

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

**Minutes of Meeting**  
Tuesday 5 March 2019

**REVIEWED**  
6.45 PM - The Whiting Room

<b>Membership</b>			<b>'A'</b> <b>denotes</b> <b>absence</b>
Mrs L Allen	LA	Parent Governor	Apologies
Mrs C Ball	CB	Foundation Governor	
Mrs K Cowley (Vice-Chair)	KC	Foundation Governor	
Mr C Dean	CD	Community Governor	
vacancy		Appointed Parent Governor	
Mrs J Eastwood	JE	Foundation Governor	Apologies
Mrs A Harmston-Hall	AHH	Parent Governor	
Mrs E Hopkin	EHO	Staff Governor: Teaching	Apologies
Mrs H James	HJ	Foundation Governor	
Mrs G Johnson	GJ	DALP Governor	
Mr S Jones	SJO	Staff: Senior Executive Leader	
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 Stephens	JS	Foundation Governor (ex-officio)	
Mr M Paine	MP	Foundation Governor	
Mr S Yardley	SY	Foundation Governor	
<i>In attendance</i>			
Mrs S Robbins	SR	Associate Governor	Apologies
Ms J Heath	JHE	Interim Principal	
Mr D Llewellyn	DLL	Assistant Principal	
Mr S Bray	SBy	Clerk	

NCE/24/1819	<p><b>Apologies &amp; Welcome</b></p> <p>The Chair welcomed everyone to the meeting and advised that the following apologies for absence had been received: -</p> <p style="padding-left: 40px;">Mrs L Allen: Illness Mrs J Eastwood: Other commitment Mrs E Hopkin: Family commitment Mr A McKibbin: Family commitment Mr J Oldfield: Work commitment</p> <p>Governors were asked to consider and agree the apologies submitted. The apologies were <b>approved</b>.</p> <p>In addition, governors noted apologies submitted by Mrs S Robbins.</p>	
NCE/25/1819	<p><b>Declarations of interest and any changes since last declaration made</b></p> <p>Mr Marshall advised that, since his most recent declaration had been made, he had become a Director of Leen Valley Angling Limited.</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 interests since declarations had last been made.</p>	
NCE/26/1819	<p><b>Minutes of the meeting dated 11 December 2018</b></p> <p>Minutes of the NCEAT meeting held on 11 December 2018, having been previously circulated, were agreed and signed by the Chair as a true and accurate record.</p>	
NCE/27/1819	<p><b>Matters arising from meeting 11 December 2018</b></p> <ul style="list-style-type: none"> <li>- <b>NCE/015/1819 – Matters Arising - DAT/NCEAT Cost Sharing</b> This matter, concerning Related Party Transactions, was considered at agenda item 29 below.</li> <li>- <b>NCE/018/1819 – DALP Scheme of Delegation</b> This matter was considered at agenda item 31 below.</li> </ul>	
NCE/28/1819	<p><b>Membership Update</b></p> <p>Mrs Mitford advised governors that her own term of office would expires in 2019, as would the terms of office for Mr Dean and Mrs Hopkin.</p> <p>Mrs Mitford further advised that she had compiled initial proposals for future membership arrangements in consultation with Mr Jones. Arrangements were being made to discuss the matter with Diocesan representatives. The changes may lead to amendment of the Articles of Association. Mrs Mitford will provide further feedback to trustees on discussions in due course.</p>	KM – June 2019
NCE/29/1819	<p><b>Related Party Transactions</b></p> <p>Further to discussion at the last meeting (minute 15 refers), trustees considered a report on the issue from Mr Corban, which had been previously circulated.</p> <p>In Mr Corban's absence, Mr Jones explained the proposed approach outlined</p>	

	<p>in the report further, confirming that the ESFA was content with the proposal to amalgamate all transactions between the two parties in a single transaction for the years in question going forward. Further work was ongoing on the format for presentation of the information involved.</p> <p><b>Trustees sought clarification on when the new format will be introduced</b> - in response it was indicated that the precise date is still to be confirmed.</p> <p>Governors <b>noted</b> the report.</p>	
<b>NCE/30/1819</b>	<p><b>Bad Debt write-off</b></p> <p>Trustees considered a report from Mr Corban on this matter, copies of which had been previously circulated.</p> <p>Mr Jones explained the background to the issue further, informing trustees that discussions on the issue had been ongoing for a three-year period but had not been resolved. In the circumstances, he advised trustees that it would not be appropriate to pursue the matter further given the unlikelihood of satisfactory resolution. He therefore recommended that the debt owed by Rushcliffe School should be written off.</p> <p>After further discussion, trustees <b>agreed</b> to write off the bad debt of £3,333.33 owed by Rushcliffe School.</p>	
<b>NCE/31/1819</b>	<p><b>DALP Scheme of Delegation</b></p> <p>Mr Jones advised that the current review of governance across DALP and the review at NCEAT meant that work to review the Scheme of Delegation had been put on hold, as the outcomes of both governance reviews would impact on the future Scheme of Delegation. The Scheme of Delegation would be revisited once the governance reviews had been completed and it was hoped that a new Scheme of Delegation would be in place by September 2019.</p>	Agenda Sept 19
<b>NCE/32/1819</b>	<p><b>Admissions Policy and Arrangements 2020/21</b></p> <p>Trustees <b>ratified</b> the Admissions Policy and Arrangements 2020/21 document, copies of which had been previously circulated, the document having been agreed at Standards and Outcomes Portfolio Team on 30 January 2019 following consultation in Autumn 2018.</p>	
<b>NCE/33/1819</b>	<p><b>Modern Slavery and Human Trafficking Statement 2018</b></p> <p>Trustees <b>ratified</b> the Modern Slavery and Human Trafficking Statement 2018, copies of which had been previously circulated, the document having been agreed by email exchange during February 2019 due to the required publication date. Trustee concerns at the approach adopted to secure approval had been raised with the Company Secretary and explanations had been received subsequently.</p>	
<b>NCE/34/1819</b>	<p><b>Gender Pay Gap Report and Action Plan</b></p> <p>Trustees <b>ratified</b> the Gender Pay Gap Report and Action Plan, copies of which had been previously circulated, the document having been agreed by email exchange during February 2019 due to the required publication date.</p>	

<b>NCE/35/1819</b>	<b>General Data Protection Regulations (GDPR)</b>  Trustees were advised that there were no further issues to report on this matter at present. The Link Governor report will be presented to a future meeting.	Agenda June 2019
<b>NCE/36/1819</b>	<b>Local Policies for Ratification</b>  <ul style="list-style-type: none"> <li>- <b>Curriculum Policy</b></li> <li>- <b>E Safety Policy (both agreed at Standards and Outcomes Portfolio Team 12 December 2018)</b></li> </ul> Both policies, having previously been made available to trustees, were <b>ratified</b> .	
<b>NCE/37/1819</b>	<b>Date and time of future meetings</b>  Tuesday 18 June 2019: Whiting Room: 6.00pm	
<b>NCE/38/1819</b>	<b>Determination of confidentiality and Equalities Act and Nolan Principle consideration</b>  Governors considered whether anything discussed during the meeting should be deemed as confidential and whether during the discussions any equal opportunities had arisen. It was resolved that there were no items discussed that were deemed to be confidential and there had been no Equalities Act implications to consider. The Nolan Principles had been considered throughout all discussions.	

The meeting closed at 7 pm.

Signed .....Print.....Date: ...../...../2019