

No	Agenda Item	Details	Action	Responsibility
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# The Diocese of Westminster Academy Trust

Approved Minutes of Board Meeting held on 20<sup>th</sup> February 2018

**Present:** Mrs.K.Griffin (KGR), Mr.J.PMorrison (JPA),Mr.A.J.Corish(ACO), Mr.P.Camoletto(PCA),Dr.K.Sullivan (KSU)  
Mr.C.Mathew(CMA),Mrs.J.Pearce(JPE), Mr.J.P.Morrison(JPE),Mr.R.Anderson (RAN), Mr.E.Conway (ECO)

**By invitation:**

Mr.D.Atherton (DAT),Mrs.T.Doyle(TDO),

**Papers circulated:** DOWAT Headteacher’s Group Protocol 8, Strategic Report from AJO, Provider Access Policy, DOWAT Primary Statutory Assessment Protocol, Academy Planning Calendar, Union Forum Request

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	Board Meeting	Prayer KGR welcomed everyone to the Board meeting part of the day which followed the AGM and Heads and SBM meeting		
1.	Apologies recorded and accepted	Miss.N.Kane- Mr.D.Atherton attending as observer on NKA behalf.		
2.	Declaration of Business Interests	No interests declared in any items on the agenda. Noted the following interests by Trust Board Members: KGR Chairs Capital Strategy Committee of the Education Commission and holds directorships on other Diocesan academy trusts, Adviser to DfE on Business Sponsorship Academies and MATs, recently appointed Bishops Advisor, Director of Schools Commission Plymouth PCA is the Chief Operations Officer and Financial Secretary for The Diocese of Westminster, Director of Churchmarketplace and holds directorships on other Diocesan academy trusts and other diocesan companies		

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		<p><b>JPM is the Director of Education for The Diocese of Westminster and holds directorships on other Diocesan academy trusts</b></p> <p><b>NKA Director of a company linked to Education</b></p> <p><b>KSU Director Property Development Company which is not involved in school works.</b></p> <p><b>RAN Chair of Governors Nicholas Breakspear</b></p> <p><b>ECO Member of Education Commission</b></p>		
3.	<b>AOB not on the agenda</b>	None declared.		
4.	<b>Minutes of last meeting</b>	The minutes of the last meeting were checked for factual accuracy. Correction Mrs.J Pearce was in attendance.	Approved by Board	
5.	<b>Matters arising from minutes</b>	Audited Accounts had been submitted to ESFA within the deadline. AR return had been submitted issues with the portal for the Auditors comments initially ESFA had recorded as late although copy of full return emailed on time following appeal and copies of email trail have now confirmed return was recorded on time.		KGR/TDO
6.	<b>Board Membership</b>	Still await appointment of additional Foundation Directors to Trust Board.  ACO advised potential candidate from Pield Health interested in supporting the Trust.	Applications received BJW in process of interviewing candidates  Send diocesan application form for completion.	JPM/PCA  JPM
7.	<b>Conditional Consent List</b>	None		
8.	<b>Chairs Action</b>	<p>Following earlier discussions seriously concerned over the future for key areas:</p> <ul style="list-style-type: none"> <li>• Retention and recruitment of quality staff into trust schools</li> <li>• finances and resourcing of schools</li> </ul> <p>Have arranged to meet with local MP to share concerns over support for schools and education.</p> <p>Board considered how could look to mitigate the risk moving forward still</p>		

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		<p>a lot of unknowns with the budget planning on staffing costs.  PCA suggested need to look at areas could centralise, see how could use funding to cover cost of delivery of the central services.  Discussed the cost of creating these additional roles to oversee compared to the return on savings need to identify how much actually generate.  Specialist roles not within existing staff skill set to deliver.  Undertake a review of held cash balances across Trust on average.  RAN suggested as a starting point agree a policy on interest bearing accounts.  Board discussed the central function required for DOWAT now clear DOWAT structure would remain in place for a period of time look at how support to move forward and develop. Trust has not negotiated contract provision beyond twelve month periods as initially unclear on whether be remaining as a group, now the opportunity to review again for a 3-5 year period. Review FoS booklet and examples of possible posts required in central team.  KGR referenced the energy contract as an example, Trust not pursue individual agreement was waiting to join diocesan agreement but expected cost savings not evident when tendered.</p>	<p>Analysis of cash balances.</p> <p>Headteachers Group agenda item</p>	<p>Audit and Finance</p> <p>Headteachers</p>
9.	Future of DOWAT	<p>KGR advised following the discussion at the AGM with BJW, diocese has clearly set out where they are in the process, Headteachers Group and Chair of Trust meeting in March will look at the Trustee requirements and consider how DOWAT fits within the structure.  ACO circulated alternative Protocol Eight for consideration.</p> <p>Terms of Reference for Headteachers Group to be confirmed agree how communications feed into the Board main and committee structure under Memorandum and Articles sub committee of the Trust Board.</p>	<p>Agenda item next meeting following Headteachers discussion</p> <p>Headteachers Group agenda item</p>	<p>KGR/ Headteachers Group</p> <p>Headteachers</p>

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10A	GDPR	GDPRiS system order placed training dates now received from Groupcall emailing out to host schools to confirm possible dates , will provide key senior staff to be trained on requirements for GDPR and how system operates. WWS producing the legal toolkit for the Trust to support the software programme. The 75 places have been allocated as follows:	Agreed by Strategic Board Focus to meet May deadline.	KGR/TDO	
		Eight places available for each secondary school			6 x 8 = 48 places
		Four places available per Primary school			5 x 4 = 20 places
		Two places Trust central administration of software and consolidation of data			2 places
		Risk Management Committee/ Trust Board			2 places
		Schools acting as hosting venue			1 additional place host
		<b>Total</b>			<b>75 places</b>
10B	Data Protection Officer	Query raised with diocese on whether it would be possible to consider an SLA for this post provided by the diocese.	Investigate further	PCA	
11	Request from Unison	KGR received a request from Unison to join negotiating forum, advised do not have one in place as work through CES, TUC example guidance provided if Board wished to consider.	Board in agreement to continue to operate via national agreement through CES	KGR to advise Unison representative	
12.	Meeting closed	KGR thanked everyone for their attendance, meeting closed next meeting 20 <sup>st</sup> March 2018 5.00pm Risk Management 6.00pm Board meeting			

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