

National Church of England Academy Trust (NCEAT) Meeting

Minutes of Meeting

Tuesday 10 September 2019

REVIEWED

6.20 PM - The Whiting Room

Membership			'A' denotes absence
Mrs L Allen	LA	Parent Governor	
Mrs C Ball	CB	Foundation Governor	
Mrs K Cowley (Vice-Chair)	KC	Foundation Governor	
Mr C Dean	CD	Community Governor	
Vacancy		Appointed Parent Governor	
Mrs J Eastwood	JE	Foundation Governor	
Mrs A Harmston-Hall	AHH	Parent Governor	
Mrs E Hopkin	EHO	Staff Governor: Teaching	Apologies
Mrs H James	HJ	Foundation Governor	
Mrs G Johnson	GJ	DALP Governor	
Mr A McKibbin	AM	Foundation Governor	
Mr B Marshall	BM	Foundation Governor	
Mr J Oldfield	JO	Foundation Governor	
Rev J Stephens	JS	Foundation Governor (ex-officio)	
Mr M Paine	MP	Foundation Governor	
Mr S Yardley	SY	Foundation Governor	
<i>In attendance</i>			
Mr M Brailsford	MBR	Principal	
Mr S Bray	SBy	Clerk	

The Vice-Chair invited Rev Stephens to begin the meeting with a prayer.

NCE/01/1920	<p>Apologies & Welcome</p> <p>The Vice-Chair welcomed everyone to the meeting, including Mr Brailsford who was attending his first meeting as Principal of the academy. Trustees introduced themselves to Mr Brailsford.</p> <p>The Vice-Chair advised that the following apologies for absence had been</p>	
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	<p>received: -</p> <p>Mrs E Hopkin: Maternity Leave</p> <p>Trustees were asked to consider and agree the apologies submitted. The apologies were approved.</p> <p>Mr Marshall indicated that he would meet up with Associate Governor Mrs S Robbins in the near future to update her on recent developments.</p>	
NCE/02/1920	<p>Declarations of interest and any changes since last declaration made</p> <p>Mr Yardley declared that he was no longer a Director of either HCUK Trading or Hull College Enterprises.</p> <p>Mrs Harmston-Hall advised that she had stood down from her role as Governor at Linby-cum-Papplewick Primary School.</p> <p>Mr Marshall advised that he had been appointed Director of Total Live Ltd.</p> <p>Mr Bray indicated a potential conflict of interest with regard to agenda item 7 and indicated he would leave the room should the matter over which he had an interest be discussed.</p> <p>Trustees were advised of arrangements for the updating of annual Declarations of Interest which would be circulated in the near future, for return to the Clerk for collation and publication. In the meantime, latest declarations would be incorporated in published membership lists.</p> <p>There were no further declarations of interest, either direct or indirect, for any items of business on the agenda.</p> <p><i>The Vice-Chair adjourned the meeting at 6.30 to allow the training presentation on Examination Results 2019 to be delivered. The meeting reconvened at 7.25 pm. Rev Stephens had left the meeting at the conclusion of the Examination Results briefing and was not present for the discussion of items below.</i></p>	
NCE/03/1920	<p>Election of Chair</p> <p>The Clerk took the Chair for discussion of this item.</p> <p>Trustees were asked for nominations for Chair of NCEAT for the 2019/20 academic year. Mrs Cowley was nominated. She left the room.</p> <p>Her appointment was proposed and seconded and it was: -</p> <p>Resolved: -</p> <ul style="list-style-type: none"> • To appoint Mrs Kirsty Cowley as chair of NCEAT for the 2019/20 academic year. <p>Mrs Cowley returned to the room and took the Chair.</p>	
NCE/04/1920	<p>Election of Vice-Chair</p> <p>Trustees were asked for nominations for Vice-Chair of NCEAT for the 2019/20 academic year. Mr Marshall was nominated. He left the room.</p>	

