



**Diverse Academies Learning Partnership Board (DALP)
meeting held on
Wednesday 6 June 2018 at 5.00pm at Retford Oaks Academy**

A = absence	Trustee name	initial	
	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
	Mr M Quigley	MQ	DAT Chair of Governors Trustee
A	Mr S Jones (T)	SJ	DAT Trustee
	Mrs K Mitford	KM	NCEAT Trustee and Chair of National C of E Academy
	Mrs G Johnson	GJ	National Church of England Academy Trustee
A	Mr J Dickens	JD	CLAB representative

In attendance:

A = absence	staff	Initial	
	Mrs A Elway	AKE	Company Secretary and Clerk
A	Mr C Pickering	CBP	Chief Executive Officer
	Mr G Corban	GCO	Chief Operating Officer
	Mr S Jones	SJO	Executive Principal and NCEAT Trustee

Presentation by Cat Thornton – Primary Development – see report attached

Mrs Thornton went through her report, paying particular attention to the significant changes in primary accountability and the changes that this phase are having to get to grips with along with the improvement journey that all six primary academies have been through since joining DALP. Particularly pleasing improvements have been seen at Redgate and Samuel Barlow. As sponsored academies they were given a new DfE number upon conversion and therefore their previous Ofsted grade isn't taken into consideration. FARs have confirmed that whilst the overall grade might not have changed, all academies have good or outstanding practice and Redgate has gone from Inadequate in February 2015 to Good with PDBW outstanding. This is due to the rigorous challenge, support and intervention given by DALP. Working interchangeably with secondary colleagues has also been very positive.

Mrs Thornton pointed out the progress and attainment scores in 2017 and advised the challenges that arise if pupils are unable to understand what they are reading making access to all areas of the curriculum very challenging.

In conclusion she was pleased to report that as a fairly new member of staff to DALP she has been very pleased with the CPD opportunities available to all staff within a collaborative and supportive framework.

Questions were invited

Q - Secondary school have had issues with children starting in Year 7 whose education standards are not at the required level. What intervention is being taken when children enter primary schools to address this?

A- Intervention starts in Reception continuing in Foundation Stage where children's communication and language skills need developing. Read Write Inc. has been introduced in all primaries and the phonics scores are expected to be better this year. THPA, BLPA and SBPA are part of a funded



improvement project to look at this. KS2 focusses on the quality of texts and developing vocabulary.

Staff from secondary and primary phase are seconded to experience the issues faced in both.

Q- Have there been any disappointments since joining DALP

A – There have been two:

- The enforced halt on helping Hillocks to improve was disappointing but DALP is still working with the school via SLA's with the LA to improve the education received by the pupils.
- Integrating 5 schools into the group at the same time has caused a few issues and going forward it is important to ensure that the on-boarding is timely and systems are in place to integrate new schools.

Q- Is there a full LAB at SBPA now?

A – There are still a couple of vacancies. Meetings are being held before each meeting with the Chair and Vice Chair of Governors and the Principal to improve the quality of governance

Q – Confidential

There were no further questions. Mrs Thornton was thanked for a comprehensive and information presentation.

		ACTION BY WHO WHEN
DA/42/1718	Apologies for absence Apologies for absence were received and approved from Mr Jones (T), Mr Dickens and Mr Pickering due to other commitments. Trustees had been previously advised that Miss Hall had resigned from the Board.	
DA/43/1718	Declaration of interest 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. Mrs Thornton also declared an interest in Retford Post 16 Centre due to the proposals being put forward.	
DA/44/1718	Minutes of the meeting dated 18 April 2018 The minutes of the meeting having previously been received were agreed and signed by the chair.	
DA/45/1718	Matters arising <i>DA/35/1718, DA/27/1718 Progress towards academy 2018 performance targets updated – on the agenda</i> <i>DA/35/1718, DA/28/1718 Matters arising – Mr Corban advised that the new internet connection is in place and will be implemented in each academy by the end of September when the Notts CC contract ends</i> <i>DA/36/1718 5.3 Risk Management – memory sticks</i> It had been agreed at SST that academies will work towards eradicating the use of memory sticks by September. Their use has GDPR compliance and wider virus/encryption issues. All staff	



