



**Minutes of The Diverse Academies Trust meeting
held on Wednesday 16 October 2019
at 5.00 pm at the Diverse Education Centre**

| A = absence | Trustee name | Initials | Role |
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| | Mr M Quigley | MQ | Trustee and Chair of the Board |
| | Mrs M Blore | MB | Trustee and Member |
| A | Mrs C Burn | CB | Trustee from minute DAT/02/19/20 |
| | Mr P Mabbott | PM | Trustee |
| | Mr J Rolph | JR | Trustee and Member |
| | Mr D Schwarz | DZ | Trustee from minute DAT/02/19/20 |
| | Mr I Storey | IS | Trustee |
| A | Miss C White | CW | Trustee |

In attendance: [staff or other invited persons]

| | Staff name | Initials | Role |
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| | Mr C Pickering | CBP | Chief Executive Officer |
| | Ms K Soanes | KS | Clerk |

| Item No | Item | Action/ by who/when |
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| DAT/01/19/20 Agenda item 1 | Appointment of new co-opted trustee Trustees ratified the appointment of Mr D Schwarz and Mrs C Burn as Trustees of the DAT Board (co-opted status as elected by Trustees not members). <i>Mr D Schwarz joined the meeting.</i> | |
| DAT/02/19/20 Agenda item 2 | Apologies for absence Apologies for absence were received and agreed from Miss C White due to a car accident on route to the meeting. Mrs C Burn was absent due to a prior work commitment. | |
| DAT/03/19/20 Agenda item 3 | Declaration of interest and any changes to be advised There were no declarations of interest, either direct or indirect, for any items of business on the agenda. The Chair asked if anyone had any declarations to update. Trustees confirmed that the declarations given at the beginning of the academic year were correct. | |
| DAT/04/19/20 | Minutes of the DALP meeting dated 10 July 2019 | |

- In future reports, yellow would be used instead of orange to indicate objectives that had been partially to almost achieved;
- Objectives which had changed over the course of the year should be noted as discontinued and a signpost to the new action that had been developed should be included;
- Any objectives not rated as green would in the future have an accompanying qualifying statement to explain why it had not been achieved; and
- Clear definitions were required for the three ratings;
- Trustees noted their concerns over having aspirational targets that may not be achievable and therefore not reflect fairly the good work being undertaken in the academies;
- Trustees shared their views on how the objectives could be evaluated including:
 - If a school was performing above the national average this objective could be rated as green; and
 - Each academy could have its own target and benchmark.

DAT/09/19/20
Agenda item 7

Part E: SDP Strategic Objectives 2019-20 Annual Delivery Plan

- Mr Pickering explained the difficulty in evaluating the amount to which a success criteria enabled an ADP objective to be achieved; and
- ADP objectives would be allocated to a Committee for their scrutiny i.e success criteria 1.1.1 to 1.7.8 would be reviewed at the Standards and Outcome Committee. It was noted that the ADP encompassed all the other strategy documents and its delivery and outcomes should be the focus for Trustees.

DAT/10/19/20
Agenda item 7

Part F – Student Performance Outcomes 2019 – Headline Summary

- Attainment in all DAT primary academies was progressing well;
- Attainment in three (Tuxford, Walton, Retford) of the six secondary academies was very good;
- The slight decrease in performance at Holgate Academy was associated with the results attained by disadvantaged boys;
- Queen Elizabeth's performance outcomes had increased but remained below average. It was anticipated that the work that was underway would bring results in line with the national average next year;
- East Leake had achieved a P8 score of -0.24 which was a focus rather than an attainment issue. Measures were being put in place to address this; and
- Measures were being put in place to address all of the attainment and focus issues which would be monitored closely; and

The Board considered that the acid test for the Trust's success and legacy would be the results when pupils had been a member of an Academy for the whole of their primary or secondary schooling.

