



**Diverse Academies Learning Partnership Board (DALP)
meeting held on
Wednesday 7 February 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
	Ms S Hall	SH	DAT Trustee
	Mr M Quigley	MQ	DAT Chair of Governors Trustee
	Mr S Jones (T)	SJ	DAT Trustee
	Miss E Warhurst	EW	DAT Trustee
	Mrs K Mitford	KM	NCEAT Trustee and Chair of National C of E Academy
	Mrs K Cowley	KC	National Church of England Academy Trustee
	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 G Corban	GCO	Chief Operating Officer
	Mr S Jones	SJO	Executive Principal Designate and NCEAT Trustee
	Mr D Cotton	DC	Executive Principal Northern Cluster (observer)

		ACTION BY WHO WHEN
	Mrs Johnson was introduced and welcomed to the meeting as the new NCEAT Trustee representative.	
	<p>Presentation from Dave Cotton: ‘Navigating new performance and accountability measures – the DALP approach’ Mr Cotton referred to the British Cycling 15 steps to peak performance which aligns to the need to ensure clarity and marginal gains.</p> <p>Miss Warhurst arrived at 5.05pm</p> <p>He handed out slides and advised:</p> <ul style="list-style-type: none"> - The Trust has a good handle on data considering the volatility in the system with grade changes and establishing a grade equivalent to a C. This equates to a 4 for students but the accountability measure for schools will be a 5 - A consistent approach is needed across the Trust - New GCSE points have a disproportionately higher weighting on top grades to stop establishments resting on their laurels when students achieve a C 	



	<ul style="list-style-type: none"> - 5 year turbulence will prevent year-on-year comparisons with 2022 being the first year of stability – assuming no other changes are made - Progress 8 and Attainment 8 will be the main performance indicators - The same data sheet is used across DALP in CSI meetings which enables data to be drilled into - Referring to the FFT Aspire MAT table, Geography is the lowest performing subject across the Trust in 2016/17. This was a known issue and strategies are in place to rectify - A Trust dashboard is being developed which also enables questions to be asked by EPs at CSI meetings - DfE and Harris data was shown with DATs position on both charts. The Harris data shows DAT (which includes NCEA, but not QEA or WGHS) at tenth in the country. <p>In response from a question, Mr Cotton advised that he is working with Notts CC to include WGHS data in ours without charge</p> <p>There were no more questions. Mr Cotton was thanked for his presentation.</p>	
	<p>Outcome of Pay Appeal Committee held on 5 February 2018</p> <p>Mr Rolph asked Mr Corban, Mr Jones and Mr Cotton to leave the room. Confidential minute to the Trustees in the room.</p>	
DA/23/1718	<p>Apologies for absence</p> <p>Apologies for absence were received and approved from, Mrs Cowley due to family commitments. It was noted that Mrs Cowley is to resign to concentrate on governance at NCEA. Mrs Mitford advised that she is happy to have two representatives from NCEAT on this Board.</p>	
DA/24/1718	<p>Declaration of interest</p> <p>Mr Quigley declared an interest in any discussions about Walton Girls High School and Sixth Form and he is a governor on the Retford Post 16 governance committee.</p>	
DA/25/1718	<p>Minutes of the meeting dated 6 December 2017</p> <p>The minutes of the meeting having previously been received were agreed and signed by the chair.</p>	
DA/26/1718	<p>Matters arising</p> <p>DA/09/1718 10.2 SJO to provide Academy Improvement Plan (AIP) success criteria exception overview report for each Local Academy Board (LAB)</p> <p>Mr Jones advised that he had nothing to report</p> <p>DA/18/1718 5.4 ADP Executive RAG Rated Summary Received by all. There were no questions</p>	



