

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

Minutes of Board Meeting held on 2nd July 2015

Present:

Mrs.K.Griffin (KGR),Mr.K.Rylett(KRY), Mr.M.Rainsford(MRA),Mr.P.Quinn(PQU),Mr.C.Mathew(CMA)

By invitation:

Mrs.T.Doyle(TDO)

Papers circulated: Budget Forecast Returns 15/16, MAT Capital Expenditure 2015/16,Oasis Trust Report

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		Prayer KGR Welcomed everyone to the meeting. Thank you to Mrs.P.Curran Headteacher at St.Catherines for hosting today's meeting.				
1.	Apologies recorded and accepted	Mrs.L.Graham(LGR) Dr.K.Sullivan (KSU) Mr.P.Camoletto(PCA) Mrs.G.Freear(GFR) Mr.J.P.Morrison(JPM)				
2.	Declaration of Business Interests	No interests declared in any items on the agenda. Noted KGR Chairs Capital Strategy Committee of the Education Commission / Governor of The Vaughan MRA is a member of the Education Commission HT representative. PQU Director Newham MAT Learning in Harmony Trust				
3.	AOB not on the agenda	KGR suggested need to review dates just quorate for the meeting. Noted number of Foundation Directors still not sufficient to meet requirements of the Memorandum and Articles of Association. Review of Board membership: <table border="1" data-bbox="517 1318 1435 1390"> <tr> <td>Members Must be at least three</td> <td>Cardinal Vincent Nichols Bishop John Sherrington</td> </tr> </table>	Members Must be at least three	Cardinal Vincent Nichols Bishop John Sherrington		
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4.	Minutes of last meeting	The minutes of the last meeting were checked for factual accuracy and approved as a true record.	Approved by Board	
5.	Matters arising from minutes	KRY advised following discussion on structure more schools considering options available to them. Need to be clear on what DOWAT can provide. CJM Important it is clearly explained to schools which options are available for Catholic schools. KGR Unfortunate not yet had Academies group meeting, once decided on the way forward will be a letter from the Bishop outlining what is/ is not allowed. Can then have a meeting to consider way forward for DOWAT.		
6.	Board Membership	Discussed above.		
7.	Conditional Consent List	MRA advised been to meet St Thomas More school and St.Joseph next door in Kenton interested in looking at becoming a MAT wanted further details. KGR added schools have been looking at the process for a very long time. CMA added had given a presentation to Hertfordshire schools. JFK looking at Academy status possibly with two local feeder schools. KGR Is still a concern with small local clusters over governance, can see schools want to work locally but Boards will require Directors. CMA advised four further primaries in Herts interested in the options. PQU added the Watford Deanery group of schools are looking to work more collaboratively. Important to learn from development of the MAT especially in light of all of the ongoing legislation and educational changes need to ensure develop good communication channels but not reinvent the wheel or incur unnecessary costs if processes have been developed elsewhere.	Board agreed needed a clear structure and steer from the Education Commission. Look at the package could offer to support conversion of new members.	KGR/MRA Report back after meeting. Board
9.	Chairs Action	KGR reported went to CFBT and NAHT Conference discussion on sponsorship as a vehicle to support, provide guidance help schools to move to good and then support them moving into a MAT. A number of		

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		schools have not been inspected since 2005 , need to ensure have something in place if needed to support Catholic schools if go into a category with OfSTED.		
10.	Organisational Redundancy Framework for the Trust	<p>The Board considered the consultation responses from schools and the Unions following the circulation of the framework.</p> <p>James Lynas had provided feedback on the comments made on the framework and suggested revisions.</p> <p>Board agreed with the Budget constraints important to have a framework in place for the Trust especially as covers different local authorities. Agreed helpful to have a practical guide for Local Governing Bodies.</p>	<p>Proposed amendments agreed.</p> <p>Framework to be revised by WWS.</p> <p>Develop a support guide for LGB's</p>	<p>JLY/TDO</p> <p>Autumn Term Agenda Risk Management Committee</p>
11.	MAT Capital Funding Allocations	<p>The Board reviewed the proposed Capital Funding Allocations Expenditure from LGB's for 2015/16. Expenditure approved based on LGB's Capital plans to be submitted to Capital Strategy Group meeting on 13th July 2015 for Trustee approval.</p> <p>EFA forms for expenditure breakdown awaited, schools advised will require clear documentation on expenditure of Capital Grant.</p>	Copy of Expenditure proposals to be sent.	TDO
12.	Budget Forecast Returns	<p>PQU reported the Audit and Finance Committee had reviewed the Budget Forecast Returns from each school, majority of schools have drawn on their previous surplus funds to fund expenditure costs in 2015/16. As a Trust need to have a clear overview will be making a request in Autumn Term for:</p> <p>Three Year Forecast with narrative</p> <p>Pupil number predictions</p> <p>Clear was a significant drop in funding levels overall need to monitor.</p> <p>CMA advised would be concerned over the validity of a three year plan due to the funding uncertainty, two year more realistic for schools to forecast.</p> <p>MRA suggested also looking at sharing data on Pupil Teacher ratios and group sizes to look at how can re structure.</p> <p>CMA added sharing timetabling expertise could be beneficial in looking at</p>		

