

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

Approved Minutes of Board Meeting held on March 2018

Present: Mrs.K.Griffin (KGR), Mr.R.Anderson (RAN) , Mr.C.Mathew(CMA), Mr.A.J.Corish(ACO);Mrs.J.Pearce(JPE);Miss.N.Kane(NKA);Mr.E.Conway (ECO);Dr.K.Sullivan(KSU) By invitation:
Mrs.T.Doyle(TDO)

Papers circulated: Costings and Posts for Central Services, Protocol Eight proposal, Exclusions consultation, Children in Need consultation, Gender Pay Report, SCA Proposed Funding, Risk Analysis Grid for Spring Term.

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	Board Meeting	Prayer and Welcome. KGR welcomed the Board to the meeting		
1.	Apologies recorded and accepted	JP Morrison (JPE) - attending another Academy Trust meeting P Camoletto (PCA)- attending another Academy Trust meeting		
2.	Declaration of Business Interests	No interests declared in any items on the agenda. <u>Noted the following interests by Trust Board Members:</u> 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,and 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 JPM is the Director of Education for The Diocese of Westminster and holds directorships on other Diocesan academy trusts NKA Director of a company linked to Education		

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		KSU Director Property Development Company which is not involved in school works. RAN Chair of Governors Nicholas Breakspear ECO Member of Education Commission		
3.	AOB not on the agenda	None declared.		
4.	Minutes of last meeting	The minutes of the last meeting were checked for factual accuracy.	Approved by Board Correction made to mins	TDO
5.	Matters arising from minutes	Issue of conflicts of interests discussed raised when Land and Building Survey had to be authorised by the diocese- PCA not able to sign in both capacities. Important to have additional Foundation Directors on the Trust Board with increasing reporting ad documentation required to be submitted to DfE and ESFA requiring both Board and Diocesan Trustee authorisation.		

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6.	Board Membership	<p>KGR advised understood that interviews were taking place for Foundation Directors by the diocese. Two potential candidates have come forward interested in being part of the Trust Board.</p> <p>Trust Board agreed critical point now additional Foundation Directors required for the Trust previously not recommended to secure from existing LGB's but in view of the new geographical trusts format could be an option to build membership quickly.</p> <p>Strategic Board discussed the format of the Board concerns were raised if unable to secure additional Foundation Directors without Headteacher directors on the Board would not have been quorate on several occasions, mix of key skills had been a success point of the Trust. Concerns were raised on being able to secure this mix of key skills both business and education in a different model format, how many Foundation</p>	<p>Updated diocesan application form to be sent to Trust to send out. Canvas LGBs to see if any potential candidates with key skills for directorship appointments and look to advertise within Trust parishes. Draft letter with details of role.</p>	<p>JPM KGR/TDO</p>
		<p>Directors were available with this mix of skills that would be available to attend Trust Board meetings. ECO expressed concern over a model not involving Headteachers feel is a missed opportunity to develop a collegiate model. RAN advised in public sector are some schemes to encourage staff to take up volunteer roles but with increasing pressure on job roles time away from work is increasingly difficult for people. It was noted the DfE have raised no concerns over the DOWAT model.</p>		
7.	Conditional Consent List	None		

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8.	Chairs Action	Meeting at CES very important schools submit Asbestosis report to Trust for approval . Part Two	Reminder to schools of deadline.	KGR/TDO
9.	Future of Trust Headteachers meeting Feedback	<p>ECO advised following the Headteachers meeting where the potential models where the potential models were discussed it was agreed a small working group be set up to look at the central structure workings for the Trust, looking at the structure current capacity and where structures needed further development.</p> <p>Working Group: E Conway C Mathew L McGowan T Doyle</p> <p>Looked at the key areas:</p> <ul style="list-style-type: none"> • Safeguarding • Teaching and Learning/ Standards • Finances / Resourcing <p>Appendix one circulated by ECO, draft costings but excluded data post need to be added into the costings. SBM at STMA indicated maybe willing to support on DPO role for Trust. Proposals discussed for Standards Officer for the Trust, discussions in</p>	Review of proposal and feedback to working group	<p>ECO/CMA/TDO</p> <p>ECO/PEN</p>
		<p>process.</p> <p>ACO advised sticking point appeared to be the CEO need to discuss this and how address.</p> <p>KSU raised the process used at Universities for Deans stipend paid on a set period contract and role was undertaken in addition to substantive post, i.e. a seconded CEO for an agreed period.</p> <p>The Board discussed looking at the current capacity across schools to see how the work could be covered.</p>		