	<p><i>DA/19/1718 6.2 PFI payment liability at Retford P16</i> Mr Corban advised that following Mr Quigley's information at the last meeting, he had checked the Trust position with regards to paying PFI payments. Whilst the LA is responsible for making payments to the contractor if the academy refuses, they will reclaim it via the DfE, the DfE will direct the academy to pay or will deduct it from GAG funding. Mr Corban advised that Andrew Wilson had met with the PFI officer for Notts CC. This had been productive and both parties will be working closely to review any efficiencies and savings.</p> <p><i>DA/19/1718 6.5 Link Trustee allocation/communication</i> Following the last meeting, Trustees had been allocated to EP clusters. Trustees advised that response and engagement from Chairs of Governors to Trustees' contact had been variable.</p>	
DA/27/1718	Standing agenda items:	
	<p>5.1 Safeguarding Mr Corban advised that there is a multi-agency meeting regarding a member of staff at SBPA. Ms Hall asked if all academies were compliant following the safeguarding audits that had been carried out. Mr Jones confirmed that all were compliant, although some more securely than others. Best practices have been identified and are being rolled out to each academy. The Audit & Risk Committee will review audits in detail and Mrs Blore confirmed that in her role as safeguarding link for the Trust she will write a summary report for the Board.</p>	<p>MB for 18/4/18</p>
	<p>5.2 Health and Safety Nothing to report</p>	
	<p>5.3 Risk Management Nothing to report. The overarching register is reviewed at each Audit and Risk Committee meeting and individual academies monitor their risks.</p>	
	<p>5.4 Progress Risks Towards Academy Targets The paper was tabled. Mr Jones advised that systems are being developed to collate Trust and academic data. The RAG rated information for each academy was received. Mr Jones aired caution that most are amber indicating they are on track to achieve but it is too early in the year to change this to green. Reds indicate that the academy is unlikely to meet its target pertaining mainly to QEA. In response to a question Trustees were advised that updates will be given at the next meeting. Mr Jones confirmed that there is an issue with capacity and resources now that EAPs have been deployed to specific academies to cover for senior leadership vacancies. He advised that QEA has additional full time English and Maths support, some SENCO/PDBW and a full time Vice Principal. There is currently only capacity for 5 FTE central staff supporting 14</p>	<p>SJO- Agenda 18/4/18</p>



	<p>academies in all academic areas. Mrs Johnson raised the probability of financial constraints affecting performance in due course and questioned the long term sustainability of this. Mr Dickens asked if there was an intention to recruit to the vacancies in the academies with Mr Jones replying that the nature of the school at the present time makes it hard to recruit to. Additionally, there is no capacity to develop strategy and give support in other curriculum areas. Mrs Mitford questioned if the EAPs deployed to QEA are content with this as they were recruited to a central role. Mrs Clinton advised that it is beneficial for their career. Mrs Clinton was pleased to report that the recovery at QEA had begun with PAN increasing, however, it was mooted that the community perception takes longer to change. Ms Hall asked if the QE Trustees could be asked to provide funding but it was noted that they can only fund capital projects and c£0.5m has been received to date.</p>	
	<p>5.5. Financial Performance Report Period 4 against Forecast 1 and Cash Flow Forecast Confidential minute</p>	
	<p>5.6. Executive Reports Reports had been received. Mr Rolph asked executives to report on anything that specifically requires attention:</p> <p>Mrs Clinton's report – confidential minute</p> <p>Mr Corban's report detailed the background to the cleaning contracts for non PFI schools in the group which had been incomplete due to firms dropping out of the process. Another tender process will be undertaken in due course but as this is a lengthy process, he asked for Trustees agreement to roll over existing NCC contracts and engage them for those that are currently using Churchills. Trustees were advised that the service from Churchills had been unsatisfactory and staff will be re-TUPE'd. Unanimously agreed.</p> <p>In questioning Mr Jones' report, Ms Hall was given an explanation of Careers Mark. Mr Jones advised that this impartial guidance award is now a tight principle, In response to a question she was assured that all good news stories are publicised on social media.</p>	
	<p>5.7. Strategic Development Groups Impact Assessment Mr Jones' document had been received. He advised that senior staff from each academy meet to debate, research and develop strategies and best practices from internal and external sources in all key areas. All groups have action plans and the impact statements aligned to these plans will be received. This is also being rolled out to Team Network Groups (TNGs). Mr Rolph asked who the groups report to and he advised they report to him and he reports to SST with recommendations from the groups to be discussed and approved. Mrs Blore asked if these replace the</p>	



