

Date	Action	Status/Comment
13/09/2018	Board members to complete declaration of interest forms and return them before the next Board meeting.	Actioned
	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.	Actioned
	The discussion on sustainability of the OA initiatives to be added to an agenda of the future Board meeting.	Actioned
	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.	Actioned
	LPM to contact Post 16 working group to confirm support of the Post 16 English and Maths proposal.	Actioned
25/10/2018	Risk register and framework for monitoring and evaluating to be added to future Board meeting agenda for review.	Actioned
	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.	Actioned
	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.	Ongoing

	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.	Actioned
	Sub-groups' newsletter, created by the Schools Development Support Agency (SDSA), to be shared with the Board, and sub-groups.	Actioned
	HoD to prepare an overview of activities of other Boards to share with the Derby OA Board members.	Actioned
	Revised primary business links proposal to be brought back to the Board meeting in December.	Actioned
08/11/2018	Updated priorities and finance documentation to be circulated to the Board.	Actioned
	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.	Actioned
	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.	Actioned
	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.	Actioned
	HoD to plan OA sustainability and legacy discussion for OA meeting in January and to include PPM and Admin costs.	Actioned
	New to English proposal to be revised to include more detail on monitoring and evaluation proposals and reassurance of the lead schools capacity.	Actioned
	Monitoring and evaluation framework to be circulated for via email for feedback before the next	Actioned

	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.	Actioned
	HoD to collate feedback from the Boards legacy and sustainability discussion and share with Board and DfE OA central team.	Actioned
24/01/2019	Bi-monthly meetings to take place with Chair and HoD to cover current delivery, legacy and future support needs	Actioned
	Special Educational Needs and Disabilities (SEND) supplementary proposal to be presented to added future meeting agenda.	Actioned
	Follow up action from transition proposal: clarification of costings and transitions handbook, along with confirmation of school support for Chellaston to hold funds.	Actioned
	Risk Register to be amended following Board discussion.	Actioned
	CEC dashboard to be shared with the Board	Actioned
	Board member to follow up with secondary schools to ensure continued engagement with the emotionally healthy schools programme.	Actioned
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.	Actioned
	Follow up action from Teach Derby proposal: proposal to be presented at PSG and SSG for final sign off.	Actioned

	Explore contract variation of the Department for Educations existing EY SEND Grant.	Actioned
	DCCT to draft a This Is Derby follow-up sports proposal to work in line with arts council funding for AY 19/20.	Actioned
02/05/2019	HoD to establish a legacy and sustainability working group with volunteer board members.	Actioned
	Careers Education Information, Advice and Guidance (CEIAG) proposal to be redrafted following Board discussion and presented at the June board.	Actioned
	CEC to provide the board with further details on CEC dashboard including the analysis of benchmark 7 data and additional work undertaken by schools.	Actioned
	Follow up action from This Is Derby proposal: develop legacy and sustainability plans.	Actioned
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.	Actioned
	Follow up action from CIAG proposal: ensure student, and parent and carer, voice is included within the CIAG scope and analysis.	Actioned
	Risk Register to be added to Board agenda termly.	Actioned
	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.	Actioned

16/07/2019	LPM to share the new list of Broader Horizons attendees with the Board.	Actioned
	CEC to identify whether DANCOP has impacted on CEC encounters with UoD and review how many individuals are undertaking careers funding training.	Actioned
	CEC dashboard to be added onto Board agenda termly and be discussed at the Careers subgroup monthly.	Actioned
26/09/2019	TALK Derby update to be provided at the next board meeting.	Actioned
	2019 Outcomes to come back to the board when further data is available	Actioned
	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.	Actioned
	EMC to collate questions relating to social mobility from the Board to add to EMC survey to determine the thoughts and views of businesses.	Actioned
23/10/2019	Board members to provide analysis of spelling, grammar and punctuation results.	Actioned
	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.	Actioned
	Secondary proposal to be presented at the November Board.	Actioned
27/11/2019	HoD and DCCT to meet to discuss This Is Derby evaluation next steps and bring this back to the board.	Actioned
	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.	Actioned

