

DEALT Steering Group

October 30, 2018

Minutes of the DEALT Steering Group Held at Hornbeam Primary School on Tuesday 30 October 2018		
	<p>Present: Jo Hygate (Chair) Exec HT Kingsdown and Ringwold, Charlotte Westmorland HT Hornbeam, John Utting Chair of Governors Hornbeam, Kate Luxford HT Sandown, Sandie Butcher Chair of Governors Sandown, Peter Gibson Governor Deal Parochial School, Sharon Bailey HT Sholden CE Primary School and Phil Marsh Chair of Governors Sholden CE Primary School.</p> <p>In Attendance: Nicki Street (Clerk) Adrian Smith Project Manager DEALT David Myatt, Interim CFO, DEALT</p> <p>Apologies: Roger Walton Governor Kingsdown and Ringwold School Alison Eyden Chair of Governors Downs and Northbourne Federation Robyn Ford Schools Officer Canterbury Diocese Justine Brown HT Deal Parochial School Gaye Waters Governor Deal Parochial School Matt Reynolds Head of School Northbourne</p> <p><i>The meeting was quorate</i></p>	
1	<p>Apologies for absence & Welcome The meeting opened at 1.30 pm Apologies were received and accepted from Roger Walton, Alison Eyden, Robyn Ford, Justine Brown, Gaye Waters and Matt Reynolds</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 9 October 2018 The Minutes of the Meeting of 09-10-18 were reviewed. The action points had been completed. An amendment to the draft minutes of 9 October was agreed. Action Clerk to amend minutes of 09-10-18 Action Clerk to resend all signed off minutes from this academic year. Action The notes from the FGB joint meeting on 02-10-18 to be an agenda item at the next Steering Group.</p>	<p>Clerk Clerk Clerk</p>
4	<p>DEALT Resolution – FGB Meetings The Steering Group reviewed the FGB Resolution meetings. All FGBs had supported the Resolution. It was noted that the main concerns expressed by Governors were financial and ensuring that their Schools would not be worse off should they become a MAT.</p>	
5	<p>Finance David Myatt, interim CFO, presented on this item.</p>	

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	<p>A paper <i>Updated Notes from the Finance Plan</i> was tabled by the CFO. The CFO thanked the Schools for the welcome shown to him by their Staff and confirmed that the site visits he had made had been very informative. The summary on the final page of the tabled paper confirmed the areas, which had been considered:</p> <p>Contracts that could be removed Contracts that would be consolidated. IT Management IT Management was an area where sharing resources could make considerable savings. It was noted that some schools were paying extortionate sums for Broadband. The CFO believed that taking account of all areas and the costs involved for audits and the finance package, a saving in the region of 74K was possible. KCC contracts were particularly expensive for example, grounds work and insurances and were not good value.</p> <p>Next Steps The CFO would be speaking with accountants and bankers. Action CFO to produce a Paper to Governors by December FGB meetings Looking at School level examples of savings.</p> <p>Questions to CFO (Q) A question was asked as to whether the CFO felt that there was HR expertise within the Schools. (A) It was confirmed that there was probably the capability to do admin HR work. However, the School bursars were not HR specialists so the HR role was likely to be filled from outside. It would be possible to train bursars in other areas such as pay roll.</p>	CFO
6	<p>DEALT Training Day This item was not minuted. It was decided that the Feedback discussion meeting would take place between HTs after the Steering Group Meeting had concluded.</p>	
7	<p>AOB Trustees – Agenda item next meeting to discuss what additional skills would be helpful to the Board.</p>	
8	<p>Confidentiality There were no confidential items.</p>	
9	<p>Date of Next Meeting The meeting closed at 2.30 pm Next DEALT Meetings to take place on Tuesday 13 November and Tuesday 4 December 2018</p>	

Signed.....

Date

Initialled Chair of Committee.....
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Actions

3	Clerk to amend minutes of 09-10-18 Clerk to resend all signed off minutes from this academic year. The notes from the FGB joint meeting on 02-10-18 to be an agenda item at the next Steering Group.	Clerk
5	CFO to produce a Paper to Governors by December FGB meetings Looking at School level examples of savings.	CFO