



**Minutes of the Diverse Academies Trust meeting
held on Wednesday 6 December 2017
after the DALP Board meeting**

Membership			
A = absence	Trustee name	initial	Trustee
	Mrs D Clinton	DLC	Acting Chief Executive Officer
	Mr J Rolph	JR	Trustee & Member (Chair of the Board)
	Mrs M Blore	MB	Trustee & Member
A	Miss S Hall	SH	Trustee
	Mr M Quigley	MQ	Trustee
	Mr S Jones	SJ	Trustee
	Miss E Warhurst	EW	Trustee

*awaiting appointment at Companies House

In attendance:

A = absence	Staff/in attendance	Initial	
	Mrs A Elway	AKE	Clerk/Company Secretary

Item No	Item	Action/ by who/ when
DAT/21/1718	Apologies for absence Apologies for absence were received and approved from Miss Hall due to another business commitment.	
DAT/22/1617	Declaration of interest Mr Quigley declared a possible interest depending upon discussions about Walton Girls High School.	
DAT/23/1617	Update regarding Trustee appointments The clerk advised that Mr Jones and Miss Warhurst had now been registered at Companies House. Mrs Casey, another potential Trustee, had advised that she is not able to commit to the role at the present time.	
DAT/24/1718	Minutes of the meeting dated 18 October 2017 The minutes of the meeting, having previously been received were agreed and signed by the chair. Mrs Clinton left the room	
DAT/25/1718	Matters arising <i>DAT/12/1718/DAT/61/1617 Bank Mandate Signatories</i> Mrs Elway advised that following the query raised at the last meeting, the Group Finance Controller had advised all payments, regardless of amount, have to have two signatures. Trustees gave Mr Jones an insight into the appointment, role and departure of the Chief Financial Officer and dispelled any concerns of professional misconduct. The entire experience clearly demonstrates the need for a proper job specification and interview process for appointments at this level.	

	<p>In future the COO will manage the finance function. It is proposed to have 3 members of transactional finance staff to feed into him, all of whom are competent in their own area but do not have the overall expertise to lead the team. While these individuals develop, it will be possible to buy expertise in from SC if necessary</p> <p>Mr Quigley felt that there is a need for an experienced Finance Manager on SLT especially as the group expands</p> <p>Those present discussed the need for a DAT 'discreet' group for Trustees to share concerns/ideas etc. The Chair agreed to look in to this.</p> <p>Mrs Clinton returned to the meeting</p>	
DAT/26/1718	<p>Formal ratification to start due diligence at Hillocks Primary and Nursery School Approved following discussions at the preceding DALP Board meeting.</p>	
DAT/27/1718	<p>Ratify decision at DALP Board re Walton Girls High School proposals A response is awaited as noted at the DALP Board meeting.</p>	
DAT/28/1718	<p>Receive recommendation from DALP Board to approve Audited Accounts Trustees confirmed that following the discussion at the DALP Board, when amendments had been made and all Trustees had sight of the Accounts and time to make any comments, John Rolph could sign the Audited Accounts.</p>	
DAT/29/1718	<p>Recommendation to DAT Members to re-appoint Smith Cooper as Auditors Confirmed as agreed at the Board meeting. The DAT AGM for Members is being held on 18 December 2017.</p>	
DAT/30/1718	<p>Any decision to be approved following DALP Board meeting None</p>	
DAT/31/1718	<p>Determination of confidentiality of business and Equality Act consideration Governors 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 there were no confidential items discussed at this meeting, but discussions for each agenda item, if deemed confidential at the DALP Board meeting should remain confidential.</p>	



DAT/32/1718	Date and Time of Next Meetings- all after the DALP Board meetings Wednesday 7 February 2018 Wednesday 18 April 2018 Wednesday 6 June 2018 Wednesday 11 July 2018 The meeting closed at 19.44pm Signed.....(chair) Date.....	
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