19/12/2019	Follow up action from Boundary Leapers proposal: Amend costings in line with new pupil numbers and including evaluation.	Actioned
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.	Actioned
	CEIAG group to calculate approximately how much Derby City is currently spending on CEIAG, to feed into a new city-wide career's strategy.	Actioned
	Board members to review and support the completion of EY SEND reviews.	Actioned
	Board members to discuss how the Family Engagement project can better align Targeted Student Support.	Actioned
	Chairs of sub-groups to review risk-register with their groups and minutes to be circulated.	Actioned
27/02/2020	All subgroups to update their risk registers and return to DfE.	Actioned
	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.	Actioned
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.	Actioned
	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	Actioned
	DCCT have offered support to Derby schools throughout COVID, DCCT to provide a note offering	Actioned

	to PR and KM for circulation.	
20/05/2020	DfE to collate Family Engagement case studies from School leaders.	Actioned
	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.	Actioned
	DfE to arrange working groups with the Board members to develop Y4 proposals.	Actioned
	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.	Actioned
	DfE and DCC formally communicate extension decisions with project leads.	Actioned
25/06/2020	No actions.	N/A
23/07/2020	AW to distribute Conflict of Interest form to members of the Board for completion and return	Actioned
	PA to share Council's response Education Select Committee Call for Evidence with the Board	Actioned
	PRR invited the Board to consider the membership of the Board for the final year of the project and requested any suggestions for additional members are sent to PRR directly.	Actioned
24/09/2020	Final request for Board members complete their conflict of interest forms and share with AW.	Actioned
15/10/2020	DfE colleagues to collate feedback from board members on support for a staff wellbeing project across the city and provide an update next board meeting.	Actioned

	SG to progress with the continuation of Teach Derby internships.	Actioned
	JC and NW to share teacher assessment data/CAGs with SG for progress reporting	Actioned
	SG to circulate Risk Register to Subgroup Chairs and Risk Register to be reviewed at each board meeting	Actioned
26/11/2020	KM to meet with ASm and PR to discuss the OA Project Management Support role in further detail.	Actioned
	Inclusion, SSG and PSG to develop a proposal to support digital poverty and provide an update at the next Board meeting.	Actioned
	PH to work with the Education team at UoD and liaise with SG and NW to develop support for the National Tutoring Programme.	Actioned
	AW and JC to work up a funding proposal to support teacher mental health and wellbeing.	Actioned
17/12/2020	SG and PR to liaise with PE to manage the Board's attendance at the Our Future Derby Celebration on 9 th February 2021.	Actioned
21/01/2021	KM to liaise with KB to develop work alongside SSG on personal development for students.	Actioned
	AW to invite individuals from the Board and Project Leads to open a shared learning and communications discussion in conjunction with the University.	Actioned
25/02/2021	ASi to schedule a meeting with KM, RQ and Krisha Bainham to discuss the relationship between DANCOP and the OA.	Actioned
	Communications plan for Year 5 to be developed and considered at a future Board meeting.	Actioned
11/03/2021	ASi to share DANCOP paper with PR and AW for consideration at the next Board meeting.	Actioned

	DfE colleagues to work up the Year 5 plan, following Board discussion, and circulate to board for approval.	Actioned
28/04/2021	PR to attend the next DANCOP Board to provide an OA update and a DANCOP representative to join the Legacy and Sustainability Group.	Actioned
24/06/2021	PR to organise a meeting with PA, SG, JC, AB, and NW to discuss measuring data in relation to delivery for next year.	Actioned
29/07/2021	AMJ to undertake work to determine existing youth voice activity and how to best support. Board members to contact AMJ to contribute to the development of a youth voice strategy.	Actioned
16/09/2021	AW to continue development of the communications strategy and to liaise with ASi to arrange an OA tag for KM's communication activity.	Actioned
	FC to liaise with PH to determine the key contact within the Health, Psychology and Social Care College within the University to support the Family Hubs bid.	Actioned
04/11/2021	AMJ and KM to meet to discuss a presentation to Anchor Institutions to seek support and potential match funding for the youth voice proposal.	Actioned
09/12/2021	PR to seek further information on the DfE's announcement of support for 'Attendance Advisors' and to share with the Board.	Actioned
	PR/SG to pursue options to utilise identified underspend and report back at January meeting.	Actioned
	Board members to share suggestions of potential providers to conduct a local evaluation with SG.	Actioned
	SG/PC to develop a proposal to support early years to primary transition for the January OAPB meeting	Actioned