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| <p>DAT/11/19/20 Agenda item 7</p> | <p><i>Part G – Accounting Officer Compliance Report</i></p> <p>Mr Pickering explained that this report was a new addition to ensure the Board was appraised of compliance issues. Issues were identified in the Accounting Officer Management Group meetings and covered both DAT and NCEAT Trusts.</p> <p>It was agreed that the Audit and Risk Committee would receive the Compliance Report and alert the Board to any concerns.</p> | |
| <p>DAT/12/19/20 Agenda item 7</p> | <p>Committee Update</p> <p><i>Governance and Partnership Committee held on 8 October 2019</i></p> <p>The meeting was not quorate as only two Trustees were present. The following was therefore agreed by the Board:</p> <ul style="list-style-type: none"> • Terms of reference were approved and adopted; • GDPR issues should be reviewed at Audit and Risk Committee; • Trustee Recruitment and Retention Proposal approved; • Member Recruitment Guidance Proposal approved; • A full skills audit of the Board Trustees should be undertaken; • The maximum number of Trustees on the Board should be ten. There were currently eight Trustees and the last two vacancies should be filled after the skills audit had been completed to identify areas which required strengthening; • A working party to develop a Trustee and Governor training plan would be formed and comprise of the Chair; Ms Thornton and Ms Elway; • The training and development programme was approved; • Mrs C Burn would join the Standards and Outcomes Committee; • Mr D Schwarz would join the Governance and Partnership Committee. Mr Schwarz would consider which other committee he would join. Committees welcomed Trustees to observe them; • It was ratified that the Board sub-committees required two trustees to be quorate; and • The exit meeting on 31 October would be attended by the DAT Chair, Mr P Mabbott, Mr Pickering as CEO and Chief Accounting Officer for both Trusts, DAT Chief Operating Officer and two trustees from NCEAT. | <p>CBP/MQ</p> <p>MQ</p> <p>MQ/AE</p> <p>PM</p> |
| <p>DAT/13/19/20 Agenda item 7</p> | <p><i>Standard and Outcomes Committee held on 15.10.19</i></p> <p>The meeting was not quorate as only two Trustees were present. Owing to the Chair of the Committee unexpectedly unable to attend the Board meeting, the minutes and decisions made would be emailed to Trustees for approval.</p> | |
| <p>DAT/14/19/20 Agenda item 7</p> | <p><i>Finance and Resources Committee held on 16.10.19</i></p> <ul style="list-style-type: none"> • The 2019/20 budgets and 3 year forecast had been reviewed. No anomalies to report; | |

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| | <ul style="list-style-type: none"> • An overview and update on the Curriculum Led Financial Planning (CFLP) had been provided; • Cash flow for the year – there were uncertainties as to when payments from ESFA and 06 would be made however none of these were critical to cashflow; • Audit Engagement Letter – this was a standard letter and the Chair would sign this after confirmation from the auditors was received in relation to the separation between DAT and NCEAT; • The Academies Financial Handbook required the Board to monitor the monthly management accounts. Mr J Rolph would continue to do undertake this on behalf of the Board and as Chair of the Finance and Resources Committee; • It was agreed that the pupil premium funding would continue to be scrutinised by the Standards and Outcome Committee to ensure it was being delivered effectively; and • A proposal for a MAT engagement questionnaire or additional question to an Academy questionnaire would be considered at the next meeting of the DAT Board on 11.12.19. | <p>JR</p> <p>JR</p> <p>MB</p> <p>MQ/CBP</p> |
| <p>DAT/15/19/20 Agenda Item 7</p> | <p>3. To note statutory update, changes to legal documents and Companies House filing.</p> <p>The following documents were approved:</p> <ul style="list-style-type: none"> • Dormant Accounts filed for Retford Academy Limited; • Confirmation Statement for DALP Trading Limited filed. Directors; • New DAT Master Funding Agreement signed and will be used for any new conversions; • New change of name from WGHS to Walton Academy Deed of Variation and Supplemental Funding Agreement signed; and • Confirmation of SBPA school house agreed purchase price of £145k. This was signed last week. <p>Shareholdings between the two Trusts needed to be formalised and the corresponding notifications filed.</p> <p>In future, policies would be divided between the Committees for their review and brought to the attention of the Board as required. Any changes to the policies would be summarised when presented to the relevant Committee.</p> <p>The possibility of staff signing policies to confirm that they have read them was discussed.</p> | <p>CBP</p> <p>AE</p> |
| <p>DAT/16/19/20 Agenda Item 7</p> | <p>4. Annual Requirements</p> <ul style="list-style-type: none"> • Trustees confirmed that they had signed the Code of Conduct; • Trustees confirmed that their Declaration of Interest Confirmation had been completed; | |