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		<p>KGR raised the suggestion of a contingency in view of the expenditure this year.</p> <p>Board then discussed the financial health of the trust moving forward and to review the revenue balances of each school to identify what each school was carrying funds for. The Board agreed in view of the expected move by the ESFA to fund at Trust rather than individual school level important to be clear what of the c/fwd revenue was available, what was for committed projects timeframe and to then prioritise these in terms of necessity to meet objectives of the school and Trust.</p> <p>Agreed to ask schools to also bring their staffing model with them to the meeting.</p> <p>ACO reported from the meeting that following discussion was a consensus across the group to submit a proposal to the Bishop as discussed at the AGM around Protocol Eight (Appendix Two).</p> <p>All schools in agreement need to review accountability processes for all areas and develop a rigorous programme to include peer to peer accountability, LMG at CJMLC is working with her DHT who has undertaken the OfSTED Training to provide some CPD across the Trust.</p> <p>Agreed proposal needed to cover:</p> <ul style="list-style-type: none"> • Scheme of Delegation • CEO role • Robust Standards Reporting Framework • How Trust assures accountability to its Regulators 	<p>Circulate request to provide breakdown of reserves c/fwd and identified projects. Invite SBMs to meeting.</p> <p>Ask for staffing model as well.</p>	<p>KGR/TDO</p> <p>KGR/TDO</p>

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		<p>Board appreciated FoS model reasons all schools fully supportive of ensuring Catholic Education continued was protected and successful in its education delivery model but the political climate in which the model was set up had moved significantly in recent months, it was felt the DfE was moving from its original position on academisation , as it had done with Free Schools and this was possibility an opportunity to review the model and what the DfE were now expecting of existing and new trusts.</p> <p><u>Letter from Director of Education to the Board</u></p> <p>It was agreed although the response was disappointing and the Trust did not agree with a number of the observations , the Board had already minuted that there were some areas of focus to improve accountability in Standards and a plan was being implemented to address these issues moving forward which would be detailed in the report back to the Bishop on the future of the Trust.</p> <p>Strategic Board felt the Trust had developed its processes and systems since 2012 and had the capacity to develop an outstanding provision for its schools with further central investment and further developing the collaborative working model and sharing of good practice across the schools.</p> <p><u>Trust Protocols for reporting</u></p> <p>Discussion on Trust protocols and how schools report, importance of identifying reporting to Trust, all LGBs understanding the difference in role of the Trust Board and the diocese.</p> <p>Discussion on the possibility of adopting the CES protocols which have been sent out to all diocese for use at Trust and LGB level to be clear on roles and responsibilities.</p> <p>KGR advised found protocols very useful in the documentation for Plymouth diocese.</p>	<p>Circulate CES template for consideration and check with JPM reference final version for Westminster diocese.</p> <p>Meeting to be arranged with Heads and Chair of Governors to discuss protocols in summer term.</p>	<p>KGR/TDO</p> <p>KGR/JPM</p>

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10	SCA Funding	<p>Board reviewed the released spreadsheet agreed in view of current financial difficulties SCA remain for this year on pupil allocation but need to review moving forward to ensure priority works are being addressed first across the Trust.</p> <p>Ask schools to submit proposed projects.</p> <p>New funding stream from drinks tax to pilot a bidding method by schools.</p> <p>Ask schools to bid for funding.</p>	<p>Calculate breakdown based on Pupil numbers.</p> <p>Timeline to be agreed</p>	<p>KGR/TDO</p> <p>KGR/TDO</p>

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11.	Risk Management Feedback Continued in Part Two	<p>RAN reported an overview from the meeting:</p> <p>Discussion on securing additional funding streams opportunities at Trust level:</p> <p>Process to become a sponsoring Trust</p> <p>Standards Funding at Trust level with a Teaching School in Trust</p> <p>Risk Management categories:</p> <ul style="list-style-type: none"> • Include failure to follow DfE policies and procedures • Controls for Governors- looking at protocols for Trust and LGBs and reporting format, clear line of reporting within Trust <p>Further training on system for LGBs look at joint event with SBMs.</p> <p>Key Risk identified for action was Foundation Director vacancies difficult to move forward with current board composition needed Foundation Directors appointed.</p> <p>Part Two proformas all schools to be asked to complete on a monthly basis even if a nil return.</p> <p>GDPR update and timeline.</p> <p>Financial concerns for the Trust moving forward how link Risk Management concerns into Audit and Finance – how can we use technology to become more efficient in delivery- lessons from University delivery.</p>	Raise at Headteachers meeting.	Principal Directors

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12.	AOB	<p>Gender Pay Report- draft report to be emailed for approval to publish by deadline 30th March 2018.</p> <p>Exclusion consultation open.</p> <p>Children in Need consultation open.</p>	<p>Agreed email report</p> <p>Circulate to schools</p> <p>Circulate to schools</p>	<p>TDO</p> <p>TDO</p> <p>TDO</p>
13.	Meeting closed	KGR thanked everyone for their attendance next meeting 10th April 10am at Vaughan House		