

Date	Action	Status/Comment
13/09/2018	Board members to complete declaration of interest forms and return them before the next Board meeting.	<b>Actioned</b>
	Board to discuss requirement to provide the risk register with the Chairs of the sub-groups for them to provide the register for a future Board meeting.	<b>Actioned</b>
	The discussion on sustainability of the OA initiatives to be added to an agenda of the future Board meeting.	<b>Actioned</b>
	LPM to circulate the initial New to English/Gypsy Roma Traveller bid to the Board for feedback, and to include on the agenda for the next meeting.	<b>Actioned</b>
	LPM to contact Post 16 working group to confirm support of the Post 16 English and Maths proposal.	<b>Actioned</b>
25/10/2018	Risk register and framework for monitoring and evaluating to be added to future Board meeting agenda for review.	<b>Actioned</b>
	Careers and Enterprise Company (CEC) to discuss proposed scale for 'meaningful encounters', for the Board to consider its use across all Derby OA careers related projects.	<b>Actioned</b>
	Chair to discuss a student led project to create different messages for a range of audiences within the University and create small working group to work on the OA messaging.	<b>Ongoing</b>

	Chair contact Chair of the D2N2 Local Enterprise Partnership, to ask for a representative to sit on Partnership Board, and to ask Chief Executive at East Midlands Chamber to join the Board.	<b>Actioned</b>
	Sub-groups' newsletter, created by the Schools Development Support Agency (SDSA), to be shared with the Board, and sub-groups.	<b>Actioned</b>
	HoD to prepare an overview of activities of other Boards to share with the Derby OA Board members.	<b>Actioned</b>
	Revised primary business links proposal to be brought back to the Board meeting in December.	<b>Actioned</b>
08/11/2018	Updated priorities and finance documentation to be circulated to the Board.	<b>Actioned</b>
	Board member to produce a report which identifies schools that are not yet engaging with OA programmes so that the Board can establish why and plan next steps.	<b>Actioned</b>
	Board member to look at modelling for an Early Years Special Educational Needs and Disabilities (EY SEND) pilot, including training support, to bring back to the Board in Jan/Feb.	<b>Actioned</b>
	Proposals on secondary English and maths, research school activity and careers information advice and guidance to come to the Board for approval in the new year.	<b>Actioned</b>
	HoD to plan OA sustainability and legacy discussion for OA meeting in January and to include PPM and Admin costs.	<b>Actioned</b>
	New to English proposal to be revised to include more detail on monitoring and evaluation proposals and reassurance of the lead schools capacity.	<b>Actioned</b>
	Monitoring and evaluation framework to be circulated for via email for feedback before the next	<b>Actioned</b>

	meeting. A revised version to come back to board in December.	
13/12/2018	Board members to meet to discuss legacy and future support needs for the programme.	<b>Actioned</b>
	HoD to collate feedback from the Boards legacy and sustainability discussion and share with Board and DfE OA central team.	<b>Actioned</b>
24/01/2019	Bi-monthly meetings to take place with Chair and HoD to cover current delivery, legacy and future support needs	<b>Actioned</b>
	Special Educational Needs and Disabilities (SEND) supplementary proposal to be presented to added future meeting agenda.	<b>Actioned</b>
	Follow up action from transition proposal: clarification of costings and transitions handbook, along with confirmation of school support for Chellaston to hold funds.	<b>Actioned</b>
	Risk Register to be amended following Board discussion.	<b>Actioned</b>
	CEC dashboard to be shared with the Board	<b>Actioned</b>
	Board member to follow up with secondary schools to ensure continued engagement with the emotionally healthy schools programme.	<b>Actioned</b>
06/03/2019	Follow up action from Arts Council proposal: submit in depth plan for governance, monitoring and evaluation arrangements, and confirmation that the remainder of match funding has been secured by May's Board.	<b>Actioned</b>
	Follow up action from Teach Derby proposal: proposal to be presented at PSG and SSG for final sign off.	<b>Actioned</b>