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| | <ul style="list-style-type: none"> • Browne Jacobson LLP was appointed as the Trust's legal advisors for a period of 12 months; • Smith Cooper was appointed as Trust auditors and next year (the end of year four) the process to appoint new auditors would begin. | |
| <p>DAT/17/19/20 Agenda Item 8</p> <p>DAT/18/19/20 Agenda Item 8</p> <p>DAT/19/19/20 Agenda Item 8</p> <p>DAT/20/19/20 Agenda Item 8</p> <p>DAT/21/19/20 Agenda Item 8</p> <p>DAT/22/19/20 Agenda Item 8</p> <p>DAT/23/19/20 Agenda Item 8</p> | <p>Trustee Items:</p> <p>1. NCEAT Update See confidential minute.</p> <p>2. Lead Clerk/Secretary Update The Clerk to the Board/Company Secretary post remained vacant and would be re-advertised with an updated job description.</p> <p>3. CEO Appointment Committee The CEO Appointment Committee would comprise Mr Quigley and Mr Rolph and Ms Burn would be approached to invite her to join the Committee. An external HR company would be appointed to support the process. See confidential minute.</p> <p>4. Formal Approval of SDP 2019-2022 The SDP 2019-2022 was approved.</p> <p>5. MAT Review A MAT review had been scheduled for 14 November 2019. Trustees to let Ms Elway know whether their availability.</p> <p>6. Companies House Schedule A number of minor amendments were required to the companies house schedule 07664012. Mr J Rolph would inform Ms Elway, Company Secretary and this would be amended.</p> <p>7. Decide the number of Trustees on the Board It was noted that the two Trustees appointed at this meeting were co-optees as they had not been appointed by Trust Members.</p> | <p>All Trustees</p> <p>JR/AE</p> |
| <p>DAT/24/19/20 Agenda Item 9</p> <p>DAT/25/19/20 Agenda Item 9</p> | <p>Executive Items</p> <p>1. Growth Strategy, Plans and Update This was approved by the Board.</p> <p>2. Hillocks Proposal The Hillocks primary and nursery school proposal was approved in principal and Mr Pickering would confirm this to the RSC. Due diligence would be undertaken and brought back to the Board on 12 December 2019. Mr Rolph advised that the Trust should only proceed if there was an undertaking that their requests in relation to investment required would be taken into account. Mr Pickering assured the Board that a plan would need to be agreed if the proposal was to go forward. A negative balance would not be shouldered by the Trust.</p> | |
| <p>DAT/26/19/20 Agenda Item 9</p> | <p>3. Corporate, Education and Business Strategies Approved</p> | |

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| <p>DAT/27/19/20 Agenda Item 9</p> | <p>4. Succession Transition Plan Mr Pickering provided an overview of the transition plan and the tasks completed to date. The following updates were noted:</p> <ul style="list-style-type: none"> • Number 3: Completed • Number 6: Completed • Number 7 and 8: Mr J Rolph informed the Board that these had been agreed in principle; • Number 14 and 15: On target; <p>Mr Pickering noted that DAT was in a strong position ahead of the Ofsted inspection.</p> | |
| <p>DAT/28/19/20 Agenda Item 10</p> | <p>1. Equality Act consideration All discussions took note of the Equalities Act.</p> <p>2. Any incidents to report to the Charities Commission Trustees considered this and agreed that there were no items that required reporting to the Charities Commission.</p> <p>3. Nolan Principles It was agreed that the discussions and decisions had been made in accordance with the Nolan principles.</p> <p>4. Determination of confidentiality of business Trustees considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved:</p> <ul style="list-style-type: none"> - Items discussed within agenda items 8 (1 and 3) should remain confidential to all governors and Mr Pickering. | |
| <p>DAT/29/19/20 Agenda Item 11</p> | <p>Date and time of next meeting Wednesday 11 December 2019 to include Safeguarding and GDPR training.</p> | |
| | <p>The meeting closed at 7.15 pm</p> <p>Signed.....(Chair) Date.....</p> | |