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		<p>the modelling options used to maximise options and secure best value. Board agreed important to monitor any budget fluctuations with the reducing funding allocation, clear early warning indicators if schools going into difficulty want to be supportive as a Trust, share expertise.</p> <p>Budget Forecast Returns now have to be consolidated into a Trust return and submitted to EFA by 31st July 2015 or a Financial Penalty Notice will be issued.</p> <p>TDO advised T.Lim of Ipsum Solutions previously Trust Auditor had provided a cost to support in the first year of the new process. Would recommend for this initial year and then offer training to schools on lessons learned to improve for next year. Fund from within SLA contributions.</p>	<p>Develop reports in FMS Multiview to review Budgets and Actuals. Proforma for school not using FMS. School level returns approved for consolidation.</p> <p>Approved support.</p>	<p>Autumn Agenda Audit and Finance</p> <p>Accounting Officer/ TDO</p>
13.	AOB	<p>a) SORP requirement awaiting feedback from the diocese on CES discussions with DfE for Church Academies land and building valuations.</p> <p>b) Examination information Summer 2015 KGR asked for an early indication of preliminary results to be sent by each school over the summer.</p> <p>c) Oasis Trust report KGR reported interesting read on how MATs are being reviewed, look at governance and support. No framework yet for a Trust inspection but in report look at Impact Standards</p>	<p>Update</p> <p>Email circulated to all schools requesting information. Standards Form to be reviewed due to reporting changes. Progress 8 Attainment 8 EBAC</p> <p>Need to keep under review role of the Trust.</p>	<p>JPM</p> <p>KGR/TDO</p> <p>Agenda Autumn Term Risk Management Committee</p> <p>Board</p>

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		<p>Support offered to schools</p> <p>d) TDO reported as part of the communication review looking at options on holding of the Board information, minutes and communication with LGB's. Looked at variety of options in discussion with other Clerks Governor Hub is being used by a number of London and other authorities and MAT's. Login at Board and LGB so schools can post their minutes to the Board to link communications, longer term can create accounts for all governors, use as a more secure method for sharing information and update.</p> <p>e)VAT Refund TDO advised VAT refund was being followed up with HMRC, working with VAT Officer at Coventry office who is trying to clear all the queries. Funds will be paid to schools once released by HMRC.</p>	<p>Approved for annual purchase from SLA and then review.</p> <p>Monitor repayments by HMRC</p>	<p>TDO</p> <p>TDO</p>
14.	Close	<p>KGR thanked the Board for their attendance next meeting 15th September 2015 AGM, Members invited 2-4pm at St.Thomas More R.C Primary School.</p> <p>KGR thanked PCU for hosting the meeting and on behalf of the Trust thanked her for the work she had undertaken during her Headship and wished her all the best in her retirement.</p> <p>PCU wished the Trust success for the future</p> <p>KGR advised the Board that this would be MRA last meeting as he was retiring as Headteacher and resigning as a member of the Board. On behalf of the Trust wished to thank MRA for all the work he had undertaken in supporting and developing the DOWAT Board in addition to his role as Headteacher of TDMS. DOWAT very grateful for his contribution.</p> <p>MRA stated it had been a great team to work with, own school had benefitted from being part of the Trust, an honourable venture of schools working in collaboration to support Catholic Education. Would like to</p>		

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		<p>thank everyone for their support, will be remaining on the Education Commission and Academy Strategy Group.</p> <p>KGR wished everyone an enjoyable summer break at the end of the term.</p> <p>Meeting closed</p>		