	Explore contract variation of the Department for Educations existing EY SEND Grant.	<b>Actioned</b>
	DCCT to draft a This Is Derby follow-up sports proposal to work in line with arts council funding for AY 19/20.	<b>Actioned</b>
02/05/2019	HoD to establish a legacy and sustainability working group with volunteer board members.	<b>Actioned</b>
	Careers Education Information, Advice and Guidance (CEIAG) proposal to be redrafted following Board discussion and presented at the June board.	<b>Actioned</b>
	CEC to provide the board with further details on CEC dashboard including the analysis of benchmark 7 data and additional work undertaken by schools.	<b>Actioned</b>
	Follow up action from This Is Derby proposal: develop legacy and sustainability plans.	<b>Actioned</b>
13/06/2019	Follow up action from exclusions proposal: include more detail on interventions and associated costings. Also include the reduction of exclusions over a certain amount of days and the amount of money being saved on exclusions and being repurposed for prevention, as success measures. Regular, close, monitoring to be set up to ensure the project remains on track.	<b>Actioned</b>
	Follow up action from CIAG proposal: ensure student, and parent and carer, voice is included within the CIAG scope and analysis.	<b>Actioned</b>
	Risk Register to be added to Board agenda termly.	<b>Actioned</b>
	LPM to share the context of the parents and carers surveyed as part of 'in my shoes' survey and invite the parent-carer forum to a meeting with head teachers to explore how best to use survey results.	<b>Actioned</b>

16/07/2019	LPM to share the new list of Broader Horizons attendees with the Board.	<b>Actioned</b>
	CEC to identify whether DANCOP has impacted on CEC encounters with UoD and review how many individuals are undertaking careers funding training.	<b>Actioned</b>
	CEC dashboard to be added onto Board agenda termly and be discussed at the Careers subgroup monthly.	<b>Actioned</b>
26/09/2019	TALK Derby update to be provided at the next board meeting.	<b>Actioned</b>
	2019 Outcomes to come back to the board when further data is available	<b>Carried Forward</b>
	Follow up action from Derby Scholars proposal: update proposal to include further detail on pastoral support, working with Colleges and mentoring once students have started at University.	<b>Actioned</b>
	EMC to collate questions relating to social mobility from the Board to add to EMC survey to determine the thoughts and views of businesses.	<b>Actioned</b>
23/10/2019	Board members to provide analysis of spelling, grammar and punctuation results.	<b>Actioned</b>
	Follow up action from TALK Derby Proposal: provide the methodology behind the disadvantage percentage brackets used within the proposal, as well as assurance that KPI's will still be met and that there will be no additional cost to the Board.	<b>Actioned</b>
	Secondary proposal to be presented at the November Board.	<b>Actioned</b>
27/11/2019	HoD and DCCT to meet to discuss This Is Derby evaluation next steps and bring this back to the board.	<b>Carried Forward</b>

	Follow up action from Boundary Leapers proposal: further detail of the cost implications of smaller groups sizes, provide a breakdown of the target pupil numbers for each grade boundary.	<b>Actioned</b>
19/12/2019	Follow up action from Boundary Leapers proposal: Amend costings in line with new pupil numbers and including evaluation.	<b>Actioned</b>
23/01/2020	Board members to meet to discuss performance data, targeting schools for support and exploring reasons for schools not engaging in OA programmes.	<b>Ongoing</b>
	CEIAG group to calculate approximately how much Derby City is currently spending on CEIAG, to feed into a new city-wide career's strategy.	<b>Ongoing</b>
	Board members to review and support the completion of EY SEND reviews.	<b>Actioned</b>
	Board members to discuss how the Family Engagement project can better align Targeted Student Support.	<b>Ongoing</b>
	Chairs of sub-groups to review risk-register with their groups and minutes to be circulated.	<b>Actioned</b>
27/02/2020	All subgroups to update their risk registers and return to DfE.	<b>Actioned</b>
	Further detail on the number of completed EY SEND reviews to be presented at the next Board meeting. Explore options for conducting remaining EY SEND reviews beyond the official contract end date in March.	<b>Actioned</b>
23/04/2020	Following approval to extend Y3 projects beyond Aug 2020, Council's procurement team to arrange the roll forward of budget to the next academic year.	<b>Actioned</b>
	Extension of Talk Derby, Emotionally Healthy Schools, Family Engagement; Exclusions and Targeted Student Support to be discussed further and a decision brought to next Board	<b>Actioned</b>

	DCCT have offered support to Derby schools throughout COVID, DCCT to provide a note offering to PR and KM for circulation.	<b>Carried Forward</b>
20/05/2020	DfE to collate Family Engagement case studies from School leaders.	<b>Actioned</b>
	The draft year 4 plan was last shared in February, Board members asked to review current Y4 draft plan, in light of COVID19, and feedback to DfE.	<b>Actioned</b>
	DfE to arrange working groups with the Board members to develop Y4 proposals.	<b>Actioned</b>
	DfE presented key achievements of the Derby OA over the last term - Board agreed it would be beneficial to have a press release to celebrate these successes. DfE to work with PR Penguin to produce a press release.	<b>Actioned</b>
	DfE and DCC formally communicate extension decisions with project leads.	<b>Actioned</b>
25/06/2020	No actions.	<b>N/A</b>
23/07/2020		

