

DEALT Steering Group

October 9, 2018

Minutes of the DEALT Steering Group Held at Hornbeam Primary School on Tuesday 09 October 2018	
	<p>Present: Jo Hygate (Chair) Exec HT Kingsdown and Ringwould, 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), Alison Eyden Chair of Governors Downs and Northbourne Federation Justine Brown HT Deal Parochial School (from 1.45 pm), 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>In Attendance: Adrian Smith Project Manager DEALT David Myatt interim DEALT CFO Nicki Street Clerk</p> <p>Apologies: Roger Walton Governor Kingsdown and Ringwould School John Utting Chair of Governors Hornbeam Robyn Ford Canterbury Diocese <i>The meeting was quorate and all schools represented</i></p>
1	<p>Apologies for absence & Welcome The meeting opened at 1.35 pm Apologies were received and accepted from Roger Walton, John Utting and Robyn Ford David Myatt the interim CFO was welcomed to the meeting and introductions were made. (Q) The new CFO was asked what his priorities would be this month. (A) It was noted that the first steps would be compliance, getting to know the bursars and looking at the finance systems.</p>
2	<p>Notification of Business Interests There were no declarations of business interest. Adrian Smith, the Project Manager and David Myatt, CFO were both employed by DEALT. The Education People employed Nicki Street as Clerk to the Governing Body of the 2 community schools in Deal.</p>
3	<p>Minutes of the Meeting of 25-09-18</p> <p>The Minutes of the Meeting of 25-09-18 were agreed and signed as a true record of the meeting. The action points were reviewed all had been completed. It was noted that the Members and Trustees were still reviewing the Scheme of Delegation. AS confirmed that he had chased up the conversion grant and Schools had been</p>

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	<p>asked to complete a further form.</p> <p>The minutes of 17-07-18 and 11-09-18 were signed off. These minutes would now be made available on school websites.</p>	
4	<p>DEALT FGB Joint meeting 02-10-18 The Group reviewed the Meeting of 02-10-18. The Clerk's notes had been distributed. All 7 Schools had been represented and the numbers of Governors present from each School had been noted.</p> <p>The main concerns expressed by Governors revolved around the belief that there would be more layers of leadership and control by the centre. It was hoped that these issues had been addressed.</p> <p>Finance Paper distributed At the joint meeting a Governor had queried what would happen financially if Schools stayed with the LA. The Chair had prepared a document, which was tabled at the meeting. Figures were based on all schools and included the current figures for Northbourne, Hornbeam and Kingsdown.</p> <p>(Q) A Governor asked if the financial position should these schools become a MAT be added in additional columns to the same sheet. (A) It was noted that this was difficult due to different systems and lots of contracts to check but the CFO would look at how this could be done.</p> <p>It was clear that all Schools would need to restructure in the next few years if they stayed as they were.</p> <p>A Governor commented that the Governing Bodies of the 7 Schools were being asked to make a leap of faith as far as finance was concerned. (Q) A question was asked as to when there would be concrete evidence of the finance position. (A) It was felt that now the CFO was in place the finance situation would be much clearer in the next month. What was clear now was that schools would not be worse off should they join the MAT.</p> <p>Discussion took place regarding the need for a Finance FAQ page, which could be added to all the Schools' websites.</p> <p>Budgets after conversion It was noted that Parents did not realise that the budget would still go to the schools. The 3% figure would then go to the central pot. The individual schools will still budget and LGBs will be responsible for agreeing the budget as now. It was agreed that this fact should be made clear to Parents in the FAQs.</p> <p>Compliance</p>	

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	<p>SFVS does not happen in academies but the LGBs would need to show that they are compliant and accountable. An audit by accountants takes place every year and the CEO personally signs off that the accounts have been prepared properly. Everyone sees the full accounts of an academy trust LA accounts are not seen.</p> <p>The Trustees whilst ultimately accountable for all 7 schools will delegate budget responsibility to the LGBs.</p> <p>(Q) A question was asked regarding the intended use of the conversion funds. A) This fund would cover the initial salaries of the CFO, CEO, Project Manager, KCC fees, the Diocese fee, legal costs and the initial cost of the finance system.</p> <p>Action The Project Manager to prepare a finance FAQ sheet.</p>	AS
5	<p>DEALT Steering Group Meeting 30-10-18 A Steering Group Meeting would take place on 30-10-18 to discuss the outcome of the votes on the Resolution. Action all Schools to email their Governing Body decisions to the Chair. Emails should not copy in the other schools.</p> <p>(Q) A Group member queried whether the meeting to vote on the resolution needed to take place before the half term. (A) It was confirmed that all schools had to have met to discuss and vote on the resolution by 20-10-18. The DfE wanted to know where the Schools stood. Discussion took place regarding the type of ballot and the use of video link. It was noted that this was a matter for the individual schools who needed to comply with their own terms of reference. If one school voted No a reassessment would be needed.</p> <p>(Q & (A) A Governor queried the wording in the resolution and commitment to convert that it included. It was confirmed that this commitment was necessary at this stage in order to make progress with the conversion. The final commitment to convert occurs when Trustees sign the funding agreements with the Secretary of State and Governors would meet again beforehand to confirm their understanding that everything was in place to secure conversion and that they agreed to the funding agreement for their school being signed.</p> <p>The wording of the resolution needed to be the same for all schools and should not be changed.</p> <p>Any comments should be recorded in the minutes and no caveats to be applied. If the resolution could not be agreed as it is, then the vote must be a No.</p>	HTs

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	Conversion - point of no return Once the Trustees sign the funding agreement this would be the point of no return.	
6	AOB DEALT training day – HTs to discuss arrangement for this day after the Steering Group Meeting. Change.org petition It was understood that a new petition had been organised by some parents and a question was asked on the relevance of the number of signatures. Action AS to find out if certain triggers applied.	AS
7	Confidentiality There were no confidential items.	
8	Date of Next Meeting The meeting closed at Next DEALT Meeting to take place on Tuesday 30 October 2018 at 1.30 pm	

Signed.....

Date

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Actions

4	Project Manager to prepare a finance FAQ sheet	AS
5	Schools to email their Governing Body decisions to the Chair.	HTs
6	AS to find out about petition "triggers".	AS