

DEALT Steering Group

September 25, 2018

<b><u>Minutes of the DEALT Steering Group</u></b> <b><u>Held at Hornbeam Primary School on Tuesday 25 September 2018</u></b>		
	<p><b>Present:</b> Jo Hygate (Chair) Exec HT Kingsdown and Ringwoud, Roger Walton Governor Kingsdown and Ringwoud School Charlotte Westmorland HT Hornbeam, Kate Luxford HT Sandown, Sandie Butcher Chair of Governors Sandown, Tracy Leighton (Head of School Downs). Matt Reynolds (Head of School Northbourne) from 2.20 pm, Justine Brown HT Deal Parochial School Peter Gibson Governor Deal Parochial School. Sharon Bailey HT Sholden CE Primary School Phil Marsh Governor Sholden CE Primary School</p> <p><b>In Attendance:</b> Adrian Smith Project Manager DEALT Nicki Street (Clerk)</p> <p><b>Apologies:</b> Alison Eyden Chair of Governors Downs and Northbourne Federation Robyn Ford Schools Officer Canterbury Diocese Gaye Walters Governor Deal Parochial School John Utting Chair of Governors Hornbeam School</p> <p><b><i>The meeting was quorate and all schools represented</i></b></p>	
<b>1</b>	<p><b>Apologies for absence &amp; Welcome</b> The meeting opened at 1.45 pm Apologies were received and accepted from: Alison Eyden Chair of Governors Downs and Northbourne Federation Robyn Ford Schools Officer Canterbury Diocese John Utting Chair of Governors Hornbeam School Gaye Walters Governor Deal Parochial School</p>	
<b>2</b>	<p><b>Notification of Business Interests</b> There were no declarations of business interest in agenda items. The following was noted: Adrian Smith Project Manager of DEALT was present at the meeting. The Clerk had been employed by KCC Governor Services and was now employed by the Education People and clerked for the 2 community schools in Deal.</p>	
<b>3</b>	<p><b>Minutes of the Meeting of 17-07-18 and 11-09-18</b>  The Minutes of the Meeting of 17-07-18 were agreed save for a typo to be corrected. The Minutes of the Meeting of 11-09-18 were considered and amendments were agreed. <b>Action</b> Clerk to amend minutes as discussed and distribute to SG Members.  Action Points of Minutes of 17-07-18 <b>Outstanding actions</b></p>	<b>Clerk</b>

	<p>Project manger to consult Trustees on Parental engagement – this had been discussed at the meeting on 11-09-18 with members and trustees Timeline to be updated.</p> <p><b>Action Points of the Minutes of 11-09-18 were reviewed</b> AP3 had been completed and discussed AP5 had been completed AP6 and AP7 had been completed Formatting changes to the Scheme of Delegation were to be completed.</p> <p><b>Action</b> Updated version of Scheme of Delegation to be available to FGBs for meeting on 02-10-18</p> <p><b>Deal Town Council</b></p> <p>Group Members discussed the fact that the local council had decided to pass a motion asking the Secretary of State for Education to halt the conversion until further consultation had taken place and the results analysed. Following discussion SG Members agreed that a statement to the Community from DEALT would be useful – and that it might be very closely based on this term’s letter to parents. <b>Action</b> The Chair to send a letter to Deal Council, Dover District Council, Charlotte Cornell Labour Candidate and local MP Charlie Elphick.</p>	<p><b>AS</b></p> <p><b>JH</b></p>
<p><b>4</b></p>	<p><b>Freedom of Information Requests and Correspondence form Parents</b> The individual schools had answered the freedom of Information requests and information requested in parent letters.</p> <p>The DfE had received a FOI request concerning correspondence with head teachers, members of the steering committee and the project manager and were now progressing that.</p> <p>The Chair had received from a Parent some notes from the first Parent Meeting on 21-06-18. A copy of this document was tabled.</p> <p>The Steering Group discussed the notes.</p> <ol style="list-style-type: none"> <li>(1) Risk Management Plan – the Chair confirmed that this was to be prepared and had not been completed as yet.</li> <li>(2) The Timeline was being redrafted but would be shared on School websites.</li> <li>(3) It was correct that those Schools who joined at the start of the MAT would be involved in shaping the MAT through the Scheme of Delegation and those who joined later would have to accept the existing structure.</li> <li>(4) The lawyers instructed are Stone King.</li> <li>(5) Correct that no size limit will be put on the MAT the size is agreed by the Trustees and the DfE.</li> <li>(6) Details of the Trustees’ accountability – it was noted that it was the Members not the Trustees who were liable to contribute £10.00 towards the</li> </ol>	

