



**Minutes of the Diverse Academies Trust meeting
held on Wednesday 12 December 2018 at Retford Post 16 Centre
after the DALP Board meeting**

Membership			
A = absence	Trustee name	initial	Trustee
	Mr J Rolph	JR	Trustee & Member (Chair of the Board)
	Mrs M Blore	MB	Trustee & Member
	Mr M Quigley	MQ	Trustee
A	Mr S Jones	SJ	Trustee
	Mr I Storey	IS	Trustee
	Mr P Mabbott	PM	Trustee
	Miss C White	CW	Trustee

In attendance:

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

Item No	Item	Action/ by who/ when
DAT/09/1819	Apologies for absence Apologies for absence were received and agreed from Mr Jones due to illness. As previously discussed at the Board meeting, the clerk had been asked to contact Mr Jones regarding his non-attendance.	AKE
DAT/10/1819	Declaration of interest & any changes to interest previously noted Mr Quigley declared a possible interest depending upon discussions about Walton Girls High School and Retford Post 16 Centre. Miss White declared an interest in any discussions about the contract with Think for the Future. Mr Rolph advised Trustees that Smith Cooper Auditors had reported that some directors' declarations of interest were not on the website as required within the Academies Financial Handbook (AFH). A management response had been given advising that all 'relevant interests' as defined by the AFH had been recorded in the 2017/18 financial year. To ensure that this isn't an issue in 2018/19, Mr Rolph suggested that all interests were listed on the website. Trustees agreed to this and confirmed they would advise the clerk of any changes to declarations made throughout the year.	
DAT/11/1819	Election of chair Trustees noted that the election of chair is an annual requirement within the Trust's Articles of Association. Mr Rolph advised that succession planning for committee chairs needs to be considered now that there are more Trustees as he is currently chair of F&R as well. Mrs Blore had been appointed as chair of P&P at the last meeting but had only agreed to take the role for this academic year. Mr Rolph was proposed and seconded as chair of the Trust. He left the room whilst a vote took place.	

	<p>It was Resolved To appoint him as chair for a further year until the first autumn term 2019 meeting.</p>	
DAT/12/1819	<p>Election of vice-chair Mrs Blore was proposed and seconded and appointed as vice-chair until the first autumn term 2019 meeting.</p>	
DAT/13/1819	<p>Minutes of the meeting dated 17 October 2018 The minutes of the meeting, having previously been received were agreed and signed by the chair.</p>	
DAT/14/1819	<p>Matters arising DAT/05/1819 – the clerk confirmed that appointment letters had been sent to Mrs Hawkins (QEA) , Mr Langton (YPA/RPA) and Mrs Wiggins (SBPA/WPA)</p>	
DAT/15/1819	<p>Approval of DAT Audited Accounts Following the discussion at the preceding board meeting, Mr Rolph received confirmation that he can sign the Accounts and recommendation to approve them will be given to Members at their meeting on 17 December. Trustees will receive a copy.</p>	
DAT/16/1819	<p>Recommendation reappointment of Smith Cooper for the 2018/19 academic year to DAT Members Mr Rolph confirmed that Smith Cooper had been very helpful and professional in sorting out issues from previous years. Trustees confirmed that recommendation to approve their appointment for 2018/19 should be made to Members. Trustees noted this will be their third year as Trust Auditors following which a tender process may be needed. This will be discussed at the next F&R meeting and a recommendation made to the Board.</p>	F&R 28/1/19
DAT/17/1819	<p>WGHS change of name to Walton Academy w.e.f 1/9/19 & increase PAN Trustees confirmed their approval to change the name of WGHS to Walton Academy from September 2019 when the academy will become co-ed. At this time the Proposed Admission Number (PAN) will be increased from 150 to 180 and Trustees will be presented with a new Supplemental Funding Agreement for signing to adopt these changes. The clerk was asked to ascertain the likely numbers at the academy in Year 7 in September.</p> <p>Post meeting note: Current figures for September 2019 Admissions are: 1st preference – 161 2nd preference – 194 3rd preference – 154 4th preference – 9 Total – 518</p> <p>Of the total applications: Boys – 180 SEND – Details yet to be received. LAC – 4 Sibling – 37 (14 of which are boys) Nearest school claim – 79</p>	AKE

	There should not be too many more changes until after 1st March when the offers are sent out to parents and the second round of applications open.	
DAT/18/1819	Bank Account signatory confirmation – on Sharepoint Trustees noted that the Articles of Association state that they should approve bank signatories. Trustees had previously received the link to the signatories on the bank accounts at each academy which were approved.	
DAT/19/1819	Intention to change DAT Registered Office address The chair reminded Trustees that the DAT registered address is Tuxford Academy although the SAIL address is Kelham Hall. Trustees confirmed their approval to move the registered office address to Retford Post 16 (Diverse Education Centre) when stocks of stationery have been depleted. In the meantime, the SAIL address will be amended as all paperwork will be held at RP16.	
DAT/20/1819	Confirm Levels of Authority /financial regulations Discussed at the previous Board meeting. No action at the present time.	
DAT/21/1819	Update regarding QEA lease Discussed at the previous Board meeting. The QE Trustees have contacted their solicitor to prepare a 30 year lease.	
DAT/22/1819	ESFA letter Trustees confirmed they had received and considered the September letter from the ESFA at the Board meeting held on 17 October 2018.	
DAT/23/1819	Any decision(s) to be approved following DALP Board meeting No specific issues to discuss pertaining to the meeting. Trustees advised that they would like to see succession plans articulating a range of scenarios for discussion at the Trustee Workshop on 13 February 2019. These should include structures in the event of key personnel leaving the organisation and organisational growth models. The clerk was asked to forward the existing Growth Strategy to all as Trustees were keen to participate in setting the strategy of the organisation with the CEO implementing their wishes. The clerk asked Trustees to consider the situation of a governor at WPA who is being taken to court by the LA for her child's unauthorised absences from school. Trustees discussed the situation and unanimously agreed that whilst the events happened before the governor was appointed it brings the governors and academy into disrepute and goes against the Code of Conduct. They agreed that she should be suspended pending investigation. If she is cleared, she may be reinstated otherwise she should be dismissed. The clerk confirmed that she would advise the Principal and Chair and would write to the governor to advise her of this.	Agenda 13/2/19 AKE AKE
DAT/24/1819	Determination of confidentiality of business and Equality Act consideration including the Nolan Principles 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	



	<p>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> <p>The Nolan Principles had been received by all and it was agreed that all discussions and decisions had been made in accordance with them.</p>	
DAT/25/1819	<p>Date of 2018/19 meetings: After the last termly DALP Board meetings on: Wednesday 6 February 2019 to approve the Trusts Modern Slavery Statement Wednesday 3 April 2019 Wednesday 10 July 2019</p> <p>The meeting closed at 7.45pm</p>	

Signed Date.....