	<p>Research and Development groups in some academies. She was advised not, but these will feed into the new ILRD role. She commended the work being undertaken which saves multiple staff doing this in academies, Trustees discussed time and cost of staff being taken out of academies and were advised that Skype had been trialled and in due course, one representative from each cluster may attend to feedback to colleagues. Meetings are generally tagged onto other meeting attendance.</p>	
DA/28/1718	Additional items:	
	<p>6.1. Walton Girls High School co-ed progress (verbal update) Mrs Clinton advised that the bid has been resubmitted and will be reviewed at the RSC Headteacher Board on 8 March. She is confident that the application will be approved this time following the tweaks requested by the RSC.</p>	
	<p>6.2. Retford Post 16 update (verbal update) Confidential minute</p>	
	<p>6.3. Due Diligence Hillocks Primary Mrs Clinton advised that the process of conversion is ongoing. A query regarding the school's finances has been raised as to whether the deficit is 'a deficit' or a 'loan' from the LA.</p>	
	<p>6.4 ESFA Recovery Plan Discussed above</p>	
	<p>6.5. Internet Connectivity Project Proposals had been received. Notts CC is no longer providing the service from September. The proposal costs are in line with the amount we are currently paying but with an upfront cost of £60k. This is accounted for in the budget. Mr Jones (T) asked how confident IT are that the service will be good or better than the current one and if any tests have been undertaken to be assured of this. Following a discussion, it was agreed that he will meet with Pete Richardson to discuss. It was established that capital grant monies can be used. Trustees gave approval to proposals with an update to be received at the next meeting.</p>	GCO/SPJ 18/4/18
	<p>6.6. Draft Cluster Survey Mrs Clinton advised this is for information/comment. The survey will be sent to senior leaders, operational staff, trustees and Chairs of Governors at the end of March to gather thoughts on the cluster model. She asked that any comments are made to her via Mrs Elway.</p>	Trustees by 1/3/18
	<p>6.7 Gender Pay Gap figures Alluded to in Mr Corban's report. The report must be published by 6 April 2018 with an action plan.</p>	
	6.8 Update on Carillion at ELA	



	Trustees confirmed that they had received regular updates by email of the situation.	
	<p>6.9 New KPI document Attached to Mr Corban's report and he advised that this has been developed by Chris Elliott for educational outcomes and data on operational areas will be available in due course. Data can be extracted as a group, cluster or individual academies and will enable benchmarking across the group as well as providing good qualitative data.</p>	
	<p>6.10 East Leake expansion plans Mr Dickens advised that Rushcliffe Council had given outline planning permission to build 3,000 houses near Clifton which will require 340 secondary school places in the 15 year completion period. ELA has been identified as the catchment school. Currently there are 140 spare places at the academy but there may not be any by the time the places are needed. There is a proposal to build a 3 form entry primary school when the first 300/400 houses have been built. If plans are passed an extension to the existing academy will be needed. There may be issues with this between the Council and Notts CC with the existing PFI agreement due to run until 2027. Discussions about this were originally started in 2014 when ELA was a long way under PAN. Now it is close to PAN a decision will be needed in the near future whether the academy wants to expand to these levels and this will require careful negotiation.</p>	
DA/29/1718	<p>For information/approval:</p> <p>7.1 FAR Headlines and Governance overview 2017/8 Information received. Mr Jones advised that all FAR visits will have been completed by next week with all reports due to be published by March. He verbally updated on governance in 2017/18 FAR visits as reports have not yet been produced: <ul style="list-style-type: none"> - NCEA – outstanding - THA – good - TA – outstanding Trustees noted that governance is improving year-on-year.</p> <p>7.2 Policy update Mr Jones advised that all education statutory policies have now been updated and are on the DALP website. Local appendices to these policies have been issued to each academy with instructions to remove any local policies. A website review will take place next term.</p> <p>7.3 Any FOIA/SAR to report Mr Rolph confirmed that he had seen and signed the register of requests received.</p>	



	<p>7.4 GDPR update Mrs Elway advised that she and Mrs Bonser had visited each academy GDPR Team and given them presentations to be made to all staff following which Educare training must be completed. External auditors will review our processes in April to ensure we will be compliant by GDPR implementation in May.</p>	
	<p>7.5 Any Serious Incident Review Panels (SIRPS) or Data Breaches to report None</p>	
	<p>7.6 Any incidents to report to Charities Commission Mrs Elway advised of the new regulations and reporting guidance recently issued which advises when incidents should be reported. There were none to report.</p>	
	<p>7.7 November Governor Conference Evaluation and agenda for conference on 25 April 2018 The evaluation had previously been received. The agenda for the next conference was received and approved for distribution.</p>	
DA/30/1718	<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 of the Outcome of Pay Appeal Committee held on 5 February 2018 and agenda items DA/27/1718 5.5, 5.6 and DA/28/1718 6.2 should remain confidential. There had been no equality issues raised.</p>	
DA/31/1718	<p>Date and time of 2017/18 meetings at Kelham Hall 5.00pm – 7.00pm 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>The meeting closed at 7.38pm</p> <p>Signed.....Chair Date.....</p>	