



**Diverse Academies Learning Partnership Board (DALP)  
meeting held on  
Wednesday 18 April 2018 at 5.00pm at Kelham Hall**

A = absence	Trustee name	initial	
A	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
	Miss S Hall	SH	DAT Trustee
	Mr M Quigley	MQ	DAT Chair of Governors Trustee
	Mr S Jones (T)	SJ	DAT Trustee
A	Miss E Warhurst	EW	DAT Trustee
	Mrs K Mitford	KM	NCEAT Trustee and Chair of National C of E Academy
	Mrs G Johnson	GJ	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 C Pickering	CBP	Chief Executive Officer
	Mr G Corban	GCO	Chief Operating Officer
	Mr S Jones	SJO	Executive Principal and NCEAT Trustee

		<b>ACTION BY WHO WHEN</b>
<b>DA/32/1718</b>	<b>Apologies for absence</b> Apologies for absence were received and approved from, Mrs Blore due to holidays. Mr Rolph advised that Miss Warhurst had resigned from the Board.	
<b>DA/33/1718</b>	<b>Declaration of interest</b> Mr Quigley declared an interest in any discussions about Walton Girls High School and Sixth Form and he is the chair of the joint governance board at Retford Post 16 Centre.	
<b>DA/34/1718</b>	<b>Minutes of the meeting dated 7 February 2018</b> The minutes of the meeting having previously been received were agreed and signed by the chair.	
<b>DA/35/1718</b>	<b>Matters arising</b> <i>DA/27/1718 5.4 Progress towards academy 2018 performance targets update</i> Mr Jones advised that there has not been a data point exercise since the last meeting but significant changes are not expected. QEA remains a risk as advised at the last meeting.	<b>Agenda 6/6/18</b>



	<p><i>DA/28/1718 6.5 Internet Connectivity Project update</i> A connectivity timeline had been received. Mr Corban confirmed that installation will start at ROA this week with all academies due to be on the new connection by May half term.</p>	
<b>DA/36/1718</b>	<p><b>Standing agenda items:</b></p> <p><b>5.1 Safeguarding</b> Mrs Blore's summary report had been received which confirmed the report outcomes completed by Mrs Bonser and Mr Knight following audits at each academy. A presentation had been given by them at Audit &amp; Risk Committee on 16 April 2018 and Mrs Mitford, who chaired A&amp;R confirmed that the group was fully compliant. Audit reports for H&amp;S, Finance, HR and IT had also been received from ICCA internal auditors. Overall the group is compliant in each area with substantial or reasonable assurance being given, however IT is a concern and high risk areas are being monitored by the committee.</p> <p><b>5.2 Health and Safety</b> Auditors report received and reviewed at A&amp;R Committee. No incidents to report.</p> <p><b>5.3 Risk Management</b> The overarching register and summary of academy risks had been reviewed at A&amp;R Committee. Mr Corban advised that all high areas from the internal audits were known issues.</p> <p>Mr Jones (T) arrived 17.19pm</p> <p><b>Mr Quigley highlighted two issues</b> that were commented on in the audit reports and which have been discussed as a concern at A&amp;R for a couple of years; fixed asset and inventory registers and the use of external hardware e.g. memory sticks. Mrs Elway advised that staff have been instructed in GDPR training sessions and presentations that the practice of using memory sticks needs to cease and it had been recommended by the A&amp;R committee that this is a tight principle across the group. Mrs Johnson suggested this might be an issue in secondary academies, however it was noted that all staff are able to access networks remotely so this could be mitigated.</p> <p><b>5.4 ADP 2017-2018 Executive Progress Summary</b> Executives gave updates for the red RAG rated objectives within their KPA: <i>Mrs Clinton</i> – Point 6 – Not possible to achieve as this relates to WCAT academies potentially joining DALP <i>Mr Jones</i>- progress being seen in all areas <i>Mr Corban</i> – 2 x finance objectives. Now that Simon Lowe has been appointed as Senior Finance Manager, he and Asiya Younis are working closely to achieve both. <b>Mr Quigley asked</b> if there was an overall cost to the finance restructure. Mr Corban confirmed there</p>	<p>Exec – disc SST</p>



