

DEALT Steering Group

June 19, 2018

<u>Minutes of the DEALT Steering Group</u> <u>Held at Hornbeam Primary School on Tuesday June 19 2018</u>	
	<p>Present: Jo Hygate (Chair) Exec HT Kingsdown and Ringwoud, Charlotte Westmorland HT Hornbeam, , Kate Luxford HT Sandown, Catherine Karunaratna (Exec HT Downs and Northbourne Federation), Justine Brown HT Deal Parochial School, Peter Gibson and Gaye Waters Governors Deal Parochial School. Phil Marsh Governor Sholden CE Primary School Roger Walton Governor Kingsdown and Ringwoud School</p> <p>In Attendance: Adrian Smith Project Manager DEALT</p> <p>Apologies: Nicki Street Clerk Robyn Ford Schools Officer Canterbury Diocese John Utting Chair of Governor Hornbeam School Alison Eyden Chair of Governors Downs and Northbourne Federation Sharon Bailey HT Sholden CE Primary School Matt Reynolds HoS at Northbourne Tracy Leighton HoS at The Downs</p> <p><i>The meeting was quorate</i> <i>Notes taken by Justine Brown and transcribed by Nicki Street</i></p>
1	<p>Apologies for absence & Welcome The meeting opened at 1.30 pm Apologies were received and accepted from Nicki Street, Robyn Ford, Sandie Butcher, Sharon Bailey, John Utting, Alison Eyden, Matt Reynolds, Tracy Leighton</p>
2	<p>Notification of Business Interests Adrian Smith as project manager of the DEALT MAT acts in an advisory role to the steering group</p>
3	<p>Minutes of the Meeting of 05-06-18 The minutes of the meeting of 05-06- 2018 were agreed and the Action Points were reviewed. The minutes were not signed as the Clerk was absent.</p> <p>The position regarding the publishing of steering group minutes on school websites was discussed and it was decided that it would be from this meeting. There are now GDPR implications that need to be thought through in terms of any minutes that end up in the public domain.</p>
4	<p>Scheme of Delegation The scheme continues to be reviewed by each school's Governing Body and it</p>

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	<p>remains in draft form. The parent meeting on Thursday eve (21.06.2018) at the Landmark Centre will give parents the opportunity to see and comment on this document.</p>	
5	<p>Parents and Staff Consultation Meetings Each schools Full Governing Body needs to collect and review parents' thoughts and comments from the consultation forms. This needs to be minuted by July 2018.</p> <p>Questions and answers sheets to be published on each school website. These should be updated in light of future questions - written or oral.</p> <p>Extra Ordinary Governors meeting to be held at Sandown next week (depending on Governor's availability) to discuss all parent responses to the consultation.</p> <p>The parent issue at Sandown has been time consuming and stressful with a particular impact on the Chair of Governors. There has also been positive support to the HT from parents at Sports Day.</p> <p>The recent public/union meeting was also discussed. The NEU will not hold another meeting.</p> <p>The Downs have had a request for the last three years of FGB minutes, but due to GDPR restrictions these will have to be reviewed before they are published.</p> <p>AS advised that when considering consultation responses, schools should not interpret no response as tacit support for the proposal; at best it indicates no view.</p>	
6	<p>Parent Meeting The meeting will take place on Thursday 21 June at the Landmark Centre at 6.30pm. The focus is on the Scheme of Delegation. A letter will be sent out to all parents explaining that this is the only item on the agenda. Members of the steering group and from FGBs are also invited to attend.</p> <p>Action CK to send out a draft letter to all schools which will be sent out on 20.06.2018 Heads to invite FGB to meeting</p> <p>Comments from the meeting will then be reported to the next steering group.</p>	CK
7	<p>DfE and Time line The current time line from the DfE and Kent, is a conversion of two schools each month starting in October 2018. The steering group felt that November 2018 was more realistic for the first conversion- as the Articles and Finance plan still needed to be created and presented.</p> <p>Four finance systems have been looked at by the CEO, finance trustee and a bursar. Costings will be reviewed and a proposal will be put to the steering group.</p> <p>An accountancy firm has been approached to support us in the creation of a finance plan for the MAT. This will also include AS and the two finance trustees.</p>	

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	<p>CEO continues to visit successful MATs to ascertain where they have made financial savings.</p> <p>Banks- Quotes have been asked for from Nat West, Lloyds and Barclays</p> <p>CFO- The CEO put a proposal that the steering group considers the use of an agency to bring in financial project management for the MAT for the first stage, instead of a permanent CFO role. This would allow flexibility as the role develops and means the steering group is not committing to a full time contract. This would give the MAT time to establish and for the trustees to review the skill set required for the CFO after 3 months to compliment the current skills found in our bursars. The steering group agreed to explore this option</p> <p>Action JH to contact agencies</p> <p>The current top slice brings in an income of £190,000. Schools can now half their original contribution due to the MAT Improvement and Development Fund grant of £100,000</p>	
8	<p>AOB</p> <p>AS suggested that the rest of the trustees should start to be involved.</p> <p>Action- CEO to email additional finance trustee</p> <p>The Bursar meeting has already identified savings that can be made through economies of scale and by benchmarking against each other.</p>	
9	<p>Confidentiality</p> <p>See meetings</p>	
10	<p>Date of Next Meeting</p> <p>The meeting closed at 3.00pm</p> <p>Next DEALT Meeting to take place on Monday 2nd July 2018</p>	

Signed.....

Date

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Actions

6	To send out draft letter to all schools	CK
7	To contact finance recruitment agencies	JH