



**Diverse Academies Learning Partnership Board (DALP)
meeting held on
Wednesday 11 July 2018 at 4.30pm at Retford Post 16 Centre**

A absence	=	Trustee name	initial	
A		Mr J Rolph Mrs M Blore Mr M Quigley Mr S Jones (T) Mrs K Mitford vacancy Mr J Dickens	JR MB MQ SJ KM JD	DAT Trustee and Chair of the Board DAT Trustee/Member DAT Chair of Governors Trustee DAT Trustee NCEAT Trustee and Chair of National C of E Academy National Church of England Academy Trustee CLAB representative

In attendance:

A absence	=	staff	Initial	
A		Mrs A Elway Mr C Pickering Mrs D Clinton Mr G Corban Mr S Jones Mr S Lowe	AKE CBP DLC GCO SJO SL	Company Secretary and Clerk Chief Executive Officer Acting Chief Executive Officer Chief Operating Officer Executive Principal and NCEAT Trustee Senior Finance Manager

		ACTION BY WHO WHEN
DA/51/1718	Apologies for absence Apologies for absence were received and approved from Mr Jones (T), Mr Dickens and Mr Pickering due to other commitments. Trustees noted that Mrs Clinton had resigned as a DAT Trustee due to her resignation from DALP. Trustees were advised that Mr Dickens will not be re-standing for chair of CLAB in the next academic year. He will be invited to Board meetings until CLAB elections are held in November when the newly elected chair will become an attendee of this committee.	
DA/52/1718	Declaration of interest/any interest to update 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. There were no interests to update. Trustees were reminded to complete the 2018/19 Declaration of Interest online questions at their earliest opportunity.	
DA/53/1718	Financial Performance Update (to include cash flow forecasts) Confidential minute	
DA/54/1718	Approval of group and academy budgets for 2018/19 to go to ESFA	



	Confidential minute	
DA/55/1718	Minutes of the meeting dated 6 June 2018 The minutes of the meeting having previously been received were agreed and signed by the chair.	
DA/56/1718	<p>Matters arising</p> <p><i>DA/46/1718 5.1 safeguarding</i> Mr Jones advised he had instructed all EPs to forward any letters received from ESFA/Ofsted and their responses to Mrs Elway for logging. Mrs Elway will keep the Board informed. All safeguarding concerns are logged on MyConcern.</p> <p><i>DA/46/1718 5.6 4.5.1 pay increment</i> <i>4.5.2 P&P Terms of Reference/PALM updates</i> Mr Corban advised that he and Mrs Elway have a meeting next week to review ToR/PALMs. LAB P&P agenda items may be added to portfolio team meetings. Information will be forwarded when completed and approved by SST. Post meeting note – to go to SST for approval 11/9/18.</p> <p><i>DA/47/1718 6.3 Anne Hayward</i> Mr Rolph advised that Mrs Hayward will attend Mrs Clinton’s final PIP review meeting in August. External support required in 2018/19 will be discussed at the Board Workshop on 19/9/18. Hopefully by then, new Trustees will have been appointed either via Academy Ambassadors, or as a result of an email Mr Rolph is proposing to send to existing LAB governors to see if they would like to be a Board member instead. Draft email received and approved.</p> <p><i>DA/48/1718 7.4 Trustee Educare training</i> Mrs Elway reminded Trustees of the requirement for them to complete safeguarding and GDPR modules by the end of term.</p>	<p>GCO/AKE</p> <p>Workshop 19/9/18</p> <p>Trustees by 31/8/18</p>
DA/57/1718	Matters arising from Workshop held on 20 June 2018 There were no matters to follow up from the Workshop that haven’t already been or will be dealt with.	
DA/58/1718	Standing agenda items:	
	5.1 Safeguarding Mr Jones and Mr Corban updated the Board on all outstanding issues. No actions were deemed necessary at this point.	
	5.2 Health and Safety None to report	
	5.3 Risk Management No new risks to report. The information is received and interrogated at Audit and Risk Committee meetings.	
	5.4 Any FOIA/SAR	



	<p>Since the last meeting there had been 1 SAR subsequently withdrawn following a meeting with the Principal of the academy and 1 FOIA which had been received by most secondary academies about energy charges and usage. Mr Rolph reviews and signs the registers periodically.</p>	
	<p>5.5 GDPR The pre-implementation audit had received substantial assurance and auditors advised it was the best one they had seen. Mrs Elway advised that since implementation on 25 May 2018, the central GDPR team had been carrying out audits in each academy to check policy and processes have been implemented. Of the ones carried out so far, it was pleasing to note that all staff have received training and have adapted working practices to ensure compliance.</p>	
	<p>5.6 Any SIRPS/Data Breaches to report None</p>	
	<p>5.7 ADP RAG Rated summary and full ADP 2017/18 The full RAG rated document had been received. Mr Rolph asked and was given assurance that any areas not fully achieved would be carried forward to 2018/19. Trustees asked if there were any areas that they were disappointed not to achieve: KPA1 – Mrs Clinton advised she was disappointed that DALP had not grown to the number of academies predicted. KPA3 - Mr Corban advised there were some financial areas not completed due to other financial priorities taking precedence.</p>	
	<p>5.8 Draft ADP objectives and criteria for 2018/19 A paper from Mr Pickering explaining how the ADP will be formatted and a summary of the 2018/19 key objectives for each KPA (Corporate, Education and Operations) had been received. The Executive Summary will be submitted to the Board three times during the year and the full version will be received from Mr Pickering next term. In response to a question, Mr Corban advised that the data dashboards will be available for the next meeting.</p>	<p>CBP September 2018</p> <p>Agenda 17/10/18</p>
	<p>5.9. Executive Reports <i>All reports had previously been received.</i> Mrs Clinton advised Trustees of the continuing development of SLA's and Associate Models (AMs) in place of growth. Staff are going to conduct a FAR and are scoping a SLA for Kirkby College. She and Mr Pickering are having their formal handover on Monday. Confidential minute A paper had been received on Ethical Leadership written by ASCL and the Ethical Framework for Educational Leadership, as Appendix 2 had been adopted in full by DALP. Mrs Clinton suggested that all</p>	