12/01/2022	Board members to share Apprenticeship Week activity with AS and AW to collate and promote.	Actioned
	AW and PA to meet to discuss a proposal to support EY SLC.	Actioned
	Legacy and Sustainability and Risk Register to be given more time on future agendas.	Actioned
17/02/2022	No Actions.	N/A
15/03/2022	PA to provide update on attendance data, particularly for vulnerable children	Carried Forward
	Board members to feed back to SC on the Legacy and Sustainability visuals to ensure all voices are captured	Ongoing
21/04/2022	AS to schedule a face-to-face workshop to discuss the impact of the Skills White Paper and Green SEND Paper	Ongoing
	SG encouraged colleagues to alert DfE to any underspends as soon as they arise, to ensure they can be addressed/repurposed.	Ongoing
26/05/2022		
23/06/2022		
28/07/2022		

Date	Decision
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	<p>The Board agreed to ring-fence a proportion of funding for:</p> <ul style="list-style-type: none"> • Maths and English secondary activity. • Research School activity • Careers Education Information, Advice and Guidance (CIAG) • Recruitment and retention activity
	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

	<p>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.</p> <p>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.</p>
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	Year Four funding plans and procurement routes agreed by OAPB.
24/09/2020	<p>Intensive Support underspend to be allocated to participating schools in the project.</p> <p>OAPB agreed to formally close down the Broadening Horizons subgroup.</p>
15/10/2020	<p>Board agreed SC's approach to Legacy and Sustainability planning.</p> <p>Boars agreed for Teach Derby internships to continue.</p>
26/11/2020	<p>Board approved an extension to the Family Engagement project.</p> <p>Board approved an extension to the SEND project.</p> <p>The Board approved the funding allocations for the OA Project Management Support post and the Careers and Skills facilitation/Twinning Project Support</p> <p>The Board agreed to additional monies for a project to support digital poverty</p>

	The Board agreed to additional funds to add value to the National Tutoring Programme
	The Board supported the additional funds to support teaching wellbeing and resilience.
17/12/2020	
21/01/2021	The Board formally approved the Digital Hubs proposal and agreed to direct award the funding to DCCT through a contract variation of the existing inclusion project.
	The Board agreed to extend the Post 16 English and Maths project to Summer 2021.
	The Board agreed to consider a full proposal on the Empathy Project at the next Board meeting.
	The Board agreed to ringfence potential 'This Is Derby' underspend to provide support/activities over the summer.
25/02/2021	Board agreed key priorities for Year Five plans.
11/03/2021	The Board approved a proposal to support Teacher Mental Health and Wellbeing.
	The Board agreed that no further funding would be invested into EY in Year Five, given we have already met our target in this area and that the council are pulling together an EY strategy for the city to support SLC in the future.
	The Board approved an extension of Phonics, and KS2 Reading and Writing, and Maths for Year 5.
	The Board approved the continuation of KS4 English and Maths, and Research School Programmes.
	The Board approved a continuation of Career and Skills Twinning Work across Nottingham, Nottinghamshire, Mansfield, and Chesterfield approved as well as a continuation of the Our Future Derby primary careers project.
	The Board agreed to a continuation of the Inclusion work into Year 5.
	The Board supported for the Glasses in Classes twinning project.

	The Board agreed for the DfE to work up the Year 5 plan, following these meetings discussions.
28/04/2021	The Board agreed to include regular DANCOP updates at OA meetings
	The Board agreed to cancel Mays board meeting to allow DfE colleagues time to pull together Y5 plans.
24/06/2021	No decisions made.
29/07/2021	No decisions made.
16/09/2021	Board agreed to support the cities bid to UNESCO City of Culture, and offered any support.
04/11/2021	The Board agreed to support the Youth Voice proposal.
09/12/2021	AMJ confirmed that following a review of the options with DCC, £15k has been secured for the Youth Voice review. The Board approved £15k match funding from the OA.
	The Board approved the approach to commission a local evaluation.
	The Board noted their support for the development of a proposal to support EY to primary transition.
12/01/2022	The Board noted their approval of proposals to utilise identified underspend so far, but recommended further work to be undertaken on a project to support EY SLC.
17/02/2022	The Board endorsed the principles set out within the Legacy and Sustainability presentation
15/03/2022	The Board approved the proposal for additional funding for the Inclusion project, to take forward the recommendations from Year 4 research
	The Board approved a proposal to support EY SEND and transition.

	The Board approved a proposal to support SEND transition to employment.
21/04/2022	
26/05/2022	
23/06/2022	
28/07/2022	