	<p>can work remotely and therefore there should be no need to use them.</p> <p><i>DA/37/1718 5.7 Gender Pay Gap report/Equal Pay information</i> Mr Corban tabled an extraction of pay for each staff group showing the hourly pay for each broken down into male and female. Imbalances were discussed:</p> <ul style="list-style-type: none"> - 1:1 teachers are paid an hourly rate which skews figures significant variances were highlighted - There is a 3.5% swing between male and female teachers - 'Executive' line will see a swing in the next report <p>An action plan will be circulated to all when approved by SST and there will be focus on considering any flexible working requests. A query was raised around the pay rate for mid-day supervisors and Mr Corban is to look into this.</p> <p>n.b. this figure is skewed as it relates to apprenticeships or students</p> <p><i>DA/38/1718 7.1 FAR planning 2018/19</i> Mr Jones advised that all FARs will be for 2 days in the autumn term and these have been calendared. Another MAT has commissioned 3 FARs and these are being charged out at £15k. The trial Section 8 FARs conducted at TPA and ROA had been completed using judgements from previous FARs and the last Ofsted reports. It had proved difficult to write reports and QA in the same style as other FAR reports as areas for improvement in specific areas were unable to be identified which had held up publication. Traditional FARs will be conducted in future. Additional staff have been trained to undertake QA to ensure consistency.</p> <p>Trustees enquired if the charge for external FARs covered the cost. They were advised that it broke even and further work may be brokered following the findings. It was agreed that any external work needs to be balanced with any disruption this may cause in the central team or in academies.</p> <p><i>DA/27/1718 5.6 Recovery of fees incurred re Hillocks Primary</i> Specific costs for the conversion work are not recoverable, however the LA is continuing to support the school and has commissioned an SLA from DALP for specific work to be undertaken which will be costed appropriately.</p>	<p>GCO after the meeting</p>
<p>DA/46/1718</p>	<p>Standing agenda items:</p>	
	<p>5.1 Safeguarding Mr Rolph referred to 2 letters recently received from Ofsted about QEA and ROA. He was assured that these are recorded on My Concern by the academies however, Trustees wanted assurance that, should these be referred to in Ofsted visits, they were centrally logged. Mr Jones was asked to put a system in place, following which Mrs Blore, as safeguarding trustee will review the letters and responses to check that these and the recording system is robust.</p>	<p>SJO/MB</p>



	<p>5.2 Health and Safety None to report</p>	
	<p>5.3 Risk Management None to report</p>	
	<p>5.4 Progress Towards Academy Targets (academic, behaviour, attendance, exclusion) Mr Jones tabled the report advising that the red RAG rated areas will not be achieved. Mr Cotton and Mr Elliott are working on a live performance dashboard which will be in place by September. He reiterated that there is still turbulence with levels and grade boundaries in some subjects and phases but this is not just a DALP issue. The document will be forwarded electronically.</p>	<p>AKE after the meeting</p>
	<p>5.5. Financial Performance Update (to include cash flow forecast) and group and academy budgets for 2018/19 Confidential minute</p>	
	<p>5.6. Executive Reports <i>Mrs Clinton:</i> Confidential minute</p> <p><i>Mr Jones</i> had completed an overview summary of the points in his education directorate report and Trustees had also received:</p> <ul style="list-style-type: none"> - FAR summaries for 2017-18 for secondary and primary - Term 2 Strategic Development Group impact statements for 2017-18. There is no term 2 TNG summary however Trustees will receive an end of year one for SDGs and TNGs at the next meeting. Next year the summaries will incorporate both education and business directorates. - GCSE's are taking place and SATs results will be reported to the next meeting. <p>Mr Rolph enquired what was happening with the principals post at NCEA when Mr Jobling leaves. He was advised that Jackie Heath, an existing VP at NCEA will be the acting principal until an appointment is made.</p> <p>Nb Following the meeting it had been agreed that Ms Heath will be the Acting Principal at NCEA for the 2018/19 academic year.</p> <p><i>Mr Corban</i> advised:</p> <ul style="list-style-type: none"> - He is ensuring there is no double counting with the Institute and there needs to be budget clarity in this area for September with the offer clearly articulated. Academies will bid into funding and places but may continue to use their budgets for additional CPD as long as it does not duplicate what is centrally offered. It was acknowledged that there is a need to stop multiple staff attending the same courses and to ensure the contents are disseminated to all relevant staff - The BOD (blanket/optional/directed) offer will continue. 	