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	<p>costs of winding up the company. The Trustees would have corporate responsibility provided that they act reasonably and with regard to professional advice. The Trustees have a personal responsibility to ensure that the company acts properly gets the right advice, acts in accordance with the articles, keeps proper records, files accounts and tax returns. Any conflict of interest must be declared particularly any personal benefit from a company transaction. Trustees must not allow a company to continue trading if the debts cannot be paid. Trustees risk being fined, prosecuted or disqualified should they fail to act accordingly.</p> <p>(7) Yes the calculation is the same.                  (8) In the Scheme of Delegation                  (9) Added to the Scheme of Delegation                  (10) The Trustees would consider the triggers                  (11) Parent meeting added                  (12-14) All were agreed</p> <p>The Table of delegated decision-making was under discussion and had gone to the Trustees for comments.</p>	
<p><b>5</b></p>	<p><b>Trustee and Members Meeting 11-09-18</b></p> <p>The Project Manager updated the Group on the meeting of Trustees and Members, which took place on 11-09-18.</p> <p>The meeting was well attended and both the Trustees and Members were keen to work together to ensure that the work involved in setting up the MAT was properly carried out.</p> <p><b>Scheme of Delegation</b>                  A clarification of the roles and responsibilities was being looked at.</p> <p><b>Parent Role</b>                  To be considered further.</p> <p><b>Meeting dates</b>                  It was noted that at some MATs the Trustees meet more frequently and it was felt that the number of meetings should be open to review.</p> <p><b>Members</b>                  A concern was expressed that Members should not be there in name only and that all would attend meetings regularly.</p> <p><b>Action</b> Trustees and Members to report back to SG with thoughts on Scheme of Delegation.</p>	<p><b>Trustees/ Members</b></p>
<p><b>6</b></p>	<p><b>Scheme of Delegation</b>                  The latest Scheme of Delegation would be forwarded to SG members and should go to Governing Bodies before the joint meeting on 02-10-18.</p>	
<p><b>7</b></p>	<p><b>Finance</b>                  The Chair had reviewed the schools Individual Budgets.                  JH had sent a document to the HTs explaining the budget information.</p>	

<p>This document headed DEALT Budget Notes from the Finance Plan was tabled at the meeting.          Annual contributions from the individual schools to the MAT would be 3% of funds delegated by the LA.          Schools would continue to receive their additional funding for Pupil Premium, SEN, and Free School Meals.</p> <p>The 3% from each school (a total of approx. 188K) would cover payment of the salaries for the CEO and CFO both part time positions (110,000)          Other outgoings would be Insurances and professional services such as accountancy 20K and finance package 17K</p> <p>The ways that the costs could be offset were listed in the document.          It was noted that any profit would be put back into the company for the benefit of the pupils.</p> <p><b>Action</b> Copies Finance documents to be made available to FGBs</p> <p><b>Chair update on Finance Decisions</b></p> <p><b>Finance Package</b>          The Chair confirmed that she had to sign a contract to secure the finance package deal. This contract could be terminated without cost by 20-10-18</p> <p><b>Chief Finance Officer</b>          The finance package would be operated by the CFO.          The candidate mentioned at the last meeting had been selected and employed on a month trial.          Kingsdown School would cover the costs of the CFO salary for the first month.          The CFO would be invited to meet with the Steering Group and with the School Bursars.</p> <p><b>Conversion Grant</b>          The SG members asked why the Conversion Grant had not been received.  <b>Action</b> AS to Chase up.</p> <p><b>Academy Master Funding Agreement</b>          The Academy Master funding agreement had been distributed to Steering Group Members.</p> <p><b>Questions</b>  <b>(Q) &amp; (A)</b> In answer to a question it was confirmed that the Secretary of State does not sign the Scheme of Delegation.  <b>(Q)</b> A SG Member asked if the Articles could be changed.  <b>(A)</b> It was noted that any request for change would have to go to the DfE  <b>(Q) &amp; (A)</b> in answer to a question about the religious character of a school not being bound by the Equality Act it was confirmed that this was correct and it allowed faith schools to ask about a teacher's faith.</p>	<p>HTs</p> <p>AS</p>
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	<p>It was noted that page 21 had a reference to “levels” which had ended 2 years ago.</p>	
8	<p><b>DEALT FGBs Meeting 02-10-18</b></p> <p><b>Structure of Meeting</b> The Project Manager was preparing slides for the presentation.</p> <p>The meeting would open with the journey of the DLA to present day Reasons for forming the MAT Finance of the MAT The Schools Individual Financing The wording of the resolution that the FGBs would be asked to consider and vote on.</p> <p><b>The following documents to be available:</b></p> <p><b>Articles of Association</b> <b>Master funding agreement</b> <b>Supplemental funding agreement (document that shows the nature of the school number of pupils etc.)</b> <b>Scheme of Delegation</b></p> <p><b>(Q) &amp; (A) A question was asked about whether all 7 schools needed to vote yes to the proposal to convert to DEALT for the MAT to proceed. It was agreed that all 7 Schools needed to vote yes for conversion to proceed.</b></p> <p><b>Any other result would need a new proposal.</b></p> <p><b>Action</b> AS to email the wording of the resolution which the Governing Bodies would vote on.</p>	AS
9	<p><b>AOB</b> None</p>	
10	<p><b>Confidentiality</b> There were no confidential items.</p>	
11	<p><b>Date of Next Meeting</b> The meeting closed at 3.20 pm <b>Next DEALT Meeting to be Joint FGBs meeting to take place on Tuesday 2 October 2018 at 6.00 pm</b> <b>Next Steering Group Meeting Tuesday 9 October 2018 at 1.30 pm</b></p>	

Signed.....

Date .....

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**Actions**

<b>3 (i)</b>	Clerk to amend minutes of 110918 & correct typo minutes 1701718	<b>Clerk</b>
<b>3 (ii)</b>	Updated version of Scheme of Delegation to be available Joint Meeting of 02-10-18	<b>AS</b>
<b>3 (iii)</b>	Chair to sent letter to Deal Council, Dover District Council and local MP & Opposition Candidate	<b>JH</b>
<b>5</b>	Members & Trustees to continue review of Scheme of Delegation	<b>M&amp;T</b>
<b>7</b>	Copies Finance documents to be made available to FGBs	<b>HTs</b>
<b>7</b>	AS to chase up conversion grant	<b>AS</b>
<b>8</b>	Wording of resolution to be made available to all FGBs.	<b>AS</b>