

National Church of England Academy Trust (NCEAT) Meeting

Minutes of Meeting

REVIEWED

Tuesday 17 July 2018

6.40 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	Apologies
Mr C Dean	CD	Community Governor	
Mrs M Dracott	MD	Appointed Parent 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	Apologies
Mr S Jones	SJO	Staff: Executive Principal	
Mr A McKibbin	AM	Foundation Governor	Apologies
Mr B Marshall	BM	Foundation Governor	
Mrs K Mitford (Chair)	KM	Foundation Governor	
Mr J Oldfield	JO	Foundation Governor	Apologies
Rev J Pacey	JP	Foundation Governor (ex-officio)	
Mrs S Tilford	ST	Foundation Governor	
Mr S Yardley	SY	Foundation Governor	
<i>In attendance</i>			
Mrs S Robbins	SR	Associate Governor	
Mr M Paine	MP	Foundation Governor designate	
Miss J Heath	JHE	Vice-Principal	
Mr G Corban	GCO	DALP Chief Operating Officer	
Rev P Bainbridge	PB	Observer	
Mr S Bray	SBy	Clerk	

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

NCE/032/038/ 1718	<p>Apologies & Welcome</p> <p>The Chair welcomed everyone to the meeting.</p> <p>Apologies for absence had been received from :</p> <p style="padding-left: 40px;">Mrs E Hopkin – Family commitment Mrs K Cowley – Family commitment Mrs G Johnson - Work commitment Mr A McKibbin - Family commitment Mr J Oldfield – Academy commitment</p> <p>Governors were asked to consider and agree the apologies submitted. The apologies were approved.</p> <p>The Chair introduced Mrs M Dracott and Mr S Yardley, newly appointed governors attending their first NCEAT meeting; Mr M Paine, governor designate also attending his first NCEAT meeting; Rev P Bainbridge, attending the meeting as an observer and Mr G Corban, attending the meeting for discussion of item 36 below.</p>	
NCE/033/1718	<p>Declarations of interest</p> <p>Mrs K Mitford and Mr S Jones declared an interest in the DAT/NCEAT Cost Sharing report at agenda item 36.1 below (item 38 on agenda circulated) and abstained on voting on the item.</p> <p>There were no further 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/034/1718	<p>Minutes of Last Meeting</p> <p>Minutes of the NCEAT meeting held on 27 March 2017, having been previously circulated, were agreed and signed by the Chair as a true and accurate record.</p>	
NCE/035/1718	<p>Matters arising from meeting 27 March 2018</p> <ul style="list-style-type: none"> - <i>NCE/028/1718 – GDPR Update</i> – This matter was covered at agenda item 43 below. - <i>NCE/029/1718 – Arrangements for sign-off of year-end accounts</i> – This matter was covered at agenda item 36 below. 	
NCE/036/1718	<p>Financial Matters Mrs K Mitford – Chair and Mr M Jobling – Principal</p> <p>36.1 – DAT/NCEAT Cost Sharing</p> <p>The Chair brought forward discussion of this item from the published agenda. The item covered issues outstanding from the cancelled Extraordinary Meeting which had been scheduled for 15 May 2018.</p> <p>Mr Corban introduced a report on proposed cost sharing arrangements between DAT and NCEAT, copies of which had been previously circulated and were tabled at</p>	

the meeting.

Governors made clear that they were content to address the principles set out in the report and that the amount of funding requested to be paid from NCEAT reserves to DAT was supported. However, governors made clear their concerns regarding the approach proposed to address these issues as set out in the report and agreed not to support the proposed approach set out therein.

CONFIDENTIAL MINUTE

Having introduced the report and responded to initial questions from governors, Mr Corban left the room. Governors discussed the issue in further detail in Mr Corban's absence. Mr Corban was invited to return to the meeting at the conclusion of this discussion.

Following detailed discussion of the issue, governors: -

- **Agreed** unanimously not to agree the proposal for Cost Sharing as submitted in the report to the meeting
- **Agreed** that early payment of the DALP management charge for 2018/19 should be progressed to the value of the funds outlined in the Cost Sharing report submitted to the meeting to address the issues set out in that report.

