

DEALT Steering Group

July 2, 2018

<b><u>Minutes of the DEALT Steering Group</u></b> <b><u>Held at Hornbeam Primary School on Tuesday xxx</u></b>	
	<p><b>Present:</b> Jo Hygate (Chair) Exec HT Kingsdown and Ringwoud, Charlotte Westmorland HT Hornbeam, John Utting Chair of Governors Hornbeam (from 2.30 pm), Kate Luxford HT Sandown, Sandie Butcher Chair of Governors Sandown, Catherine Karunaratna (Exec HT Downs and Northbourne Federation), 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. Robyn Ford Schools Officer Canterbury Diocese Sharon Bailey HT Sholden CE Primary School Robert Coe (Chair of Governors Sholden)</p> <p><b>In Attendance:</b> Adrian Smith Project Manager DEALT</p> <p><b>Apologies:</b> Roger Walton Governor Kingsdown and Ringwoud School Alison Eyden Chair of governors Downs and Northbourne Federation Robyn Ford Schools Officer Canterbury Diocese Phil Marsh Governor Sholden CE Primary School Nicki Street Clerk</p> <p><b><i>The meeting was quorate and all schools were represented</i></b> <b><i>Note Taker Catherine Karunaratna notes transcribed by Nicki Street</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 Alison Eyden Robyn Ford Phil Marsh Nicki Street</p>
<b>2</b>	<p><b>Notification of Business Interests</b> Adrian Smith, as Project Manager had an interest in the Trust and attended in an advisory capacity.</p>
<b>3</b>	<p><b>Minutes of the Meeting of 19-06-18</b></p> <p>The Minutes of the Meeting of 19-06-18 were agreed and signed as a true record of the meeting with an amendment to include apologies from Tracy Leighton and Matt Reynolds. It was agreed that all schools would publish the Steering Group minutes on their individual school websites by 09-07-18 as agreed following the suggestions made at the Parents Meeting.</p>
<b>4</b>	<p><b>Parents Meeting</b> It was noted that there had been much positive feedback following the first public</p>

DEALT Steering Group

July 2, 2018

<p>Parents Meeting on 21-06-18. Two more meetings had been arranged to take place next term on the following dates: <b>Landmark Centre 13-9-19 at 6.30 – 8.30 pm and the Expressive Arts Centre at Deal Parochial School on 25-09-18 at 6.30-8.30 pm.</b> These Meetings to consider the revised Scheme of Delegation and the Articles and Business Plan. Draft documents to be published on the individual school websites.</p> <p><b>Timeline</b> The conversion timeline was discussed and amended. First conversions might take place on 1 November 2018. It was noted that there was a legal process to follow and changes might need to be made due to external factors. The Project Manager confirmed that the DEALT company could be established in July 2018 (as per the timeline) but the company would remain “empty” until the individual Governing Bodies had made a formal resolution to convert once they had reviewed the Articles, business plan and scheme of delegation and considered any other queries and issues which might be raised.</p> <p><b>Action</b> The Chair to write to parents before the end of term notifying them of the September Public Meeting dates.</p> <p><b>Parents Meeting - Scheme of Delegation</b></p> <p>The Scheme of Delegation was discussed at length. The individual FGBs had discussed at their May meetings and some changes had been recommended. Some of these had been sent to the Project Manager for clarification and legal status. It was raised and agreed that on page 10 of the revised Scheme of Delegation Governors should serve for a period of one year from conversion in order to provide continuity and stability.</p> <p><b>Parental Voice</b> The Steering Group agreed that Parental Voice was essential. The recent public meeting had demonstrated that more parents were interested in the governance of schools than in the past. A discussion took place as to how this interest could be harnessed. The Chair had looked at various models but no other Scheme of Delegation had a specific “parents column”. Parent Governors represented the parent body. In terms of governance law a parent group would need to be democratically elected and have a skill set, follow terms of reference and a code of conduct. Other means of parental engagement were considered. It was noted that Kingsdown and Ringwoud had a parent group who performed several functions and indirectly fed into the work of the Governing Body. <b>Decision</b> the steering group agreed that this type of group with a personalised approach would be more effective. <b>Action</b> to investigate and discuss further.</p>	<p>JH</p> <p>Steering</p>
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DEALT Steering Group

July 2, 2018

		<b>Group</b>
<b>5</b>	<p><b>Articles</b></p> <p>The Project Manager confirmed that the Department of Education and Company Law (2006) dictated the content of the Articles so there was little room for significant change. The Steering Group noted that different terminology was used in the Articles, for example, the term Directors was used rather than Trustees.</p> <p><b>The following paragraphs in the Articles were discussed:</b></p> <p>(4) The Section, which included Community Schools, needed to be explicit.</p> <p>(5) These items to be “may do” and not “have to”</p> <p>(12) Community focus needed to be preserved.</p> <p>(15A) &amp; (16A) Members can replace Members except for DCACL members who are appointed by the Diocese Board of Education.</p> <p>(27A-G) Section to be removed. Expectation was that DEALT Trustees would be local and were expected to attend all face-to-face meetings.</p> <p>(100A) Consideration to be given as to whether this was necessary.</p> <p>(101B) &amp; (101Bb) separate headings would be required for Community, Voluntary Aided and Voluntary Controlled Schools.</p> <p>(104) Statement to be removed or included in the Scheme of Delegation.</p> <p>(105) Cross reference to Scheme of Delegation.</p> <p>(105A) Suggestion that this statement was removed.</p> <p><b>Action</b> the Project Manager to contact the legal team, Diocese and the Regional Commissioners office to clarify the above points. <b>Action</b> Steering Group members to email any other comments to the Project Manager before the next meeting on 17-07-18.</p>	<b>AS Steering Group</b>
<b>6</b>	<p><b>Finance</b></p> <p>The Steering Group received an update from the Chair. Meetings had taken place with a representative of the Bursars’ Group and Trustees with an accountancy background. The finance and personal packages offered by various accountancy firms were being reviewed and a proposal would be made to the Steering Group once quotations were received. The Chair thanked EC from the Bursars’ group for her invaluable input.</p>	
<b>7</b>	<p><b>AOB Stour Academy</b></p>	

DEALT Steering Group

July 2, 2018

	The Chair confirmed that she had met with the Executive Head of the Stour Academy and discussed the model of governance, accountancy and organisation of curriculum responsibilities. The CEO of Stour shared his vision of being a “family of schools” and the means by which he had created a successful Trust.	
<b>8</b>	<b>Confidentiality</b> There were no confidential items.	
<b>9</b>	<b>Date of Next Meeting</b> The meeting closed at 3.55 pm <b>Next DEALT Meeting to take place on Tuesday 17 July 2018 at 1.30 pm</b>  <b>Parent Public Meetings</b> <b>13-09-18 Landmark Centre 6.30-8.30 pm</b> <b>25-09-18 Expressive Arts Centre Deal Parochial School 6.30-8.30 pm</b>	

Signed.....

Date .....

DEALT Steering Group

July 2, 2018

**Actions**

<b>4</b>	The Chair to write to parents before the end of term notifying them of September Parent public meeting dates.	<b>JH</b>
<b>4</b>	Further investigation types of Parental engagement	<b>Steering Group</b>
<b>5</b>	Project Manager to contact legal team, Diocese and Regional Commissioner to regarding points raised Articles.	<b>AS</b>
<b>5</b>	Steering Group Members to email any other comments on Articles to AS by 17-07-18	<b>Steering Group</b>