	<p>was a net gain as although pay uplifts have been given to some staff this does not equate to the salary that had been paid to Mr Mosely.</p>	
	<p><b>5.5. Financial Performance Update and Cash Flow Forecast</b> Confidential minute</p>	
	<p><b>5.6. Executive Reports</b> Mrs Clinton:</p> <ul style="list-style-type: none"> <li>- The cluster survey, send to a wide range of stakeholders closes on 23 April and responses will be received at the next meeting</li> <li>- Mr Holmes has been elected onto Notts CC Schools Forum and Mrs Saxelby is on the Lincolnshire Forum</li> <li>- Confidential minute</li> </ul> <p>Mr Jones had completed an overview summary of the points in his report:</p> <ul style="list-style-type: none"> <li>- WGHS has been approved to go co-ed in September 2019 and they have achieved Governor Mark</li> <li>- Each cluster will, in time, have its own Teaching School and NCEA's bid was successful to become a TS within 2 years</li> <li>- Year 7 applications have increased across the group and ELA is oversubscribed for the first time</li> <li>- Clarity was given to the Section 8 Ofsted visit at NCEA and Trustees were advised of the possibility of the 'outstanding' category being removed in the new Ofsted framework due out in September 2019</li> <li>- FAR reports for ROA, TA, YP/RPA will be published shortly.</li> </ul> <p>Trustees had also received a report on the recent permanent exclusion of a student at ELA. The Trust has a commitment to zero permanent exclusions however, the incident was so serious that this could not be avoided. Any other p/exs will also be reported to Trustees.</p> <p>Mr Corban advised that:</p> <ul style="list-style-type: none"> <li>- there has been a change in legislation as to how Teacher Pensions are reported</li> <li>- the NJC has agreed a 2% rise for support staff for 2018 and 2019 and payscales have been reviewed accordingly</li> </ul> <p>Mr Jones (T) asked if the transfer of ELA from Carillion to Mitie will be a like-for-like transfer of contracts as a value for money exercise should be undertaken. Mr Corban advised that the LA hold the contract with Carillion.</p>	<p><b>Agenda 6/6/18</b></p>
<b>DA/37/1718</b>	<p><b>Additional items:</b></p> <p><b>6.1. Tuxford Academy proposal to change school day times</b> Supporting information had been received and following a discussion which considered the ability for students to attend after school/lunchtime clubs it was approved that the change to the school day time could go ahead following a full consultation with existing and new Year 7 parents and staff. It was noted that the</p>	



	decision could be reversed if it doesn't reduce congestion at lunchtimes as it is intended to do.	
	<p><b>6.2. Walton Girls High School co-ed actions required for September 2019</b> Mr Quigley asked staff to ensure that parents/stakeholders are aware that the start date for co-education is September 2019 as there appears to be confusion.</p>	
	<p><b>6.3. Retford Post 16 update</b> Confidential minute</p>	
	<p><b>6.4 Update Hillocks Primary</b> Discussed within Mrs Clinton's executive report</p>	
	<p><b>6.5 ESFA MAT Growth Funding Update</b> Discussed within Mrs Clinton's executive report</p>	
	<p><b>6.6. Cluster Survey</b> Discussed in Mrs Clinton's executive report</p>	
	<p><b>6.7 Gender Pay Gap report</b> The report had been received by all and Mr Corban confirmed it had been published within the statutory timeframe. <b>Miss Hall asked</b> him to make clearer whether figures are negative or positive as it could be read either way. <b>Mr Jones (T) advised</b> he would like to see plans to address any imbalance. Mr Corban advised that there needs to be an attitude change to induction, flexible working contracts and how we assess any return to work requests. However, through discussions it was noted that the flexibility of roles and having school holidays naturally attracts more women than men to the education sector. Mr Corban advised he had also completed some equal pay information which he will share at the next meeting.</p>	<p><b>GCO</b></p> <p><b>GCO 6/6/18</b></p>
<b>DA/38/1718</b>	<b>For information/approval:</b>	
	<p><b>7.1 FAR Headlines 2017/18</b> Discussed in Mr Jones executive report. It was suggested that governors/trustees could be involved with FARs and Mr Jones agreed to look into this when he completed the 2018/19 planning although this may require a significant time commitment.</p>	<b>SJO</b>
	<p><b>7.2 Policy update</b> <a href="http://www.dalp.org.uk">www.dalp.org.uk</a> Mr Rolph advised that new or substantially altered statutory policies will continue to be approved by Trustees. EPs will agree any others.</p>	
	<p><b>7.3 Any FOIA/SAR to report</b> Mr Rolph confirmed that he had seen and signed the register of requests received. There is currently one of each at NCEA and Mr Jones is aware of both.</p>	



	<p><b>7.4 GDPR presentations update</b> The compliancy audit by ICCA had been completed today. It had been suggested by the auditor that substantial assurance will be given affirming that the group is on track for the GDPR start date of May 25 2018. Trustees will be requested to complete Educare training and an update on procedures put in place across the group and the audit report will be received at the Trust Workshop on 20 June 2018.</p>	
	<p><b>7.5 Any Serious Incident Review Panels (SIRPS) or Data Breaches to report</b> There had been one data breach that had been reported to the ICO. Mr Rolph advised he is aware of this and is being kept informed of any updates.</p>	
	<p><b>7.6 Any incidents to report to Charities Commission</b> None to report. A letter from the RSC advising that TPA was coasting had been tabled for Trustees. They were advised that this was a known problem and a response will be sent within the given timescale.  Mr Jones left the meeting at 18.46pm</p>	
DA/39/1718	<p><b>1. Update on executive pay proposals</b> Confidential minute <b>2. Presentation re senior leadership proposals from August 2018</b> Confidential minute</p>	
DA/40/1718	<p><b>Determination of Confidentiality and Equalities Act consideration</b> 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 within agenda items <b>DA/36/1718 5.5, 5.6, DA/37/1718 6.7 and DA/39/1718</b> should remain confidential. There had been no equality issues raised.</p>	
DA/41/1718	<p><b>Date and time of 2017/18 meetings at Kelham Hall</b> <b>5.00pm – 7.00pm</b> Wednesday 6 June 2018 Wednesday 11 July 2018  DAT &amp; NCEAT meetings will be held after these where necessary to discuss statutory responsibilities.</p>	
	<p>The meeting closed at 8pm <b>Signed.....Chair Date.....</b></p>	