	<p>His appointment was proposed and seconded and it was: -</p> <p>Resolved: -</p> <ul style="list-style-type: none"> To appoint Mr Ben Marshall as Vice-Chair of NCEAT for the 2019/20 academic year. <p>Mr Marshall returned to the room.</p>	
NCE/05/1920	<p>Minutes of the meeting dated 9 July 2019</p> <p>Minutes of the NCEAT meeting held on 9 July 2019, having been previously circulated, were agreed and signed by the Chair as a true and accurate record of the meeting.</p> <p>The Clerk advised trustees on which aspects of the minutes were deemed to be confidential.</p>	
NCE/06/1920	<p>Matters arising from meetings 9 July 2019</p> <ul style="list-style-type: none"> - NCE/65/1819 – Future NCEAT Governance and Partnership Arrangements Arrangements for consideration of budgetary matters had been put in place and actioned. - NCE/66/1819 – NCEAT Budget 2019/20 The Clerk advised that, further to the arrangements referred to in minute 65 above, replies had been received from trustees by email and a majority had supported the proposal. This had been relayed to Mr Corban. The Clerk to ask Mr Corban to confirmed that, though this arrangement, the 2019/20 budget had therefore been approved and for this to be relayed back to trustees and to Academy leaders. - NCE/067/1819 – Review of Membership The Clerk confirmed that the Company Secretary had been informed of Mr Marshall’s appointment to the DALP Board. - NCE/068/1819 – Date and time of future meetings This evening’s additional meeting had been subsequently arranged. Further meetings may be required as necessary to consider issues relating to future Partnership Arrangements. 	SBy – Sept 2019
NCE/07/1920	<p>Future NCEAT Governance and Partnership Arrangements</p> <p>The Chair reported back to trustees on developments relating to future governance and partnership arrangements since the issue was discussed at the last meeting.</p> <p>Trustees had been asked by DALP leaders to set out a “Withdrawal Proposal” for discussion between DAT trustees and DALP leaders at a meeting on 18 September. Trustees wishing to be involved in development of the Withdrawal proposal were encouraged to contribute.</p> <p>CONFIDENTIAL MINUTE</p> <p>The Chair informed trustees that the Sub-Committee of trustees appointed at the 18 June NCEAT meeting had initiated a Project Group to take forward work to progress partnership withdrawal. The Group had met for the first time</p>	

on 9 September and was being supported by academy leaders. The Chair summarised issues discussed at that first meeting for trustees' information, including engagement with Diocesan representatives.

Trustees were advised that Mrs Eastwood had expressed an interest in the work of the group and that it had been considered that her input would be of value.

The Chair advised trustees that the Project Group had come to the view that it would be most appropriate to join a new Multi-Academy Trust (MAT) when the academy leaves DALP. The Project Group was engaging with appropriate Church of England MATs to explore future options. Trustees were assured that due diligence would be applied in any future discussions and that proposals on the matter would be brought back to NCEAT in due course for consideration. Trustees supported this approach.

The Chair informed trustees that the Project Group was looking to source expert advice to support the withdrawal process from DALP; the choice of future MAT and the integration of operations into the new partnership in due course as and when required. Trustees welcomed this approach and sought and received assurance that appropriate procurement practice would be followed and value-for-money secured in the appointment of advisors and support. Arrangements for the provision of a budget for these activities would be progressed through the Project Team and brought back to trustees for early future consideration.

Following further discussion, trustees **resolved**: -

- To add Mrs Eastwood to membership of the Sub-Committee appointed at the 18 June 2019 NCEAT meeting
- To support the appointment of Project Advisor and Project Management roles to support delivery of the withdrawal from DALP, the choice of a new MAT partner and the integration of operations into the new partnership, and other project advice and support as required
- To delegate to trustees serving on the Project Group (the Sub-Committee referred to above) procurement of these roles, subject to budget being available
- To delegate to the Sub-Committee authority to develop the Withdrawal Proposal requested by DALP.

Mrs Johnson left the meeting at 8pm.

Consideration was given to NCEA governance arrangements for 2019/20. It was felt that it would be most appropriate to work within the new DALP Governance Strategy and Scheme of Delegation during this transitional year as part of "as is" proposal put forward by DALP leaders. Trustees were advised that this would require continued NCEAT representation at a range of DALP meetings and committees.

Trustees considered these matters further and **resolved**: -

- To support continued working within the DALP Governance Strategy and Scheme of Delegation for 2019/20

The Clerk to inform the Company Secretary of these matters.

The Clerk to set dates and make arrangements for Academy Committees for 2019/20.

