

DEALT Steering Group

July 17, 2018

<b>Minutes of the DEALT Steering Group Held at Hornbeam Primary School on Tuesday 17 July 2018</b>	
	<p><b>Present:</b> Jo Hygate (Chair) Exec HT Kingsdown and Ringwold, Kate Luxford HT Sandown, Sandie Butcher Chair of Governors Sandown, Catherine Karunaratna (Exec HT Downs and Northbourne Federation), Tracy Leighton (Head of School Downs), Justine Brown HT Deal Parochial School, Peter Gibson and Gaye Waters Governors 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 Robyn Ford Schools Officer Canterbury Diocese</p> <p><b>Apologies:</b> Charlotte Westmorland HT Hornbeam School Matt Reynolds (Head of School Northbourne) Roger Walton Governor Kingsdown and Ringwold School Alison Eyden Chair of Governors Downs and Northbourne Federation John Utting Chair of Governors Hornbeam</p> <p><b><i>The meeting was quorate - Hornbeam School was not represented as the HT and Governors were not available having received notice of an Ofsted inspection.</i></b></p>
<b>1</b>	<p><b>Apologies for absence &amp; Welcome</b></p> <p>The meeting opened at 1.30 pm Apologies were received and accepted from: Charlotte Westmorland HT Hornbeam School Matt Reynolds Head of School Northbourne Roger Walton Governor Kingsdown and Ringwold School Alison Eyden Chair of Governors Downs and Northbourne Federation John Utting Chair of Governors Hornbeam School</p>
<b>2</b>	<p><b>Notification of Business Interests</b></p> <p>There were no declarations of business interest. It was noted that Adrian Smith Project Manager of DEALT was present and Robyn Ford schools officer Canterbury Diocese.</p>
<b>3</b>	<p><b>Minutes of the Meeting of 02-07-18</b></p> <p>The Minutes of the Meeting of 02-07-18 were agreed and signed as a true record of the meeting. <b>The action points had been completed.</b> The minutes of the meeting of 19-06-18, which had been agreed on 02-07-18, were signed off.</p>
<b>4</b>	<p><b>Scheme of Delegation</b></p>

