

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

Approved Minutes of Board Meeting held on 17th March 2016

Present:

Mrs.K.Griffin(KGR),Mr.K.Rylett(KRY), Mr.P.Camoletto (PCA),Mr.J.P.Morrison(JPM), Mr.C.Mathew(CMA),
Mr.A.J.Corish(TCO),Mrs.J.Pearce(JPE)

By invitation:

Mr.R.Anderson (RAN), Mrs.T.Doyle(TDO)

Papers circulated: Spring Term Updates, Audit Tenders, Diocese Consultation, Revised Complaints Policy, OfSTED latest Focused Inspection Reports on Mats, Transition to FRS102 and Charities SORP 2015 EFA Guidance, Draft Capital 16/17, Land and Buildings Assets summary for Trust, Budget Management Planner draft, Schools and high needs funding reform consultation summary, Trust Structure and LGB Information draft booklet.

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		Prayer KGR Welcomed everyone to the meeting. Welcome to M Harmer who is new appointment at the Diocese for Foundation Governor appointments.		
1.	Apologies recorded and accepted	Miss.N.Kane(NKA) Dr.K.Sullivan(KSU) Mrs.L.Graham(LGR) 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:</u> KGR Chairs Capital Strategy Committee of the Education Commission and holds directorships on other Diocesan academy trusts PCA is the Financial Secretary for The Diocese of Westminster, Director of		

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		<p>Churchmarketplace and holds directorships on other Diocesan academy trusts</p> <p>PQU Director Newham MAT Learning in Harmony Trust</p> <p>JPM is the Director of Education for The Diocese of Westminster</p> <p>NKA Director of a company linked to Education</p> <p>KRY IEB Member for Church of England School</p> <p>KSU Director of Rehydrogen and Property Development Company which is not involved in school works.</p> <p>RAN Chair of Board of Trustees Mediation in Hertfordshire</p>		
3.	AOB not on the agenda	None declared.		
4.	Minutes of last meeting	<p>The minutes of the last meeting were checked for factual accuracy.</p> <p>Correction to the February Minutes</p> <p>RAN Chair of Board of Trustees Mediation in Hertfordshire</p>	Approved by Board	
5.	Matters arising from minutes	Complaints Policy updated with amendment	Approved by Board Circulate to schools	TDO
6.	Board Membership	<p>Board membership</p> <p>Foundation Director paperwork for RAN has been submitted to the Diocese for approval</p>	Awaiting approval	JPM/KGR
7.	Conditional Consent List	<p>No further applications</p> <p>KGR advised new Headteacher at St. Paul's looking again at Academy status.</p> <p>KRY advised had been asked to visit a school for further discussions on Academy status.</p>		
8.	Chairs Action	<p>KGR reported at the Education Commission meeting this morning discussions on how the Diocese may proceed asked JPM to provide an update.</p> <p>JPM advised the Commission were looking at different work streams to consider all of the aspects of this huge programme needed to review</p> <ul style="list-style-type: none"> • Catholic Mission how the Academies model links 		

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		<ul style="list-style-type: none"> • Full formation of the students not deflect from our key responsibilities as Catholic Schools • Messages given to the Catholic Community as a whole about the process and how it supports them and protects Catholic provision moving forward • Realistic timetable of delivery • Financial impact and costings of the programme • Skills availability to fill Foundation Directors vacancies, currently have 30% vacancies on FGB's • Back Office Support for schools in the programme • The best fit model for the Diocese and its schools to move forward • Change in role responsibility for "Standards" • Governance and Company Legislation Company Secretary role • Complexities of the Assets ownership across the schools • Importance of due diligence at each stage of the process ensuring schools are ready for conversion <p>Diocese currently working with three Regional Commissioners across the areas.</p> <p>Mr.M.Post https://www.gov.uk/government/people/martin-post</p> <p>Dr.T.Coulson https://www.gov.uk/government/people/tim-coulson</p> <p>Mr.D.Herrington https://www.gov.uk/government/people/dominic-herrington</p> <p>Important message from the Bishop not about autonomy the programme will focus on collegiality, Catholic families of schools working together in partnership for the Common Good. Bishop has written to all of the Deans. Key concern is the schools currently in a category looking at how Diocese can broker support for these schools in discussion with Local Authorities.</p> <p>KGR added the setting up of the Sponsorship Trust was a vehicle to help to reduce potential risk and allow schools that were vulnerable to be</p>		

