ul style="list-style-type: none"> - The Ofsted status of each of our academies and the potential growth activity - The relationship with WCAT and confirmation that a schedule of charges for work for the Trusts has been drawn up and agreed. All dual work will be paid at cost - The relationship with the RSC and the need to ensure they are introducing us to the right school at the right time. To this end the new RSC, John Edwards has commissioned Education Advisors to conduct due diligence on growing MATs and an advisor will be visiting DALP shortly - A letter is to be sent from her and Mr Rolph to challenge the legal right of the LA to charge for future academy conversions. Whilst there had been successful negotiation to negate the charge for the incoming schools, it is the intention to charge any new converters. 	<p>DLC/JRR</p>



	Mrs Clinton and Mr Corban were thanked for their reports.	
	<p>5.12 Strategic Partner Report and Response Anne Hayward's report had previously been received and it had been discussed in depth at the CLAB meeting on 7 June. Trustees had met prior to this meeting with Anne Hayward to discuss the report and the suggested actions and comments that had been added by Mrs Clinton. Mr Rolph had also previously sent a letter to each chair and vice chair following publication of the report. Mrs Hayward advised that her meetings with senior leaders and chairs of governors had been constructive and Trustees acknowledged the points raised especially suggestions made regarding communication between LABs and the Trust and corporate functions. The CLAB meeting will in future be chaired by someone appointed by the group and the agenda set by them according to requests from the rest of the members. It was agreed that the report, plus agreed actions will go to all governors and the action plan will be monitored at CLAB meetings.</p> <p>Mr Rolph advised that the internal auditors wish to undertake a governance review in order to give assurance to the Board and provide it with an Annual Internal Audit Opinion. He asked Mr Mosley of the requirement for them to do this within the Academies Financial Handbook as he would not want them to duplicate, and the Trust pay for, work that Mrs Hayward has only recently done.</p> <p>It was noted that assurance about local governance was also received via FAR and Ofsted visits.</p>	<p>AKE-to all govs</p> <p>CLAB 9/11</p> <p>LDM by 21/7</p>
DA/77/1617	Additional items:	
	<p>6.1 Walton Girls High School proposal WGHS LAB had met to discuss the proposal and had agreed that they wished to start a consultation into being co-educational. The proposal was discussed and agreed by Trustees. There will be an extra-ordinary LAB meeting on 4 September to agree the process and Mrs Blore confirmed that she can attend this.</p>	
	<p>6.2 CLAB Terms of Reference The updated ToR had previously been received. This was approved and will go to the CLAB meeting in November.</p>	
	<p>6.3 Capital expenditure for 2017/18 and beyond Mr Corban referred Trustees to the capital allocations in his report for 2017/18 and 2018/19. He advised that 2016/17 allocation did not include QEA, WPA or WGHS and 2017/18 funding will not include the 5 new primaries joining DAT. During a discussion it was noted that the allocation is awarded according to the April census which indicates that funding for 6 months could be lost. Mrs Clinton asked Mr Corban to clarify this</p>	



	<p>totally unacceptable situation with the EFSA and claim this portion of funding from the LA if this is the case. Clarification was also sought on the planned £15k site security expenditure at East Leake. Trustees suggested this should be the PFI provider's responsibility and asked for this to be clarified along with life cycle charges if this is the case. It was agreed it may be more prudent in the long run to pay for it from capital grant funding.</p>	<p>GCO clarification required</p> <p>GCO clarification required</p>
	<p>6.4 Update on due diligence and conversion information for schools due to join DAT No legal documentation has been received from the LA and therefore the conversion date for all 5 primary schools has slipped to 1 September as had been advised in an email dated 5 July 2017. Mrs Clinton reported there are no issues with Bracken Lane Primary and Samuel Barlow Primary but a potential issue with the red line plan for Thrumpton Primary has arisen. It is hoped this can be agreed before the 3rd August to effect a 1 September 2017 conversion for all 3 schools. Mr Quigley asked about the condition of Bracken Lane Primary building which is old and lacks capacity. Mr Corban advised that whilst this is the case, surveys have not revealed any immediate issues. Mr Jones advised that improvements have been seen in KS2 results at Samuel Barlow and very good results at the other two. Trustees considered a question raised by the clerk and confirmed that all 3 of these schools must convert at the same time. Confidential minute</p>	
	<p>6.5 Retford Post 16 proposals Confidential minute</p>	
	<p>6.6 Mansfield Vision School proposals Confidential minute</p>	
DA/78/1617	<p>For information/approval:</p>	
	<p>7.1 Trustees Manual The clerk advised that this will be forwarded by the end of term.</p>	AKE
	<p>7.2 KPI Summaries Information for each school had previously been received. Mrs Clinton advised that the format will change next year.</p>	



	<p>7.3 DALP Board F&R minutes 23 June 2017 The draft set of minutes had been received. As discussed above there is an extra-ordinary meeting on 19 July to which all Trustees were invited.</p>	
	<p>7.4 Policy Update: 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. Mr Jones advised that monthly meetings have been diarised to ensure the review process is ongoing.</p>	
	<p>7.5 FOIA/SAR/GDPR update No FOIA/SAR requests received since the last meeting. The clerk advised GDPR meetings are continuing and the internal auditors are to undertake a review early next term to ascertain the next steps in becoming GDPR ready for implementation in May 2018.</p>	
	<p>7.6 Data Breach Trustees were advised of a data breach at Tuxford Academy. Mr Corban reported that it had quickly been contained and the distributed email which had contained some member of staffs' P60's had been recalled. There had been no complaints from staff and the academy has conducted a thorough review, learned lessons and actions have been put in place to ensure this doesn't happen again. A reminder will be sent to all academies advising them that if it is necessary to send personal data by email the email must be password protected. Following discussions, it was agreed that a Serious Incident Review Panel (SIRP) should review this at their next meeting and the incident and resolution will be reviewed at Audit and Risk Committee.</p>	<p>GCO/AKE GCO/SIRPs A&R agenda 16/10</p>
	<p>7.7 Access to Governor/Trustee portal The clerk requested that all Trustees log onto Sharepoint using their new DALP email address and advise her if any problems are encountered.</p>	<p>all</p>
<p>DA/79/1617</p>	<p>Any other business Mr Rolph reminded Trustees of the need to find more DAT Members and Trustees. Academy Ambassadors has placed an advert on the Trusts' behalf with a closing date of 11 August. Two expressions of interest had been received both from Trustees of other MATs. Whilst they will not be automatically discounted there will be some investigation to ascertain what their interest is in becoming a Trustee of DALP. Ingrid Wiggins who is a Member of DAT and vice-chair at Tuxford Academy had expressed an interest in becoming a</p>	



	Trustee again. Mr Rolph reminded Trustees that he, Mrs Blore and Mrs Wiggins were the 3 current DAT Members. DfE guidance recommends that only 1 Member should also be a Trustee and therefore Mrs Wiggins appointment could not be considered until such time as additional Members are appointed. There was no opposition to her being appointed at that time.	
DA/80/1617	<p>Date and time of 2017/18 meetings at Kelham Hall 5.00pm – 7.00pm Wednesday 18 October 2017 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>	
DA/81/1617	<p>Determination of Confidentiality and Equalities Act consideration 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/77/1617 reference 6.4, 6.5 and 6.6 should remain confidential. There had been no equality issues raised.</p> <p>The meeting closed at 7.45pm</p> <p>Signed.....Chair Date.....</p>	