
DEALT Steering Group

September 11, 2018

Minutes of the DEALT Steering Group
Held at Hornbeam Primary School on Tuesday 11-09-18

Present: Jo Hygate (Chair) Exec HT Kingsdown and Ringwold, Charlotte Westmorland HT Hornbeam, John Utting Chair of Governors Hornbeam, Kate Luxford HT Sandown School, Tracy Leighton (Head of School Downs), Matt Reynolds (Head of School Northbourne), Peter Gibson Governor Deal Parochial School. Robyn Ford Schools Officer Canterbury Diocese
Sharon Bailey HT Sholden CE Primary School
Phil Marsh Governor Sholden CE Primary School

In Attendance:

Adrian Smith Project Manager DEALT

Apologies:

Roger Walton Governor Kingsdown and Ringwold School
Alison Eyden Chair of Governors Downs and Northbourne Federation
Justine Brown HT Deal Parochial School
Gaye Walters Governor HT Deal Parochial School
Sandie Butcher Chair of Governors Sandown School

The meeting was quorate and all 7 schools were represented

1 Apologies for absence & Welcome

The meeting opened at 1.30 pm
Apologies were received and accepted from
Roger Walton Governor Kingsdown and Ringwold School
Alison Eyden Chair of Governors Downs and Northbourne Federation
Justine Brown HT Deal Parochial School
Gaye Walters Governor HT Deal Parochial School
Sandie Butcher Chair of Governors Sandown School

Letter to Governors

The Chair gave an update of events that had occurred at the end of last term and over the summer holiday.
On the final day of term all 7 schools had received letters from a parent/parents addressed to the individual school governors.
This matter would be discussed later in the meeting.

Press

The East Kent Mercury had decided to run a story on Deal Schools during July. Although, a reply had been prepared from DEALT insufficient notice was given before publication and it was not possible given the holiday period to respond.

Dover District Council

It was understood that Dover District Council (DDC) had passed a motion stating the DEALT Consultation had not been carried out properly but no details had been provided and there had been no communication from DDC.

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| 2 | <p>Notification of Business Interests</p> <p>There were no declarations of business interest in agenda items. The following was noted: Adrian Smith Project Manager of DEALT and Robyn Ford Schools Officer Canterbury Diocese were 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> | |
| 3 | <p>Minutes of the Meeting of 17-07-18</p> <p>The Minutes of the Meeting of 17 July were discussed and 3 small amendments agreed. Action Clerk to amend Steering Group Minutes of 17 July 2018. The Minutes to be signed off at the next DEALT SG Meeting. The Action Points were discussed AP 4(1) The Trustees were meeting on 11-09-19 at 4.30 pm and would discuss the Scheme of Delegation and parental engagement. AP4 (2) It was agreed to amend the statement on ensuring no change to the ethos of schools to ensure that the statement was firm and clear. AP 5 (1) A new timeline would be provided following today's meetings. Discussion to take place later in the Meeting. AP5 (2) All FGBs to hold EO meetings to make final decision on conversion - timings to be discussed later in the meeting.</p> <p>Deal Town Council Meeting (Q) & (A) In response to a question from the Group the Chair explained that she had intended to meet with Deal Councillors on 10-09-18 but had presumed that this was a private meeting when in fact it was a public meeting. In these circumstances she had decided not to attend but was happy to individually meet with councillors to discuss any concerns.</p> <p>The Meetings organised by DEALT to discuss parental concerns were taking place on 13-09-18 and 25-09-18.</p> <p>Scheme of Delegation Steering Group Members made the following comments on the latest version of the Scheme of Delegation v3 (6): It was noted that Page 6, which was highlighted in red, was a key change, which had been agreed. Page 10 – A formatting change was recommended. Formatting changes to the appendices were also suggested.</p> | Clerk |
| 4 | <p>Freedom of Information Requests</p> <p>FOI requests - Chair of Steering Group Discussion took place regarding the FOI requests received by Schools. The Chair of the Steering Group had received a request to provide copies of all of</p> | |

