

DEALT Steering Group

December 4, 2018

Minutes of the DEALT Steering Group Held at Hornbeam Primary School on Tuesday 4 December 2018 at 1.30 pm	
	<p>Present: Jo Hygate (Chair) Exec HT Kingsdown and Ringwould, Charlotte Westmorland HT Hornbeam, John Utting Chair of Governors Hornbeam, Kate Luxford HT Sandown, Sandie Butcher Chair of Governors Sandown, Tracy Leighton (Head of School Downs), Matt Reynolds (Head of School Northbourne), Justine Brown HT Deal Parochial School, Peter Gibson and Gaye Waters Governors Deal Parochial School. Phil Marsh (Chair of Governors Sholden)</p> <p>In Attendance: Adrian Smith Project Manager DEALT David Myatt Interim CFO DEALT Nicki Street Clerk</p> <p>Apologies: Alison Eyden Chair of Governors Downs and Northbourne Federation Sharon Bailey HT Sholden CE Primary School Robyn Ford Schools Officer Canterbury Diocese</p> <p><i>The meeting was quorate and all schools represented</i></p>
1	<p>Apologies for absence & Welcome The meeting opened at 1.30 pm Apologies were received and accepted from Alison Eyden, Robyn Ford and Sharon Bailey.</p>
2	<p>Notification of Business Interests There were no declarations of business interest save that it was noted that Adrian Smith, Jo Hygate and David Myatt are employed by DEALT. The Education People employ Nicki Street as Clerk to the Governing Body of the 2 community schools in Deal.</p>
3	<p>Minutes of the Meeting of 13-11-18 The Minutes of the Meeting of 13-11-18 were agreed and signed as a true record of the meeting. The action points were reviewed and had been completed save that AP 5 was on going, as not all the FGB meetings had taken place.</p>
4	<p>Conversion Process The Steering Group had received the following documents: <i>Master Funding Agreement (MFA)</i> <i>Individual Schools Supplemental Funding Agreements (SFA)</i></p> <p>The MFA document (worded by the DfE) included a clause requiring schools to produce performance information by reference to levels, although levels had not been in use for several years. A suggestion that this was changed had been submitted to the DfE. It was noted that the SFA documents for the 5 Church schools included updated clauses relating to sharing land as a result of an agreement with the DfE and the</p>

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	<p>Church of England.</p> <p>Staff Pensions (Q) & (A) In answer to a question regarding the future payment of Pensions it was confirmed that the Trust would take over payment of Pensions post conversion. Action The Project Manager to meet with each of the HTs before the end of term to receive an update on any building projects/repairs taking place at the Schools. Action Adrian Smith would also look at the Pensions situation and report on the impact on employer contributions by mid January 2019. (Q) & (A) A question regarding cessation liability was asked. As this question was specific to a situation which a Steering Group member had encountered. It was agreed that AS would take details and answer this question at the next meeting.</p> <p>Governing Bodies</p> <p>The Scheme of Delegation would contain the same information concerning Governor membership as the present Instrument of Government. The main change would be to the category of Local Authority Governor, which would disappear. For most schools this place on the LGB would become a governor appointed by the Trustees, but for current Voluntary Aided Church Schools a governor appointed by the Diocese and the Trustees would fill this place.</p> <p>KCC Ana Rowley KCC had been invited to attend a Steering Group Meeting.</p> <p>Schools Personnel Service (SPS) In the absence of confirmation from KCC it was assumed that Katrina Cooper of SPS would be responsible for arranging Staff TUPE Meetings. It was confirmed that SPS would send out invitations to the Staff and liaise with the trade unions. The plan would be to have 2 or 3 TUPE Meetings rather than 7 separate meetings. KCC is the employer at 5 Schools and the Governors are the employer at Deal Parochial and Sholden (Voluntary Aided Church Schools). (Q) & (A) In answer to an SG Member question it was confirmed that the meetings were expected to take place late January/early February 2019 subject to confirmation by KCC.</p>	<p>AS</p> <p>AS</p>
<p>5</p>	<p>Finance David Myatt, interim CFO presented on this issue. A document was tabled by the CFO regarding savings that could be made post-conversion.</p> <p>Lloyds Bank had been appointed as the bankers to the Trust.</p> <p>A new finance package from HCSS had been purchased which would be able to cover finance systems, HR and pay roll.</p>	

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	<p>The new finance system would enable staff to update their own details completing sickness and training information. The CFO gave a brief summary of areas where savings could be made.</p> <p>Utilities All Schools were using Lazer. The Group agreed that it would be useful to look at other suppliers.</p> <p>IT Broadband in particular was very expensive and it was expected that improvements could be made. A future model was likely to use an internal server and off site back up.</p> <p>The Finance document was confidential at present as it was “a work in progress”. It was agreed that the document should be shared with Governors and further information would be available for the DEALT SG meeting in January. Action David Myatt to email finance document to SG Members</p>	CFO
6	<p>Any other business</p> <p>Scheme of Delegation Action Project Manager to email the latest version of the Scheme of Delegation to SG Members.</p> <p>Marketing The SG members were asked to put out a request for marketing skills.</p>	AS
7	<p>Confidentiality Finance document presented by David Myatt.</p>	
8	<p>Date of Next Meeting The meeting closed at 3.30 pm Next DEALT Meeting to take place on Tuesday 15 January 2019 at 1.30 pm</p>	

Signed.....

Date

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Actions

4(i)	The Project Manager to meet with the HTs before the end of term to receive an update on any building projects/repairs taking place.	AS
4 (ii)	Project Manager to look at the Pensions situation and report on the impact on employer contributions by mid January 2019.	AS
5	David Myatt to email finance document to SG Members	CFO
6	Project Manager to send latest Scheme of Delegation to SG	AS