In coming to this decision, governors stressed that the proposal must not set a precedent for payments to be made in future years.

Details of administrative arrangements for the delivery of the proposed alternative of an early payment of the DALP management charge for 2018/19 be confirmed and progressed as soon as possible.

Mr Corban left the meeting at the conclusion of discussion of this item.

36.2 – Draft Budget 2018/19

(Note – this item was considered following discussion of items 37 and 38 below)

Governors considered the draft budget paper which had been previously circulated. The paper included budgets for 2018/19 for governor consideration, alongside indicative budget figures for the following two years.

Mrs James reported back on discussion of the issue at Finance & Resources Portfolio team on 11 July 2018 at which governors present at the meeting had supported the proposed 2018/19 budget. Mr Jobling had informed governors that the budget had been subject to rigorous independent evaluation and that issues relating to indicative figures for 2019/20 and 2020/21 were expected to be addressed through the delivery of planned cost saving measures already in progress. Mr Jones further explained the comparative data included in the report for governors' reference and outlined plans to increase income generation.

After further detailed discussion, governors: -

- **Agreed** the proposed NCEAT budget for 2018/19

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NCE/037/1718	<p>Review of membership Mrs K Mitford – Chair</p> <p>Governors considered recent and forthcoming changes to membership of the governing body.</p> <p>Specifically, governors: -</p> <ul style="list-style-type: none"> • Noted the start date of 9 May 2018 for the terms of office for Mr A McKibbin and Mrs M Dracott • Confirmed appointments of Mr S Yardley and Mr M Paine and noted the start date of 13 July 2018 for Mr Yardley (start date for Mr Paine to be confirmed shortly) • Confirmed the re-appointment of Mrs K Cowley for a further four year term starting on 20 June 2018 • Noted the termination of appointment of Mr M Jobling from 31 August 2018 due to his appointment as Principal at another Academy • Noted the resignation of Mrs S Tilford from 31 August 2018 • Noted the termination of Mr A Paulson’s Associate membership • Agreed future membership of the Admissions Committee membership to consist of Mrs K Mitford, Mr B Marshall and Mrs H James (reserve member to be Mrs A Harmston-Hall). <p>Newly appointed governors were welcomed and thanks were expressed to outgoing governors for their contributions during their terms of office.</p> <p>Rev Pacey indicated that he is likely to move on during the Autumn of 2018. Arrangements for replacement to be progressed once departure is confirmed.</p>	
NCE/038/1718	<p>Arrangements for the appointment of new Principal Mrs K Mitford – Chair and Mr S Jones – Executive Principal</p> <p>Following Mr Jobling’s appointment as Principal at an academy in the City of Nottingham, Mr Jones informed governors of arrangements being put in place at NCEA to allow Mr Jobling to take up his new post from 1 September 2018.</p> <p>Miss J Heath had been appointed Acting Principal for a full academic year from 1 September 2018, therefore avoiding the need to rush into a recruitment process. A full external recruitment process is to be carried out during the 2018/19 academic year, with a view to making an appointment to the permanent role from September 2019. This approach had been discussed with and supported by Diocesan representatives.</p> <p>Governors sought further clarification on when the post is expected to be advertised. In response, Mr Jones confirmed that the post is likely to be advertised in the Lent term. The intervening period will be used to consider the appointment process in more detail. There will be Diocesan involvement in the process, with an Appointments Committee expected to consist of the Chair, Mr Jones, a Diocesan representative and one further governor. It was expected that there will be opportunities for wider governor involvement in the process, for example in panel interviews. Details will be confirmed in due course.</p> <p>The final appointment will be made by NCEAT – this is likely to be at an extraordinary meeting timed to coincide with interview day.</p>	