<b>Date</b>	<b>Decision</b>
13/09/2018	Speech Language and Communication proposal was supported by the Board within the allocated budget. Tender specification to be developed. City wide campaign to be separated out for consideration at a later date.
	The Board approved three strands of the post 16 English and Maths proposal in principle. The Board also agreed for the college to lead the activity, on condition that the Board's Chair is provided with a statement of support from

	the Post 16 sub-group.
	Board approved Will Morlidge as Board member to represent CEC.
25/10/2018	The Board agreed for an amended Post 16 English and Maths proposal to go to the City Cabinet meeting on 14 November.
	Terms of Reference for sub groups were approved by Board for wider circulation.
	The Board agreed to approve the Primary Business Links proposal in principle, revised proposal to come to next Board.
08/11/2018	The Board agreed to ring-fence a proportion of funding for: <ul style="list-style-type: none"> <li>• Maths and English secondary activity.</li> <li>• Research School activity</li> <li>• Careers Education Information, Advice and Guidance (CIAG)</li> <li>• Recruitment and retention activity</li> </ul>
	The Board approved funding for LPM until August 2020.
	New to English /Gypsy Roma Traveller proposal approved in principle pending amendments.
	The Board discussed and approved formally inviting Scott Knowles (EMC) and Rachel Quinn (D2N2) to join the Board.
13/12/2018	The Board formally approved Primary Business Links Proposal.
	The Board agreed a shortlist for the new Derby OA logo, designed by primary school students in Derby.
24/01/2019	Derby Research School proposal approved – funding awarded for AY18/19 and 19/20.



	Transitions proposal approved in principle, pending clarifications.
	Risk Register and MER arrangements approved by Board.
	Representatives from City of Derby Academy and Da Vinci approved by Board to sit on SSG.
06/03/2019	The Board approved the Derby OA communication strategy.
	The Board provisionally approved a proposal to provide a proportion of match-funding to Derby Theatre Arts Council, youth performance partnership bid.
	Teach Derby proposal approved.
02/05/2019	Proposal to provide a proportion of match funding for Derby Theatres Arts Council bid formally approved.
	Decision to continue/extend the following programmes for AY 19/20: Phonics, KS2 reading and writing, English as an additional language, PSG monitoring, TSS, secondary and primary family engagement, post 16 English and maths, and STEAM grants.
	Approved proposal for secondary English and maths programme.
	Redraft of the CIAG proposal was requested by board.
13/06/2019	This Is Derby sport continuation proposal approved.
	Exclusions proposal approved.
	Oracy proposal approved.
	CIAG proposal approved.

16/07/2019	Derby Research School programmes approved for AY2019/20.
	New Broader Horizons Terms of Reference approved.
26/09/2019	Derby Scholars proposal approved in principle, pending clarifications.
	October Partnership Board to be used as a legacy and sustainability workshop.
23/10/2019	Approved proposal to extend the TALK Derby, Speech Language and Communication training offer beyond the 8 target wards to increase the number of trained practitioners across the city.
	The Board agreed that a provider in receipt of two Science, Technology, Engineering, Art, and Maths (STEAM) grants could use their underspend on one grant to cover overspend on another.
27/11/2019	KS4 Boundary Leapers proposal approved in principle, subject to amendments.
19/12/2019	The Board formally approved the Boundary Leapers proposal.
23/01/2020	The Board welcomed Pieter Eksteen as the new representative from East Midlands Chamber.
27/02/2020	The Board approved Y4 draft plans.
29/04/2020	The Minister has agreed that Y3 funding can be rolled over to next Academic Year, to allow projects impacted by COVID-19 to complete. The Board agreed which of the Y3 projects would be extended. Further discussion required on Talk Derby, Emotionally Healthy Schools, Family Engagement; Exclusions and Targeted Student Support.
	The Board approved the decision to allow DfE, DCC and the Chair to be given delegated authority to approve key and pressing decisions during the current crisis and into the recovery phase, when decisions cannot wait until the monthly board meetings.

20/05/2020	The Board finalised decisions on Y3 project extensions.
25/06/2020	The Board formally approved the revised Y4 plan.
23/07/2020	