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	<p><i>Mr Bray left the room at 8.10 pm.</i></p> <p>Trustees discussed the importance of appointing someone to a Project Management Support/ Manager role to ensure the timely and effective withdrawal from the partnership. It was agreed that an appointment should be made as soon as possible.</p> <p>It was resolved to delegate to the Sub-Committee authority to make appointment(s) as required to provide Project Management, Support and advice for the work associated with withdrawal from the partnership.</p> <p><i>Mr Bray returned to the room at 8.17 following consideration of the matter above.</i></p> <p>CONFIDENTIAL MINUTE</p>	
<p>NCE/08/1920</p>	<p>Review of Membership</p> <p>In the light of the decision to continue to work within the DALP Governance Strategy and Scheme of Delegation during the 12 month transitional period, it was proposed and seconded to appoint Mr Yardley to current vacant role of one of the Trust's representatives on the DALP Partnership Board.</p> <p>The proposal was put to a vote and was agreed.</p> <p>The Clerk to inform the Company Secretary.</p> <p>NCEAT representatives to consider representation on relevant committees and liaise with the Company Secretary accordingly.</p> <p>Trustees considered whether it remained appropriate for Mrs Johnson to continue in her role as trustee in the light of advice on the matter of members of staff as trustees set out in the Academies Financial Handbook. Trustees were of the view that Mrs Johnson's presence as a trustee continued to be of value and added to the skill set available to the Board and that her role as trustees should therefore continue, to be subject to further review in due course.</p>	<p>Clerk – Sept 2019</p> <p>KC/LA/ SY– Sept 2019</p>
<p>NCE/09/1920</p>	<p>General Data Protection Regulations (GDPR)</p> <p>Trustees were informed of a recent breach of GDPR regulations, which had been investigated by the Information Commissioner who found that the Academy had not complied with its data protection obligations on the particular matter under review. Details of the issue were set out in a letter from the Information Commissioner, copies of which had been previously circulated.</p> <p>Trustees noted the action taken to address the breach and prevent a recurrence and welcomed confirmation that the Information Commissioner had been content with the Academy's response.</p> <p>Trustees were also informed that further GDPR training was being delivered for staff. Trustees who had not yet completed their own GDPR refresher training were reminded of the need to do so. The Clerk to issue a reminder email to those involved to this effect.</p>	<p>Clerk – Sept 2019</p>

NCE/10/1920	<p>Local Policies for Approval and Ratification</p> <p>The Clerk advised that, with the adoption of the new DALP Governance Strategy, the current two-stage process for the agreement of local policies (under which a policy would be scrutinised and approved at the relevant Portfolio Team and subsequently ratified by NCEAT) could not continue. It was felt that it would be appropriate under the new Governance Strategy for new and revised local policies to be scrutinised and approved by NCEAT. Separate ratification would no longer be necessary. Local appendices to DALP policies would be scrutinised and approved by the Academy Committee, in line with DALP-wide practice.</p> <p>Trustees supported this revised approach to Policy review.</p> <p>On this basis, trustees approved the Academy's latest Careers Education, Information and Guidance Policy, copies of which had been previously circulated.</p> <p>Trustees ratified the Academy's latest SMSC Policy, which had been approved at the meeting of Standards and Outcomes Portfolio Team held on 3 July 2019.</p>	
NCE/11/1920	<p>Code of Conduct Declarations 2019/20</p> <p>Trustees were advised of arrangements for the completion of Code of Conduct declarations for 2019/20.</p> <p>The Clerk to circulate these details, for sign off and return by trustees by 30 September 2019.</p>	Clerk – Sept 2019
NCE/12/1920	<p>Register of Interest Declarations 2019/20</p> <p>Trustees were advised of arrangements for the completion of Register of Interest declarations for 2019/20.</p> <p>The Clerk to circulate these details, for sign off and return by trustees by 30 September 2019.</p>	Clerk – Sept 2019
NCE/13/1819	<p>Date and time of future meetings</p> <p>The next scheduled NCEAT meeting is the Annual General Meeting to be held on Tuesday 10 December 2019 at 6.00pm in the Whiting Room, to be followed by a General Meeting. However, trustees were advised that it may be necessary for further extraordinary meetings to be convened to consider issues arising from discussion at this meeting, the dates and times of which will be advised as required.</p> <p><i>Post meeting note – a further NCEAT meeting has since been convened to take place on Tuesday 8 October 2019 in the Whiting Room, to which trustees have been invited.</i></p>	Clerk – Sept 2019
NCE/14/1819	<p>Determination of confidentiality and Equalities Act and Nolan Principle consideration</p> <p>Trustees considered whether anything discussed during the meeting should be deemed as confidential and whether during the discussions any equal</p>	

	<p>opportunities had arisen.</p> <p>It was resolved that:-</p> <ul style="list-style-type: none">• Detailed discussion of future NCEAT governance and partnership arrangements <p>were all confidential.</p> <p>No further items discussed were deemed to be confidential and there had been no Equalities Act implications to consider.</p> <p>The Nolan Principles had been considered throughout all discussions.</p>	
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The meeting closed at 8.44pm.

SignedPrint.....Date:/...../2019