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<p><b>The Steering Group considered the amended scheme of delegation v2 13 July 2018) - additional wording was in blue.</b></p> <p><b>Page 3</b> Discussion took place regarding the continuance of the Governing Body post conversion and whether there would be new terms of office for members. The Project Manager suggested that the existing terms of office were continued.</p> <p>One School raised a query concerning the position of their LA Governor. The Governing Body wanted the LA Governor to continue in a new position. It was explained that Co-opted Governors would become Governors appointed by the Trustees.</p> <p>The suggestion had been made for 7 Governors in this category but there was no reason why this figure could not be 8.</p> <p>A Church School raised the issue of their LA Governor being moved to the Foundation category and it was noted that the position was the same as at present in that the Diocese would need to approve a Foundation Governor.</p> <p><b>Page 4</b> The Power to suspend a Trustee – it was agreed that this whole sentence would be removed.</p> <p><b>Page 4</b> An additional paragraph on the position of Community Schools had been added.</p> <p>The statement that DEALT does not intend to make any changes to character and ethos should read, “DEALT will not make any changes to the character and ethos of any of its schools.”</p> <p><b>Action</b> The Trustees to see and agree these changes. The Project Manager to send a copy to the proposed Trustees for approval. Clerk to confirm Trustees’ email addresses to Project Manager.</p> <p><b>Page 8 Appointment of Members</b> A query was raised as to the appointment of members by other members and the fact the non-church member would be in a minority. The Project Manager confirmed that the Articles would be worded that the decision by Members must be unanimous. <b>Action</b> Project Manager to reword</p> <p><b>Page 16</b> Scheme of Delegation termination Sentence to be deleted.</p> <p><b>Policies</b> LGBs would be able to have their own individual policies but most policies would be standard as at present. The LGBs own policies would need to be ratified by the Trustees.</p> <p><b>Parent Councils</b></p>	<p><b>AS/ Clerk</b></p> <p><b>AS</b></p>
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	<p>A lengthy discussion took place on the subject of parent councils, how the Councils would work and alternative suggestions to encouraging parental engagement.</p> <p><b>Decision and Action</b> It was agreed that the proposed Trustees should be involved in the decision making process on this issue. Consultation to take place with Trustees.</p>	<b>AS/JH</b>
<b>5</b>	<p><b>Articles of Association</b></p> <p>The Articles had been sent to the Solicitors and would be forwarded to the DfE. The DfE should consider over the summer holiday.</p> <p><b>Decision</b> Registered address of the company would be Kingsdown and Ringwould School.</p> <p><b>Conversion Plan</b> KCC wanted only 2 schools to convert at a time. Conversations continued to take place with Ana Rowley at KCC.</p> <p>The DfE agreed with DEALT Steering Group that converting only 2 schools at a time was not the best plan. The DfE favoured the conversion of 4 schools at a time with the start date of <b>01-12-18 and the rest converting by 01-01-19.</b></p> <p><b>Action</b> The Project Manager to update the timeline.</p> <p><b>Action</b> EO meetings will need to take place for Governors to make final decision on conversion.</p>	<b>AS</b>          <b>All Schools</b>
<b>6</b>	<p><b>Finance Budget</b> The budgets would be worked on over the summer holiday.</p> <p><b>Finance Systems</b> Options were considered with the assistance of the Downs Bursar and the two Finance Trustees. Requirements were: cloud based, good prompt support, fully integrated. HCSS and PS financials were the two front-runners. Weightings and scores carefully considered. Decision still to be made but likely to be HCSS most competitive cost wise.</p> <p><b>(Q) &amp; (A) In answer to a question concerning costs in year 4 it was noted that costs were only quoted for 3 years but no significant change was anticipated.</b></p> <p><b>Bank Accounts</b> A similar assessment would be carried out. Proposal would be for one bank account with schools having individual costs centres. This would avoid cash flow problems and more interest would be obtained. Ring-fencing would take place to protect each school's individual finances</p> <p><b>CFO</b> 2 possible candidates had been interviewed. References were being sought for one of the candidates.</p>	

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<b>7</b>	<b>Any other Business</b> <b>FOI Requests</b> All Schools had received a FOI request to supply all correspondence from the individual HTs to the DfE (from June 2017) It was agreed that this was the original application to the DfE and the academy order (although this was sent to the Chair of Governors at each school) but would be supplied to ensure transparency.  A further FOI request had been received concerning the parent consultation forms. All Schools would supply the information. Forms were anonymous and the comments written could be supplied without GDPR implications. Requests should be supplied within 20 school days, which meant by mid September – the last day of term for most DLA schools was 20 July 2018.  <b>Deal Town Council Meeting – 10-09-18 at 2 pm</b> The Chair of the Steering Group would attend this meeting.	
<b>8</b>	<b>Confidentiality</b> None	
<b>9</b>	<b>Date of Next Meeting</b> The meeting closed at 3.15 pm <b>Next DEALT Meeting to take place on Tuesday 11-09-18 at 1.30 pm</b>	

Signed.....

Date .....

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**Actions**

<b>4</b>	The proposed Trustees to agree the Scheme of Delegation. Project Manager to contact to arrange a meeting date. Clerk to confirm email addresses.	<b>AS/Clerk</b>
<b>4</b>	Scheme of Delegation – page 8 members appointing trustees. Project Manager to reword	<b>AS</b>
<b>4</b>	Trustees to be consulted regarding Parental Engagement.	<b>AS/JH</b>
<b>5</b>	Project Manager to update timeline	<b>AS</b>
<b>5</b>	FGBs to hold EO Meetings to make decision on conversion.	<b>All Schools</b>