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		<p>supported , then when appropriate move them into a Trust, allows diocese to move quickly to support and reduces impact of risk on the Trusts. RAN stated the model of support given to NB was exemplary, we can advise schools with concerns of what can be done and how this can work for academies.</p> <p>TCO noted the additional time frame for inspection of RI schools may encourage Heads to support, longer opportunity to show support work undertaken.</p> <p>KGR advised still issue of financial risks in discussion with the EFA on how this can be addressed for Trusts to consider accepting schools at financial risk into a Trust.</p> <p>JPM Important schools and governors have all the correct information about conversion, what is and is not possible as a Catholic school converting. Currently looking at the Diocese could consider splitting into 8 or 9 regions, due to the size of Herts could go to two regions. Possible split could be:</p> <table border="1" data-bbox="526 769 1438 1177"> <tbody> <tr> <td>Hertfordshire</td> <td>47</td> </tr> <tr> <td>Richmond,Spelthorne,Hounslow and Hillingdon</td> <td>24</td> </tr> <tr> <td>Ealing and Brent</td> <td>28</td> </tr> <tr> <td>Hammersmith and Fulham, Kensington and Chelsea, Westminster</td> <td>31</td> </tr> <tr> <td>Tower Hamlets, Hackney and Islington</td> <td>25</td> </tr> <tr> <td>Camden and Barnet</td> <td>27</td> </tr> <tr> <td>Haringey and Enfield</td> <td>20</td> </tr> </tbody> </table> <p>DfE looking at group sizes around 25 for the development of local links and working partnerships, important we learn from the experiences of the existing trusts.</p> <p>KRY work within DOWAT has been organic focus has moved with government policy and expectations on MAT's over the last three years. KGR suggested the experiences learned would be invaluable in the design</p>	Hertfordshire	47	Richmond,Spelthorne,Hounslow and Hillingdon	24	Ealing and Brent	28	Hammersmith and Fulham, Kensington and Chelsea, Westminster	31	Tower Hamlets, Hackney and Islington	25	Camden and Barnet	27	Haringey and Enfield	20		
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		<p>of the new model and programme, important we understand the Pros and Cons of possible options.</p> <p>TCO stated yesterday meeting at TDMS of the Safeguarding Leads, Trust was now at a point of maturing and developing, looking at other areas of sharing good practice and moving to the next stage of development.</p> <p>KGR reported she had met with Ruth Kelly looking at Future Leaders Programme and concerns over longer term strategy of filling senior posts in Catholic schools. Would be interested in working with us to develop and offer support for some key areas.</p> <p>KRY suggested a focus also on governance, looking at the skills gap and the training needs to support.</p> <p>PCA advised it was important to be long term planning for the stability of Leaders for Catholic Education for the next twenty years.</p> <p>Board discussed size of potential MATs and where economies of scale, consideration of costings for operational running of a large group and in current financial climate how to deliver a cost effective model.</p>	<p>Meeting to be arranged with group of Headteachers to consider options.</p>	<p>KGR</p>
9.	Self-Evaluation Review	<p>Board agreed to undertake a Skills Audit review and then to review the gaps in provision to help to identify skills for new Foundation Directors.</p>	<p>Skills Audit Form</p>	<p>TDO</p>
10.	National Funding Formula Consultation	<p>KGR asked if any schools submitting responses to the consultation please can a copy go to the Trust. Will be winners and losers as the Trust currently has schools from Inner London to local counties.</p> <p>TCO advised that latest figures from Hillingdon indicate they have taken the -1.5% cut to the AWPU.</p> <p>https://consult.education.gov.uk/funding-policy-unit/schools-national-funding-formula</p>		
11.	Audit Tender 2016	<p>The Audit and Finance Committee had reviewed the Audit Tender</p> <p>Three firms had taken the opportunity for a visit and discussion on the Audit of the Trust, two firms submitted tenders for the Audit.</p> <p>One firm withdrew as had a difference of view on the Asset note to the CES guidance.</p>		

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		<p>One firm withdrew over concerns on the geographical split and ability to administer the audit.</p> <p>The Board considered the two tenders provided and the split of the costs for each part of the works required.</p> <p>The Board agreed tender could only be for a one-year period due to the uncertainty on the future structure of the Trust with the Diocese consultation, based on costings Landau Baker provided the best value for money and overall the directors and Audit an Finance Committee had been happy with the service. Feedback from LGB's and School Bursars/ Business Managers on support and Audit visits had been positive.</p> <p>PCA noted the positive work undertaken by MDU on the land and buildings issue, one area of focus was financial forward strategic planning advice for the Board.</p>	<p>Appointment of Landau Baker for a further year. Audit and RO visit timetable to be agreed</p> <p>Quality Assurance Review of Audit and RO work</p>	<p>Audit and Finance Cttee</p> <p>Audit and Finance Cttee</p>
12.	AOB	<p><u>School Updates</u></p> <p>Board reviewed documentation sent out to all schools and LGB's, noted significant amount of information being published from government offices which academies needed to be aware of.</p>		
13.	Meeting closed	<p>KGR thanked everyone for their attendance, next meeting 26th April 2016 at Vaughan House starting at 5.00pm, KGR presented her apologies for the next meeting PCA will Chair.</p>	Meeting Chair 26.4.16	PCA

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