

DEALT Steering Group

November 13, 2018

<b>Minutes of the DEALT Steering Group</b> <b>Held at Hornbeam Primary School on Tuesday 13-11-18 at 1.30 pm</b>	
	<p><b>Present:</b> Jo Hygate (Chair) Exec HT Kingsdown and Ringwould, Charlotte Westmorland HT Hornbeam, John Utting Chair of Governors Hornbeam Kate Luxford HT Sandown, Sandie Butcher Chair of Governors Sandown, Tracy Leighton (Head of School Downs). Matt Reynolds (Head of School Northbourne), Justine Brown HT Deal Parochial School, Peter Gibson and Gaye Waters Governors Deal Parochial School, Sharon Bailey HT Sholden CE Primary School, Phil Marsh Chair of Governors Sholden CE Primary School</p> <p><b>In Attendance:</b> Adrian Smith Project Manager DEALT David Myatt DEALT interim CFO Nicki Street Clerk Robyn Ford Schools Officer Canterbury Diocese</p> <p><b>Apologies:</b> Roger Walton Governor Kingsdown and Ringwould School Alison Eyden Chair of Governors Downs and Northbourne Federation</p> <p><b><i>The meeting was quorate and all schools represented</i></b></p>
<b>1</b>	<p><b>Apologies for absence &amp; Welcome</b> The meeting opened at 1.30 pm Apologies were received and accepted from Roger Walton and Alison Eyden</p>
<b>2</b>	<p><b>Notification of Business Interests</b> There were no declarations of business interest save for the following: Adrian Smith, Jo Hygate and David Myatt are employed by DEALT The Education People employ Nicki Street as Clerk to the Governing Body of the 2 community schools in Deal.</p>
<b>3</b>	<p><b>Minutes of the Meetings of 09-10-18</b></p> <p><b>Minutes of 09-10-18</b> The amended minutes of the Steering Group Meeting of 09-10-18 were agreed and signed as a true record of the meeting. The Action Points were reviewed and had been completed.</p> <p><b>Notes of the Joint FGB meeting of 02-10-18</b> Amendments had been suggested and these were agreed.</p> <p><b>Minutes of 30-10-18</b> Amendments had been suggested and these were agreed.</p> <p><b>Action</b> Clerk to amend minutes 02-10-18 and 30-10-18 as discussed and DEALT SG Minutes of 09-10-18 to be made available on school websites.</p> <p><b>Individual FGBs' Minutes October 2018</b> Discussion took place regarding the 7 Schools FGBs' Meeting Minutes from October. It was noted that these minutes needed to be agreed and signed off by</p>

**Clerk/  
HTs**

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	<p>the individual FGBs at their next meeting before being made public. The decisions reached at those meetings could be communicated earlier if Governors all agreed. <b>Action</b> Governors of the 7 Schools to be asked via email if they agreed that the decision reached at the October FGB Meetings be communicated to Parents.</p> <p><b>Parent Meetings</b> A Parent had requested copies of the minutes of the Parent Meetings held this academic year. Notes were taken by HTs present at the meetings. HTs needed to confirm their agreement to the drafts provided. <b>Action</b> HTs to confirm consent to JH</p>	<p><b>Chairs of Governors</b></p> <p><b>HTs</b></p>
4	<p><b>Timeline</b> The Project Manager gave an update on the Timeline, which was based on 6 or 7 Schools converting on 01-04-19. At the next SG Meeting on 04-12-18 the Steering Group would look again at the Master Funding Agreement and the Supplemental Agreement.</p>	
5	<p><b>Anti Academy Alliance Public Meeting 01-11-18</b> A Meeting had taken place on 1 November 2018. Some Schools had received a request from Jack Tyler of the National Education Union for their October meeting minutes. Schools had replied explaining that these minutes would not be available until agreed and signed off at their next FGB Meetings.</p> <p><b>Parent E-mails</b> Discussion took place regarding the parent emails of 15-11-18 received by the Chair of Governors of all 7 Schools. <b>A request was made as follows:</b> <i>1. That parents and staff from each of the seven schools are given a fair, full and proper consultation providing a clear outline of the pros and cons of the proposal.</i> <i>2. That before the Governors make their final decision, each school runs a parent and staff ballot where parents and staff are able to respond based on true and honest information.</i> <b>Action</b> The Parents' emails to be shared at the next FGB Meetings of the individual Schools.</p>	<p><b>FGBs</b></p>
6	<p><b>Trustees</b> The Steering Group considered the skill sets of the proposed Trustees and the need to fill any gaps. It was noted that gaps included Marketing, HR and Legal. In addition, it would be useful to have another specialist in Primary Education. Approaches to be made in local community by SG Members. <b>Action</b> JH to meet with potential candidates and give progress update to next meeting of the Steering Group. <b>Action</b> Adrian Smith to arrange meeting of the proposed Trustees</p>	<p><b>JH</b></p> <p><b>AS</b></p>
7	<p><b>Finance</b> The interim CFO gave an update on finance. Macintyre Hudson, Chartered accountants, had been appointed as Auditors. Four quotations had been received and this firm was best financial option and knowledgeable about the ICFP form which needed to be prepared.</p>	

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	The CFO continued to look at savings school by school and would be reporting in detail to the December Steering group meeting.	
<b>8</b>	<b>AOB</b> <b>Letter to Keith Abbott (KCC)</b> Parents had asked to see the DEALT responses to Keith Abbott, which sought clarification on the issues he had raised. Keith Abbott had confirmed that he was content for those letters to be published and they were now available on school websites.	
<b>9</b>	<b>Confidentiality</b> There were no confidential items.	
<b>10</b>	<b>Date of Next Meeting</b> The meeting closed at 2.55 pm <b>Next DEALT Meeting to take place on Tuesday 04-12-18 at 1.30 pm</b>	

Signed.....

Date .....

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**Actions**

<b>3(i)</b>	Clerk to amend minutes 02-10-18 and 30-10-18 as agreed and DEALT SG Minutes of 09-10-18 to be made available on school websites.	<b>Clerk HTs</b>
<b>3(ii)</b>	Governors of the 7 Schools to be asked if they agreed that the decisions reached at the October FGB Meetings should be released to Parents prior to Minutes of those meetings being signed off.	<b>Chairs</b>
<b>3(iii)</b>	HTs to confirm that they agreed the notes of the September Parent Meetings.	<b>HTs</b>
<b>5</b>	The Parents' emails to be shared at the next FGB Meetings of the individual Schools.	<b>FGBs</b>
<b>6 (i)</b>	JH to meet with potential Trustee candidates and give progress update to next meeting of the Steering Group	<b>JH</b>
<b>6 (ii)</b>	Project Manager to arrange Trustees Meeting	<b>AS</b>