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| | <p>her communication with the Steering Group. The information was being collated.</p> <p>Governor request letters Most schools had not replied to the letters received on the last day of term. It was noted that the letters varied in content. Some schools had been asked for financial information and others for a personal reply from individual Governors. Most Schools would have their first FGB meeting September/October and would then discuss their response. It was noted that the letters were not FOI requests.</p> | |
| <p>5</p> | <p>Letter to Parents The Group discussed a copy of the proposed letter to Parents, which was tabled at the meeting. An amendment to the letter was suggested as follows: DEALT will not make any changes to the character and ethos of its schools It was agreed that a further paragraph emphasising why the MAT was being proposed would be included. Action Proposed letter to Parents to be amended as discussed.</p> <p>New Parents It was agreed that the individual schools would decide how to communicate to new parents.</p> <p>Letter to Keith Abbott Director of Education KCC The Chair had sent a letter replying to Keith Abbott of KCC in July and again at the start of term. There had been no response. The Group expressed surprise at KCC's remarks about payment of services to the Education People, which were both inaccurate and misleading.</p> | <p>JH</p> |
| <p>6</p> | <p>Articles</p> <p>Timeline The Project Manager confirmed that the DfE required the individual Governing Bodies to have voted in favour of the proposal before conversion dates could be finalised. The DfE would prefer that 4 schools converted in the first batch. Following discussion on timings it was agreed that it would be helpful to have a meeting of the Governing Bodies of all 7 schools. Decision A Meeting of all 7 Governing Bodies to take place at Hornbeam School on Tuesday 2 October 2018 at 6.00 pm The Financial Picture to be available at this meeting Purpose of the meeting to discuss the resolution to be made by each governing body. Project Manager to give a presentation. Action Clerks/HTs to notify all Governors of joint meeting on 02-10-18 at 6pm. Action Trustees/Members to be invited to joint FGB meeting</p> | <p>HTs/Clerks AS</p> |

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| | <p>All Governing Bodies to have met by half term. A Dealt Steering Group Meeting to take place Tuesday 30 October 2018</p> <p>Articles The Articles to be circulated to the FGBs. It should be explained that the Articles establish the company. It was noted that the Articles did not contain gender-neutral terms but this was a change that could not be made.</p> | |
| 7 | <p>Finance The Chair tabled finance documents, which would be considered in detail by the HTs at their meeting on 18-09-18. Discussion took place regarding the financial position of the 7 schools. It was noted that benchmarking would be useful and that at present the schools put items under different cost codes. 188K would pay for the CFO, the CEO and insurance. (Q) & (A) In answer to a Group member's question as to whether savings could be made it was clear that there were many areas where negotiating as a MAT would result in savings. For example, the CFO would be able to negotiate a finance package for items such as, broadband.</p> <p>(Q) A member asked if working together financially was possible should the Schools decide not to become a MAT. (A) It was clear that as there would be no financial accountability this was not feasible.</p> <p>The Steering Group members commented that those opposing the MAT were giving the impression that all would be "rosy" if schools remained with the LA. It was important to have the financial evidence to show that this was clearly not the case.</p> | |
| 8 | <p>AOB The SG members were reminded of the Public Meeting Dates 13-09-18 and 25-09-18 at Deal Town Hall and Deal Parochial School.</p> | |
| 9 | <p>Confidentiality There were no confidential items.</p> | |
| 10 | <p>Date of Next Meeting The meeting closed at 4.00 pm</p> <p>Next DEALT Steering Group Meeting to take place on Tuesday 25 September 2018 at 1.30 pm. A Dealt Steering Group Meeting to take place Tuesday 30 October 2018</p> <p>A Meeting of the Governing Bodies all 7 Schools to take place on</p> | |

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| Tuesday 2 October 2018 at 6.00 pm at Hornbeam Primary School |
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Signed.....

Date

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Actions

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| 3 | Clerk to amend Steering Group Minutes of 17 July 2018 | Clerk |
| 5 | Proposed letter to Parents to be amended as discussed | JH |
| 6 | Clerks/HTs to notify all Governors of joint meeting on 02-10-18 at 6pm. | FGB Clerks/HT |
| 6 | Trustees & Members to be invited to joint FGB meeting | AS |