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DEALT Steering Group

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February 5, 2019

<b>Minutes of the DEALT Steering Group</b> <b>Held at Hornbeam Primary School on Tuesday 05 February 2019</b>	
	<p><b>Present:</b> 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, Justine Brown HT Deal Parochial School, Mary Heard Chair of Governors Deal Parochial School and Gaye Waters Governors Deal Parochial School, Sharon Bailey HT Sholden CE Primary School, Phil Marsh Chair of Governors Sholden CE Primary School, Tracy Leighton Head of School Downs and Matt Reynolds Head of School Northbourne.</p> <p><b>In Attendance:</b> Nicki Street (Clerk) Adrian Smith Project Manager DEALT David Myatt Interim DEALT CFO (until 2.15 pm) Robyn Ford Schools Officer Canterbury Diocese</p> <p><b>Apologies:</b> None <i>The meeting was quorate</i></p>
<b>1</b>	<p><b>Apologies for absence &amp; Welcome</b> The meeting opened at 1.30 pm No apologies had been received and all Schools were represented.</p>
<b>2</b>	<p><b>Notification of Business Interests</b> There were no declarations of business interest save that it was noted that 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 Meeting of 15 January 2019</b> The Minutes of the Meeting of 15 January 2019 were agreed and signed as a true record of the meeting. The action points were reviewed.</p> <p><b>Top Slice figure</b> The Project Manager had produced a written explanation of the statement regarding the top slice figure, which Governors had received. Copy filed with minutes.</p> <p><b>Update on marketing/logo</b> A draft logo was shown to Governors. Suggestions had been noted.</p>
<b>4</b>	<p><b>Letters from Parents</b> Sandown Governing Body had received 2 letters from Parents. The first was received 2 working days before their January FGB and the second letter the day before the FGB. The letters included questions and comments and attached a list of 38 questions. The Project Manager and the Chair had prepared answers to the 38 questions and</p>

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	these would be sent to the Steering Group Members for amendments/comments.	
<b>5</b>	<p><b>Risk Management Plan</b>  The risk management plan had been distributed. The following comments were made:  Page 4 had a typo, and an incorrect abbreviation.  Reference to 15-20 should be 15-25  Page 8 external risk should be 5  Page 8 technology risk 3-5  Page 10 fraud internal and external audit  It was noted that this was a living document subject to change.  <b>Action</b> JH to amend the risk management document as discussed and this would then be circulated to all.</p>	<b>JH</b>
<b>6</b>	<p><b>Finance</b>  David Myatt Interim DEALT CFO presented on this item.  A general update on finance matters was given to the Steering Group.  Correspondence with the auditors had taken place to ensure that there was no slippage with all arrangements in place post conversion.  The Bursars had attended a 2-day training course on the new accounting package.  Vouchers - There had been some concern expressed regarding the transfer of vouchers for the cycle to work scheme and childcare.  It was noted that the current pay roll providers would stay in place at the present time.  The Fidelity childcare vouchers should be transferrable.  Banking – New purchase orders should stop by mid March 2019 to clear the system pre close down.  The TUC model agreement had been circulated.  <b>Mega Meeting Presentation</b>  The CFO confirmed that he would have copy slides available for the SG and Governors by Friday 15-02-19.  <b>Proposed Running Order</b>  Introduction and the role of the Interim CFO  What School Budgets would look like if DEALT did not happen  A Look at reserves over a 10 year period  Financial Savings if DEALT took place and where these had been identified  The structure of DEALT and the checks to ensure finance monitoring  Internal and external audits and role in monitoring the MAT  What would happen if one school were to have a financial deficit under the MAT and under the Local Authority.  Apprenticeships  Pooled Resources  Strategic Planning for future.  The primary motivation for the MAT was not financial but better options for the children of Deal.  <b>(Q) &amp; (A) In answer to a question regarding the confidentiality of the finance document distributed in December it was noted that commercial confidentiality was a factor and this document needed to remain confidential to the Steering Group and FGBs.</b></p>	

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	<p>Sandown and Sholden had submitted many of the Finance questions, which made up the presentation and these schools were thanked for their contribution.</p> <p>A hand-out was proposed rather than having too much information on the slides. The new Academy guidelines on CEO pay would be included.  <b>Action</b> CFO slides to go to HTs on Friday 15 February 2019.</p>	<b>DM</b>
<b>7</b>	<p><b>Pay Policy</b>  <b>Pay Portability</b>          Trade unions had requested pay portability. The steering group noted that this was not something all staff wanted. There were situations where a member of staff wished to apply for a position at a lower level with less responsibility and they would not expect pay portability.  <b>(Q) &amp; (A) In answer to a question it was noted that KCC did not provide pay portability.</b>  <b>Decision The</b> Trustees would have to be consulted on this issue. SG Members were of the view that the existing situation should be maintained.</p> <p>The Model Agreement for Academies had been distributed. The Group Members were asked for comments.  <b>Action</b> the Project Manager and the Chair to work on the agreement and report back to SG Members          It was noted that this document should be discussed with all the Unions involved.  <b>Continuous Service</b>          The TUPE due diligence exercise in which staff were asked to check that the information held in their record is accurate had identified some errors, which should be reported back through schools to SPS so that they could be corrected.</p>	<b>AS/JH</b>
<b>8</b>	<p><b>Trustees Update</b>          A new Trustee was proposed Pete Talbot (PT) the Head Teacher at Castle Hill Community Primary School Folkestone. PT would be active in school improvement and had a community school background.          The SG members agreed that Pete Talbot would be a valuable addition to the team.</p>	
<b>9</b>	<p><b>AOB</b>          Ana Rowley KCC had emailed a number of questions, which were put to the schools.          AS would confirm with schools and answer.</p>	
<b>10</b>	<p><b>Confidentiality</b>          There were no confidential items.</p>	
<b>11</b>	<p><b>Date of Next Meeting</b>          The meeting closed at 3.00 pm  <b>Next HTs Meeting to take place on 26-02-19</b>  <b>Next Steering Group Meeting 12-03-19</b></p>	

Signed.....

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Initialed Chair of Committee.....  
 Date .....

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**Actions**

<b>5</b>	JH to amend risk management document as discussed and would then circulate before going on school websites.	<b>JH</b>
<b>6</b>	DEALT CFO Finance presentation slides to be sent to HTs on Friday 15 February 2019.	<b>DM</b>
<b>7</b>	Project Manager and the Chair to work on Model Agreement for Academies and report back to SG Members	<b>AS/JH</b>

**Decisions**

Trustees to be consulted on pay portability question