

No	Agenda Item	Details	Action	Responsibility
----	-------------	---------	--------	----------------

The Diocese of Westminster Academy Trust

Approved Minutes of Board Meeting held on 29th June 2017

Present: Mrs.K.Griffin (KGR),Mr.J.P.Morrison (JPM),Mr.P.Camoletto(PCA), Mr.R.Anderson (RAN) , Dr.K.Sullivan (KSU), Mr.C.Mathew(CMA),
Mr.A.J.Corish(ACO)

By invitation:

Mrs.T.Doyle(TDO),

Papers circulated: Responsible Officer Reports; School Safeguarding Audits; Modern Slavery legislation policy and statement, Updated Whistleblowing Policy; Risk reporting Schedule 17/18, SBM Summer Term meeting Report;NBS Update for Trust

No	Agenda Item	Details	Action	Responsibility
	Board Meeting	Prayer and Welcome. KGR welcomed the Board to the meeting		
1.	Apologies recorded and accepted	Miss.N.Kane Mr.P.Quinn Mrs.J.Pearce Mr.K.Rylett		
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, ,Interim CEO Plymouth CAST and Director of Schools Commission Plymouth 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		

No	Agenda Item	Details	Action	Responsibility
		<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. Correction ACO at the meeting.	Approved by Board Correction made to mins	TDO
5.	Matters arising from minutes	<p>CMA asked to confirm date for meeting with HTs , had discussed meeting previously HTs had hoped before end of the academic year to look at DOWAT and future structure. Allow HTs to provide feedback on the proposals.</p> <p>Board discussed short notice with end of term want to also invite COGs look to meet in September to provide platform to share views of HTs and COGs , notice to be given this term of meeting.</p> <p>JPM advised Project Board working to compile remaining documentation into one booklet, job description, Scheme of delegation being finalised. Will provide clarity on the key roles and responsibilities across the Trust specifically governance and Catholic Executive Officer role.</p> <p>Conference for the Trust, Board discussed best timing for this based on current uncertainties around funding and changes within government to move legislation forward.</p>	<p>JHN offered to host meeting date to be agreed.</p> <p>Copy to be provided to Trust Board when available.</p> <p>Focus on developing collaborative model further.</p>	<p>CMA/KGR</p> <p>JPM will circulate.</p>
6.	Board Membership	KRY and KSU both stepping down as COG from end of academic year. KSU agreed to move to Foundation Director role on Trust Board.	Application Form to be	TDO

No	Agenda Item	Details	Action	Responsibility
			sent.	
7.	Conditional Consent List	None		
8.	Chairs Action	Follow up on Part Two items.		
9.	Responsible Officer Reports	<p>Audit and Finance Committee presented the RO Reports undertaken by Landau Baker on behalf of the Trust Board. Each school had received a visit to test systems and processes were as per the Trusts Financial Handbook, Academies Financial Handbook and requirements of the Charity Commission and Company Accounts.</p> <p>A summary of any identified items and responses from schools had been undertaken.</p> <p>Overall the reports were positive schools continued to improve their systems and processes year on year.</p> <p>VAT reconciliation continued to provide some difficulties with the timing of the report and the VAT126 report completion. Schools were having to manually reconcile the Trial balance back. Trust had been in discussion with Capita on the issues with the report timings.</p> <p>KGR suggested a focus on Pupil Premium expenditure across the Trust would be useful as an additional to the report.</p>		
10	Safeguarding Audits (see part two)	<p>The committee reviewed the Safeguarding Audit which had been submitted by all LGBs following the template circulation by the Trust Board.</p> <p>CMA advised this had been a useful exercise for governors to focus on Safeguarding.</p> <p>The Board then discussed the rigour of the completion of the documentation and how reports could be checked and verified. similar to Risk Management Health and Safety how is Board assured on quality assurance of process and practice.</p> <p>ACO suggested a peer to peer review process, developing a model in Hillingdon.</p> <p>JPM suggested need to be clear on level of scrutiny , what checks are being</p>	Model to be shared	ACO/KGR

No	Agenda Item	Details	Action	Responsibility
		<p>put into place by the Board . How will we sample the returns. Further discussion on light touch, role of the Local Governing Board in the Scheme of Delegation and how peer to peer review could be established. Review of the type of external advisers and support engaged at school level to support standards, consideration to look as with Audit and Health and Safety to have a Trust Wide level of external consultancy report/ overview to support Boards role. DLI gave an example of the packages being offered by Herts for Learning. Board agreed to look at options available and what Trust would want to support an overview above the work Chair already undertakes on Raise and other data. Provide service via the top slice from schools. Look at schools due to have OfSTED in first group. ACO suggested format of contract former HMI level consultant plus each school commit to release two staff to work with HMI , use as training opportunity and to share good practice across schools. KGR suggested audit of what each school currently buying as a service and length of time consultant or company has been used. Discussion on how often consultants should be changed look at the Headteacher Review scheme run by Cambridge Associates no consultant allowed to remain with a school for more than a three year cycle.</p>	<p>Focus area for Conference</p> <p>Identification of types of service offers available to Trusts. To consider package Board would want.</p> <p>Collect data for September meeting from schools. Examples of services available for July mtg.</p>	<p>KGR</p> <p>KGR/TDO</p> <p>KGR/TDO</p>
11.	Modern Slavery Regulations	<p>TDO reported advised based on the turnover of the Trust would have to be compliant with the regulations and provide a statement following the closedown of the Trust Accounts for 2016/2017.</p> <ul style="list-style-type: none"> • Modern Slavery Trust Policy reviewed by WWS • Modern Slavery Statement • Timeline for review of supply chain • Updated Whistleblowing Policy to include Modern Slavery • Template letter for suppliers <p>The board reviewed the documentation and noted WWS had provided feedback and comments to ensure compliant. Timeline and policies agreed.</p>	<p>Circulate to LGB's ask to adopt at September meeting and return signed copy. SBMs to send out letters to suppliers and copy of Trust statement during Autumn Term.</p>	KGR/TDO

No	Agenda Item	Details	Action	Responsibility
			Publish statement by Feb 2018 to Trust website.	
	AOB	None		
16.	Meeting closed	KGR Thanked everyone for their attendance next meeting 18th July 2017- Budget review 2017/18		