	<ul style="list-style-type: none"> - 4.2 The Operational Leads planning day had reviewed how their work will fit into CSI/FAR meetings in 2018/19 - 4.4.2 Asbestos guidance was incorporated in the report and has been given to all academies and it is to be an agenda item on each LAB Board. Training is to be given and will be incorporated in induction processes. As 'Duty Holders', Trustees and the executive need to be assured that this has been completed and the management of asbestos is being dealt with appropriately - 4.4.3 Mitie have taken over from Carillion as the PFI management company at ELA and are working closely with the LA - 4.5.1 Unions and Local Government Association have recommended a 5% increase to teachers pay. The budgets have been modelled on a 2% pay increment and a response is expected in July from the DfE to the request from staffing bodies asking if the DfE are funding the additional proposed payment. If there is no additional money, SST and Trustees will need to make a decision how/if this will be funded - 4.5.2 Following the P&P meeting all executives have been written to advising that PRP has been removed from 2018/19. The recommendations from the meeting will be received at the next meeting. Mr Corban and Mrs Elway have reviewed the Scheme of Delegation, PALMs document and Terms of Reference for DALP and LAB P&P Committees and recommendations will be received at the next meeting. - Tight principles and practices are being reviewed in line with CLFP to investigate why supply and cover is needed and to review inconsistent practices of using unallocated time. It was noted that teachers can be asked to cover lessons if they agree. <p>Mrs Blore commended the report from all contributors.</p>	<p>GCO update 11/7/18</p> <p>Agenda 11/7/18</p> <p>Agenda 11/7/18</p>
<p>DA/47/1718</p>	<p>Additional items:</p> <p>6.1. Retford Post 16 update Confidential item</p> <p>6.2. Cluster Survey Results Trustees had received the full survey results and summary by Mrs Clinton. SST later this week will agree how the cluster model will evolve in 2018/19 and the Board Workshop will discuss this as an agenda item on 20 June 2018.</p> <p>6.3. External advisor support for 2018/19 Following a discussion, it was agreed that Trustees will decide what support they require throughout the year and appoint a person with that particular skill set for that specific piece of work. Mrs Clinton agreed with this stance and suggested that Trustees keep abreast</p>	



	<p>of the MAT inspection framework as it may be a requisite that an external advisor is required.</p> <p>The above was unanimously approved and to conclude Mrs Hayward's contract she will be asked to attend the Workshop on 20 June and to conduct Mrs Clinton's end of year PIP review for 2017/18 in August.</p>	<p>JR to contact & advise</p>
	<p>6.4 DALP overarching Scheme of Delegation (SoD) and Financial SoD</p> <p>Mrs Elway advised that the DALP SoD with updated amendments had been received by Mr Rolph and Mrs Mitford and will be received at CLAB tomorrow evening.</p> <p>Mr Corban advised that the Financial SoD will encompass all operational levels of authority and both documents will be on the agenda for approval at the next meeting.</p>	<p>Agenda 11/7/18 x 2</p>
	<p>6.5 ESFA MAT Growth Funding Update</p> <p>Articulated within Mrs Clinton's executive report</p>	
DA/48/1718	<p>For information/approval:</p> <p>7.1 Draft minutes (all previously received)</p> <p>Trustees had received copies of:</p> <ul style="list-style-type: none"> - Audit & Risk Committee meeting dated 16/4/18 - Finance and Resources meeting dated 29/3/18 - CLAB meeting dated 8/3/18 <p>There were no queries raised about any of the above.</p>	
	<p>7.2 Policy update www.dalp.org.uk</p> <p>Mrs Elway advised that the following new or updated policies had been approved by SST and were on the DALP website for comment:</p> <ul style="list-style-type: none"> - Photography/Videography - GDPR including FOIA and SAR - Privacy Notice for Staff. The Student and Governance updated privacy notices are to be received by SST at their meeting on 14 June 	
	<p>7.3 Any FOIA/SAR to report</p> <p>Mr Rolph confirmed that he had seen and signed the register of requests received. There is currently one FOIA to be concluded at NCEA and a request had been received by all academies from a journalist regarding trips abroad for the last 4 academic years. This is being dealt with and will be responded to within the statutory guidelines.</p>	
	<p>7.4 GDPR presentations update</p> <p>A substantial assurance audit had been received for GDPR preparation. Mrs Elway advised that she and Mrs Bonser are</p>	



	<p>completing internal audits at each academy over the next few weeks. Trustees have been requested to complete Educare training and an update on procedures put in place across the group and the audit report will be received at the Trust Workshop on 20 June 2018.</p>	MB/SJ (T)
	<p>7.5 Any Serious Incident Review Panels (SIRPS) or Data Breaches to report There had been no data breaches since the last meeting.</p>	
	<p>7.6 Any incidents to report to Charities Commission None to report.</p>	
DA/49/1718	<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 within agenda items DA/46/1718 5.5 and 5.6 and DA/47/1718 6.1 should remain confidential. There had been no equality issues raised.</p>	
DA/50/1718	<p>Date and time of 2017/18 meetings at Kelham Hall 5.00pm – 7.00pm Wednesday 11 July 2018 at 5pm at Retford Post 16 Centre</p>	
	<p>It was noted that this is Mrs Johnson's last meeting as she has been appointed as a member of staff at NCEA from September. Mrs Mitford is to ask other trustees if they would like to attend. The meeting closed at 7.25pm Signed.....Chair Date.....</p>	