

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

Approved Minutes of Board Meeting held on 18th October 2016

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

By invitation:

Mrs.T.Doyle(TDO),

Papers circulated: Budget Forecast Sample Submission to EFA, Expenses Policy, October 2016 OfSTED commentary including report on high performing MATs, ICSA Building good governance in MATs, MATS Board Effectiveness

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	Board Meeting	Prayer KGR Welcomed everyone to the meeting.		
1.	Apologies recorded and accepted	Mr.J.P.Morrison(JPM) Dr.K.Sullivan (KSU) Miss.N.Kane(NKA) Mrs.J.Pearce(JPE) Mr.K.Rylett (KRY) Mr.P.Quinn(PQU)		
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 PCA is the Financial Secretary for The Diocese of Westminster, Director of Churchmarketplace and holds directorships on other Diocesan academy trusts PQU Director Newham MAT Learning in Harmony Trust JPM is the Director of Education for The Diocese of Westminster		

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		NKA Director of a company linked to Education KRY IEB Member for Church of England School KSU Director of Rehydrogen and Property Development Company which is not involved in school works.		
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	KGR suggested discussion at next meeting whether necessary to continue with monthly meetings of the Trust from 2017. RAN confirmed he had now stepped down from Board of Mediation in Hertfordshire. KGR advised Trustees asked for confirmation of number of Foundation Governors needed for Trust Board PCA advised JPM group is looking at Foundation Director appointment possibilities across diocese. KGR confirmed would speak to Bishop John Wilson reference AGM date now in post. KGR Follow up with KSU reference Playing Fields leasing option to confirm if raised with Capital Strategy Group.	Agenda Item Nov 2016 Confirmed additional Five AGM date to confirm Check Capital Strategy Group informed next mtg	KGR KGR KGR/KSU
6.	Board Membership	Board membership It was noted that the Trust Board still required additional Foundation Directors noted previous discussion on possible volunteers from recent roadshow visits. Need to clarify appointment process.	Agenda November	KGR/JPM
7.	Conditional Consent List	None KGR reported JPM had advised in the transition period schools not to join DOWAT , as Trust had been identified as successful in recent OfSTED visit on 1st July 2019 DfE may look to Trust to expand. PCA advised JPM and PCA meeting with DfE next week.	Need to keep under review. Update next meeting	KGR PCA/JPM
8.	Chairs Action	KGR reported had received a couple of redirected letters from NASUWT original letters never received requesting information. Letter sent to CES	Advice being sought from CES by diocese.	PCA/JPM

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		<p>for comment but require confirmation from the diocese before providing a response as unable to respond to individual requests need to go via diocese.</p> <p>All Trust documentation on pay has been reviewed by WWS, consulted with staff and unions, and follows the School Teachers Pay and Conditions guidance.</p>	Advice being sought from WWS.	KGR/TDO
9.	Academy Consultation Update	<p>PCA advised School Commission met to look at the proposal, Trustees requested further documentation and clarification. JPM gave a presentation to Trustees looking at the details of the proposal with JPM JAS and Brown Jacobson looking at each scenario focusing from the point of view of the child- what structure would look like, Leadership and Governance structure. Document has been circulated to HTs and COGs on the outline proposal question remains on what will happen to DOWAT.</p> <p>KGR advised to date no discussion on DOWAT and implications concern with the proposed Watford pilot would be an immediate impact for two current DOWAT schools. Need to consider carefully.</p> <p>CMA noted schools had raised concern that information would have been available in September.</p> <p>PCA reported had been very difficult to arrange a date to get Trustees together, needed to fully understand how schools run, strategic plan now in place which will run for 3 to 4 years.</p> <p>ACO suggested helpful schools know soon, as a lot of speculation and anxiety over the process, people trying to second guess the plan.</p> <p>PCA advised the Trustees are looking to form local geographical groups around Deanery model.</p> <p>CMA noted that a decision for DOWAT had therefore been made by default as schools not currently within a Deanery model due to geographical distances.</p> <p>ACO Important as schools who already have experience of working in a successful trust that we can be part of the early development work of the new models, a lot of expertise and skills have been gathered across the</p>		

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		<p>Board members. PCA Very important time for diocese planning Catholic Education provision for next 20 to 40 years. Trustees will focus on:</p> <ul style="list-style-type: none"> • Impact on the child • Impact on Headteachers • Impact on Local schools on model introduction <p>Subsidiarity remains as a concept need legal guidance to agree process and structure that will work.</p>		
10.	CES letter on Articles approved 2015	TDO advised the documentation had been circulated to all LGB's for comment. No LGB were against moving to CES 2015 Articles.	<p>Plan to move to CES 2015 Articles Review Scheme of Delegation to emphasise</p> <ul style="list-style-type: none"> • Trust involvement HT appointments • SIPs appointment maximum 3 years • COG/ VCOG serve for period 3 years 	KGR/TDO
11.	OfSTED Report on MATS	<p>Board reviewed the October OfSTED summary which included Sir Michael Wilshaw's report on the attributes of high performing MATs. Trust had been included in the report which followed a one day visit by HMI. KGR advised positive Trust had been included disappointing not recognised the uniqueness of the Trust, very small top slice compared to 3-7% of the larger Trusts. Can see report focused on the common links between the MATs excellent to see Catholic schools identified as narrowing the gap for its disadvantaged students, schools living their mission. Trust does not have CEO but as Chair have combined elements of the CEO and Chairs role. St. Marks raised a concern over the CEO comment and the lack of recognition of the Family of Schools and light touch which had been acknowledged at the initial feedback meeting.</p> <p>Trust does have a greater involvement with schools, necessity of the changing role of MATs since Trusts conception in 2012. A number of items dealt with under Part Two Agenda of the Boards work.</p>	Feedback to school.	KGR

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		<p>PCA report shows the organic growth of the Trust since 2012 and the move towards working together as a core group for the benefit of all.</p> <p>ACO important that the recognition of the work of the Trust is shared publicly good news story both at Local Level for Governing Boards and the Strategic Board of the excellent work being undertaken across the Trust schools.</p> <p>CMA added good for parents to see the recognition of our Catholic Community working together.</p>		
12.	Website	Expenses Policies revisions approved.	Go onto website	TDO/JSA
13.	Budget Forecast Sample EFA	<p>PCA reported Audit and Finance Committee met to review the submission to the EFA for the Budget Forecast Sample request. Ipsum Solutions joined the committee to provide feedback on the eleven returns and to analyse the variance to the 31st July 2016 submissions.</p> <p>KGR need to ensure not negatively impacting on schools by having a mix of Primary and Secondary schools in a Trust with different funding modules.</p>	<p>Part Two details for specific school queries on returns.</p> <p>Moving forward suggesting further analysis on the funding levels for each Key Stage as funding for Post 16 continues to decline need to ensure Sixthforms do not drain resources from main school budget.</p> <p>Three year budget request for early 2017.</p>	Audit and Finance Committee
15.	AOB	Board dates 2017	Approved	
16.	Meeting closed	KGR thanked everyone for their attendance next meeting 29 th November 2016 at Vaughan House 5-7pm.		

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