

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

Minutes of Board Meeting held on 21<sup>st</sup> February 2017

Present: Mrs.K.Griffin (KGR), Mr.A.J.Corish(ACO), Mr.R.Anderson (RAN) , Dr.K.Sullivan (KSU) Mr.K.Rylett(KRY), Mr.P.Quinn(PQU), Mrs.J.Pearce(JPE), Miss.N.Kane(NKA)

By invitation:

Mrs.T.Doyle(TDO),

Papers circulated: Template Policy on unacceptable behaviour on school premises, CES Employment Policy update for Appraisal, Updated Statement of Intent: Culture of Safeguarding, Companies House Return 2017, MAT Benchmarking, Trust Structure 2017, Part Two reports, Email from Sir. David Carter to Trust.

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	Board Meeting	Prayer and Welcome. KGR welcomed the Board to the meeting which followed the AGM		
1.	Apologies recorded and accepted	Mr.J.P.Morrison Mr.P.Camoleto Mr.P.Quinn Mr.C.Mathew		
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 consultant to CAST Board PCA is the Financial Secretary for The Diocese of Westminster, Director of Churchmarketplace and holds directorships on another Diocesan academy trusts PQU Director Newham MAT Learning in Harmony Trust JPM is the Director of Education for The Diocese of Westminster and holds		

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		<p>directorships on another Diocesan academy trusts</p> <p>NKA Director of a company linked to Education</p> <p>KRY IEB Member for Church of England School</p> <p>KSU Director Property Development Company which is not involved in school works.</p>		
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	
5.	Matters arising from minutes	ACO updated on PSBP2 Application, Memorandum of Understanding has been received.		
6.	Academy Strategy Update	<p>KGR asked if Board had any updates from their Family of Schools Groups. ACO advised Hillingdon schools had met at the request of the Primary Schools, Headteachers and Chairs of Governors attended. Concern was raised on the groupings Primaries though greater link between Hounslow and Hillingdon, number of students attend St. Marks from Hillingdon Primary Schools. Schools have several questions on process and structure which will be discussed further at the Family of Schools meeting.</p> <p>KGR advised would be per discussion at AGM contacting each Headteacher to discuss their current position on DOWAT and the Family of Schools proposals, to consider next steps.</p>	Discussion with Headteachers.	KGR
7.	Board Membership	Outstanding Foundation Director appointments for the Trust.	Diocese to follow up	JPM/PCA
8.	Conditional Consent List	None		
9.	Chairs Action	<p>KGR reported Trust had received the email in the document pack from Sir David Carter reference the Trust being a High Performing Trust and noting the Progress Eight Performance. Excellent news for the Trust and its schools to receive this recognition from the RSC.</p> <p>Also, been invitation to be part of a meeting of Chairs of Trusts meeting</p>	<p>Follow up on email.</p> <p>Feedback following mtg.</p>	<p>KGR</p> <p>KGR</p>

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		<b>with RSC, good to be recognised in this league.</b>		
10.	<b>CES Employment Policies</b>	<b>TDO advised further to the last meeting Teacher Appraisal and Support Staff Appraisal templates last two updated policies from CES which require adoption by the Trust.</b>	<b>Policy templates agreed for adoption. Then circulate for signature by LGBs.</b>	<b>TDO</b>
11.	<b>Unacceptable behaviour on school premises policy</b>	<b>ACO presented the policy to the Trust Board had been provided by WWS in respect of a complaint, having reviewed policy and sample letters provides a good exemplar policy and a consistent approach across the Trust. Board discussed the policy template and agreed helpful to support schools.</b>	<b>Policy template adopted for signature by Chair and then circulate to all schools, add to website.</b>	<b>KGR/TDO</b>
12.	<b>Benchmarking</b>	<b>An analysis of the MAT Benchmarking to other MATs using the Kreston Academies Benchmarking was reviewed by the Trust Board. Overall it was noted:</b> <ul style="list-style-type: none"> <li>• average income per pupil was lower in the Trust</li> <li>• staff costs per pupil were slightly higher with the Trust having a mix of schools across all the pay boundaries.</li> <li>• total expenditure per pupil was lower than the average with management, administration and governance being significantly lower than the average cost per pupil</li> <li>• looking at regional area income our Trust receives 74.7% of the average level of income per pupil</li> <li>• our staff costs overall are 90.5% of the area average which identifies our schools are working to keep staffing costs down despite the unfunded increases in on costs.</li> <li>• Looking at our total LGPS deficit we are higher than the average for the region which highlights the Trusts on going concern over the increase in the employer rates when our schools became academies.</li> </ul>	<b>Circulate to schools from Audit and Finance committee.</b>	<b>PQU/TDO</b>
15.	<b>AOB</b>	<b><u>Apprenticeship Levy</u> Board discussed the latest information available on the Apprenticeship Levy for schools which was being introduced from April 2017. 0.5% of pay bill for the Trust, Levy allowance of £15,000 in total across the</b>	<b>Audit and Finance to review.</b>	<b>PQU/TDO</b>

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		<b>Trust.</b>  <u>Companies House submission 2017</u> Board noted submission had been made on line and accepted by Companies House, this year included the Person with Significant Control details.	Submission agreed.	Board
16.	Meeting closed	KGR thanked everyone for their attendance, meeting closed next meeting <b>21<sup>st</sup> March 2017</b> <b>Audit and Finance 2.00pm</b> <b>Board Meeting 3.00-5.00pm</b>		