	<p>common agendas for Members, Trust and LAB meetings should have an explicit reminder of the Nolan Principles at the top of their agendas.</p> <p><i>Mr Corban referred to:</i></p> <ul style="list-style-type: none"> - the Capital Plan Budget for 2018/19 plus projections to 2022/23. He advised that not all funding has been allocated (£884k of £1.2m) however this is more than would usually be spent as not a lot of work was carried out in 2017/18. 1st Planner has carried out initial assessments in some academies based on capacity and have identified significant savings. Following a discussion, it was agreed to continue working with them. <p>Mr Rolph pointed out that in Years 2/3/4/5 there is underspending against the plan and he asked if items could be deferred without any detriment. Mr Corban confirmed that H&S ongoing maintenance is essential but larger necessary expenditure is being projected forward to inform a long-term strategy at some of the academies.</p> <p>Mr Rolph advised that he had asked Mr Wilson to set up meetings with the various Councils that the academies are situated in to be more proactive in being awarded Section 106 money (Community Infrastructure Levy for Secondary Schools in Bassetlaw)</p> <p>The Capital Plan 2018/19 (Appendix B of the report) was approved.</p> <ul style="list-style-type: none"> - Retford Post 16 Centre – the ‘divorce agreement’ has been circulated to all parties with the expectation that it will be signed next week. Existing signatories to the agreement will sign this document. The new agreement between Notts CC and DAT is in circulation and DAT Trustees will sign this when agreed by both parties. Following a discussion, it was confirmed that both will be signed at the same time. - Staffing Confidential item <p><i>Mr Jones advised:</i></p> <ul style="list-style-type: none"> - Trustees had previously received the full FAR headline summary for 2017/18 - The 2018/19 CSI meetings will include operational and educational areas and CSI agendas have been aligned to governor meeting agendas - TPA’s Section 8 one day Ofsted visit had given confirmation that they remain a good school - A full summary of the Initial unvalidated SATs results for attainment, not progress, will be forwarded after the meeting. Headline information was advised. Post meeting note - the information received by all after the meeting is attached as Appendix A below 	<p>AKE- agendas</p>
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	<p>Mr Jones advised that where additional resources e.g. EAPs had been deployed they had had a significant impact on results. This evidences that income needs to be generated to put into school improvement.</p> <p>The national figures for progress are unknown and an update will be given in September.</p> <p>In summary – THPA – some increases seen BLPA – strong performance TPA – some improvement but not as much as had been hoped SBPA – very disappointing WPA – substantial improvement and the academy is now almost at national averages.</p>	<p>SJO - September</p>
<p>DA/59/1718</p>	<p>For information/approval:</p> <p>7.1 Draft minutes (all previously received) Trustees had received copies of:</p> <ul style="list-style-type: none"> - Audit & Risk Committee meeting dated 26/6/18 <p>Mr Quigley advised that the committee had suggested contracting external audits focusing on education areas using specialist auditors to give assurance that the FAR process is robust and as strong as Trustees are being advised it is. Mrs Clinton confirmed that there should always be external scrutiny however FAR outcomes had always aligned to Ofsted outcomes except where Section 8 inspections had taken place as they can't align to the FAR if it deems the academy to now be outstanding.</p> <ul style="list-style-type: none"> - Finance and Resources meeting <p>Not met due to the low numbers of Trustees, however, Mr Rolph assured that he has monthly meetings with Mr Corban, Mrs Younis and Mr Lowe and any issues arising from these meetings will be advised immediately to Trustees.</p> <ul style="list-style-type: none"> - CLAB meeting dated 7/6/18 <p>The draft minutes had been received. It is hoped that the move to cluster CLAB meetings might help increase attendance figures.</p> <p>There were no queries raised about any of the above.</p>	
	<p>7.2 Policy update www.dalp.org.uk There had been no comments regarding the new policies notified at the last meeting:</p> <ul style="list-style-type: none"> - Photography/Videography - GDPR including FOIA and SAR - Privacy Notice for Staff <p>Student and Governance Privacy Notices have now been approved by SST and are on the DALP website. Any comments were requested.</p> <p>Some HR policies are being updated and Trustees will be made aware of these once SST has given approval.</p>	



	<p>7.3 Any incidents to report to the Charities Commission None</p>	
DA/60/1718	<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 agenda items DA/53/1718 and DA/54/1718 and discussions within DA/58/1718 sections 5.1 and 5.9 should remain confidential. There had been no equality issues raised.</p>	
DA/61/1718	<p>Date and time of 2017/18 meetings. Venue to be confirmed 5.00pm – 7.00pm Wednesday 17 October 2018 Wednesday 12 December 2018 & DAT meeting Wednesday 6 February 2019 Wednesday 3 April 2019 & DAT Meeting Wednesday 5 June 2019 Wednesday 10 July 2019 & DAT meeting</p>	
	<p>The meeting closed at 18.25pm</p> <p>Signed.....Chair Date.....</p>	