

## National Church of England Academy Trust (NCEAT) Meeting

### Minutes of Meeting

Tuesday 27 March 2018

### REVIEWED

6.25 PM - The Whiting Room

Membership			'A' denotes absence
Mrs L Allen	LA	Parent Governor	
Mrs C Ball	CB	Foundation Governor	
Mrs K Cowley (Vice-Chair)	KC	Foundation Governor	
Mr C Dean	CD	Community Governor	
Mrs J Eastwood	JE	Foundation Governor	
Mrs A Harmston-Hall	AHH	Parent Governor	
Mrs E Hopkin	EHO	Staff Governor: Teaching	Apologies
Mrs H James	HJ	Foundation Governor	
Mr M Jobling	MJO	Staff: Principal	
Mrs G Johnson	GJ	DALP Governor	
Mr S Jones	SJO	Staff: Executive Principal	
Mr B Marshall	BM	Foundation Governor	Apologies
Mrs K Mitford (Chair)	KM	Foundation Governor	
Mr J Oldfield	JO	Foundation Governor	
Rev J Pacey	JP	Foundation Governor (ex-officio)	
Mrs S Tilford	ST	Foundation Governor	Apologies
<i>In attendance</i>			
Mrs S Robbins	SR	Associate Governor	
Mr P Watts	PWa	Senior Marketing Manager – (Observer)	
Mrs E Paine	EP	Clerk to Board of Governors – Queen Elizabeth Academy (Observer)	
Mr S Bray	SBy	Clerk	

The Chair invited Rev James Pacey to begin the meeting with a prayer.

This was followed by Introductions to the Head Girl and Head Boy for 2017/18 and by the annual Self-Evaluation exercise, details of which are included in the separate minutes of the Local Academy Board meeting.

Following these introductions and this exercise, the NCEAT meeting began at 6.25 pm.

NCE/023/038/1718	<p><b>Apologies &amp; Welcome</b></p> <p>The Chair welcomed everyone to the meeting.</p> <p>Apologies for absence had been received from :  Mrs E Hopkin – Family commitment  Mr B Marshall - Work commitment  Mrs S Tilford - Family commitment</p> <p>Governors were asked to consider and agree the apologies submitted. <b>The apologies were approved.</b></p> <p>The Chair welcomed Mr P Watts and Mrs E Paine, who were attending the meeting as observers as part of their ongoing professional development.</p>	
NCE/024/1718	<p><b>Declarations of interest</b></p> <p>There were no declarations of interest, either direct or indirect, for any items of business on the agenda and there had been no new declarations of interest since declarations had last been made.</p>	
NCE/025/1718	<p><b>Minutes of Last Meeting</b></p> <p>Minutes of the NCEAT meeting held on 14 December 2017, having been previously circulated, were agreed and signed by the Chair as a true and accurate record.</p>	
NCE/026/1718	<p><b>Matters arising from meeting</b></p> <p>There were no matters arising to report from the meeting held on 14 December 2017.</p>	
NCE/027/1718	<p><b>Review of membership</b>  <b>Mrs K Mitford – Chair</b></p> <p>Governors considered nominations for two vacant positions on the governing body.</p> <p>Following invitations issued to parents to join the governing body in Autumn 2017, only two of the vacant positions for Parent Governors had been filled. A further invitation had been issued through the Academy newsletter in December 2017, which had led to one expression of interest in the role being received, from Mrs Melissa Dracott. In such a situation, governors are able to make an appointment to a vacant Parent Governor role. Mrs Dracott had since satisfactorily progressed through the standard recruitment processes required for an appointed governor and the Chair recommended that she be appointed to the governing body as an Appointed Parent Governor.</p> <p>Further to discussion at the NCEAT meeting held on 6 September 2017, it was confirmed that Mr Andrew McKibbin had been appointed as Chaplain to the Academy. It had been proposed that Mr McKibbin take up a vacant Foundation Governor role on the Governing Body and this proposal had received the support of the Diocesan Board of Education at its meeting held on 21 March 2018.</p>	