	Governors thanked Mr Jones for the update and noted the position regarding the appointment of a new Principal and will await further reports in due course.	
NCE/039/1718	<p>Register of Interests 2018/19 Mrs K Mitford – Chair</p> <p>Governors who had not already done so were reminded of the need to complete 2018/19 Declarations of Interest returns through the online link previously provided at the earliest possible opportunity.</p> <p>Completed returns were signed off by the relevant governors at the meeting. Outstanding returns to be prepared for sign off at the next meeting of NCEAT.</p>	SBy – 5/9/18
NCE/040/1718	<p>Code of Conduct 2018/19 Mrs K Mitford – Chair</p> <p>Governors who had not already done so were reminded of the need to complete and return signed 2018/19 Code of Conduct to the Clerk at the earliest possible opportunity.</p> <p>Any outstanding returns must be signed off at or before the next meeting of NCEAT.</p>	
NCE/041/1718	<p>Local Policies for ratification Mrs K Mitford – Chair</p> <p>Governors considered the revised draft Academy Anti-Bullying policy, copies of which had been previously circulated. It was explained that this latest draft superseded the version of the policy which had been agreed at Standards & Outcomes Portfolio Team on 23 May 2018.</p> <p>Governors questioned why a policy on this issue had not been developed as a DALP-wide corporate policy for adoption by all partner academies. In response, it was confirmed that this was not one of the statutory policies developed through the DALP-wide route and that policies in this area need to be bespoke to each Academy. The policy had however been developed with regard to DALP-wide policies and mirrored best practice nationally.</p> <p>Following further discussion, governors: -</p> <ul style="list-style-type: none"> • Agreed and ratified the Academy Anti-Bullying Policy <p>Governors noted that annual reviews of both the Collective Worship and SMSC policies had recently been completed. No changes had been made to the former and minor changes to wording had been made to the latter. Both were now available for reference on the Academy website. These matters had been reported to Standards & Outcomes Portfolio Team on 4 July 2018.</p>	
NCE/042/1718	<p>DALP Governor Conference Summary Mrs K Mitford – Chair</p> <p>Governors were advised that a report back on the conference held in April 2018 was available for reference on SharePoint.</p>	

NCE/043/1718	<p>General Data Protection Regulations (GDPR) Update Mrs K Mitford – Chair and Mr M Jobling - Principal</p> <p>Mr Jobling updated governors on recent developments relating to GDPR. An audit of compliance had been completed, the feedback from which had been positive. Actions relating to the few areas which had received an amber rating were now in place. The importance of governors both completing and evidencing completion of GDPR courses as and when required was stressed.</p> <p>Governors asked whether any subject access requests had yet been received under the new legislation. In response, it was confirmed that three had been received, all of which had been handled successfully.</p> <p>Governors noted the latest position with regard to GDPR.</p>	
NCE/044/1718	<p>Meeting Dates 2018/19 Mr S Bray – Clerk to the Board of Directors</p> <p>Governors noted dates and times of NCEAT, Local Academy Board and Portfolio Team meetings, details of which had been previously circulated.</p> <p>The Clerk advised that, following a change of use to Room 62 to be implemented during the Summer Holidays, all Portfolio team meetings would now be held in the Whiting Room. Invitations to Portfolio Team meetings will be issued once membership of each team is confirmed in September.</p> <p>The Chair invited newly appointed governors to attend both Portfolio Team meetings during Advent term, with a view to expressing a preference for their preferred team before Christmas.</p>	
NCE/045/1718	<p>Date and Time of Future Meetings</p> <p>The next meeting of NCEAT will take place on Tuesday 11 September 2018 at 6pm in the Whiting Room.</p> <p>The NCEAT AGM will take place on Tuesday 11 December 2018 at 6pm in the Whiting Room, to be followed by the regular NCEAT meeting.</p>	
NCE/046/1718	<p>Determination of confidentiality of Business and Equality Act consideration</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 resolved: -</p> <ul style="list-style-type: none"> • That items relating to cost sharing proposals and details of future budgets should be deemed to be confidential • That there had been no Equality Act implications to consider. 	

The meeting closed at 7.43 pm.

SignedPrint.....Date:/...../2018