	<p>After further consideration, it was <b>resolved</b>: -</p> <ul style="list-style-type: none"> <li>• To appoint Mrs Melissa Dracott to the Governing Body as an Appointed Parent Governor</li> <li>• To confirm the appointment of Mr Andrew McKibbin as a Foundation Governor.</li> </ul> <p>The Chair confirmed that Mr Allan Johnson has resigned from his position on the Governing Body earlier this term. The Chair expressed appreciation on behalf of governors for the contributions made by Mr Johnson during his time as a governor of the Academy.</p> <p>It was noted that Mr Johnson's resignation meant that the role of Chair of the Finance and Resources Portfolio Team had become vacant. The Chair proposed that Mrs Hayley James, currently Vice-Chair of the Portfolio team, be appointed Chair of the Portfolio Team and that Mrs Jo Eastwood be appointed Vice-Chair of the Portfolio Team.</p> <p>After further consideration, it was <b>resolved</b>: -</p> <ul style="list-style-type: none"> <li>• To appoint Mrs Hayley James and Mrs Jo Eastwood to the positions of Chair and Vice-Chair respectively of the Finance and Resources Portfolio Team.</li> </ul>	
NCE/028/1718	<p><b>General Data Protection Regulations (GDPR) Update</b> <b>Mrs K Mitford – Chair</b></p> <p>The Chair drew governors' attention to a GDPR presentation currently being delivered to all staff, copies of which had been circulated with the agenda. Governors were further advised that all will be required to complete an on-line GDPR training session, details of which would be circulated to all governors shortly. All governors were asked to inform the Clerk when they had completed this course. The course must be completed by 25 May 2018.</p> <p><b>Governors asked about steps being taken to ensure that all staff are receiving the relevant training for the introduction of GDPR.</b> In response, it was confirmed that a full training programme is being delivered, including briefings and the on-line training session. All staff are required to confirm that they have completed the relevant training and that they understand the responsibilities placed upon them. More in-depth training is being undertaken for those staff in roles most directly affected.</p>	All – 25 May 2018
NCE/029/1718	<p><b>Arrangements for the approval of year-end accounts 2017/18</b> <b>Mrs K Mitford – Chair</b></p> <p>Governors were informed that the timetable for the approval of year-end financial accounts was still being finalised. The timing of NCEAT meetings for the remainder of the year meant that it was likely that accounts would need to be considered prior to the next scheduled NCEAT meeting. It was however noted that a meeting of the Finance &amp; Resources Portfolio Team was scheduled to take place at a time more likely to comply with the likely timescale for the approval of year-end accounts.</p> <p>After further consideration, it was <b>resolved</b>: -</p>	

	<ul style="list-style-type: none"> <li>To delegate authority to approve year-end accounts 2017/18 to Finance and Resources Portfolio Team, subject to the proviso that an Extraordinary meeting of NCEAT should be convened if any issues raised at the Finance &amp; Resources Portfolio Team cannot be resolved.</li> </ul> <p>The Clerk to liaise with the Finance Manager to discuss and, if necessary, to reschedule meetings in consultation with the Chair and the Chair of Finance &amp; Resources Portfolio Team.</p>	SBy – May 2018
NCE/030/1718	<p><b>Date and Time of Next Meeting</b></p> <p>Tuesday 17 July 2018 at 6pm in the Whiting Room.</p> <p><i>Note – since the meeting, an Extraordinary NCEAT meeting has been called to take place on Tuesday 15 May at 6pm in the Whiting Room.</i></p>	
NCE/031/1718	<p><b>Determination of confidentiality of Business and Equality Act consideration</b></p> <p>Governors considered whether anything discussed during the meeting should be deemed as confidential and whether during their discussions any equal opportunities issues had arisen. It was <b>resolved</b>: -</p> <ul style="list-style-type: none"> <li>That none of the items discussed should be deemed to be confidential</li> <li>That there had been no Equality Act implications to consider.</li> </ul>	

The meeting closed at 6.40 pm.

Signed .....Print.....Date: ...../...../2018