

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

Approved Minutes of Board Meeting held on 10th April 2018

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

invitation:

Mrs.T.Doyle(TDO) Papers

circulated: Legal Toolkit, Gender Pay Report Review, CES Protocols

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	Board Meeting	Prayer and Welcome. KGR welcomed the Board to the meeting		
1.	Apologies recorded and accepted	Mr.C.Mathew Miss.N.Kane Mrs.J.Pearce Mr.E.Conway		
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 Director of Schools Commission Plymouth PCA is the Chief Operations Officer and Financial Secretary for The Diocese of Westminster, Director of Churchmarketplace and holds directorships on other Diocesan academy trusts JPM is the Director of Education for The Diocese of Westminster and holds directorships on other Diocesan academy trusts NKA Director of a company linked to Education KSU Director Property Development Company which is not involved in school works. RAN Chair of Governors Nicholas Breakspear		

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		ECO Member of Education Commission		
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 Correction made to mins	TDO
5.	Matters arising from minutes	Asbestosis Report ESFA	Reminder May deadline	TDO
6.	Board Membership	KGR asked if any of the LGBs had Governors who would have a skill set to be part of the board please advise, applications sent to two candidates. JPM advised have had a couple of people come forward currently working as part of school governing boards to gain experience. Unfortunately not great feedback from Academy Ambassadors, currently working with Inspiring Governance. New appointment A Lyons finished with NAHT at Easter will be available from August to support on governance. BJW has met with the Deans but currently no direct responses from parishes. Discussion on attracting Foundation Directors to the Trust with the right key skills to support the Trust Boards work.	Re send Academy Ambassadors application to JPM.	TDO
7.	Conditional Consent List	None		

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8.	Chairs Action	<p>KGR advised she would like to raise the issue which had been headlining at a number of the recent Headteacher conferences over the well being of staff particularly those in the Senior Leadership Teams within schools, unprecedented change in the curriculum across all key stages at a time of great financial difficulty where budgets have been cut significantly so there is no capacity to do more. Discussion on how as a Trust can work together more so schools not feel in isolation, sharing the burden of bureaucracy, working smarter on process and policy as a group to remove duplication and lost time. Headteachers Group are working well together looking at how to move onto the next stage, focus for the Trust on supporting Governance and the Trust being out meeting with LGBs helping with their strategic role in supporting the school and Trust.</p> <p>ACO raised current areas Headteachers working on:</p> <p>RE Leads</p>		

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		<p>Safeguarding Leads Shared Inset delivery</p> <p>Revisited the earlier discussion on an Annual Conference for the Trust, important for all stakeholders to be aware of how fit within the structure of the Trust and how all of their contributions link together to make the Trust successful. Board discussed the possibility of a school based conference to bring subject leads together across the key stages. Most schools will be working on the same key priorities, recommendation to bring these groups together to share good practice and policy.</p> <p>JPM advised following FoS visits the development of trust and schools working collaboratively together not in isolation is a very important message especially at the current time when resources including time are scarce, sharing the load as a local group is a key message.</p> <p>KSU schools are bases of evidence research and we need not to impose change but encourage innovated school based research to lead change, a conference is a good starting point to get the process moving forward.</p> <p>RAN Welcome the further collaboration but also not want to undermine the local partnerships outside the Trust important to bring the good practice from those working groups into the discussions, not wat to be insular in our approach. KGR One area would like to see developed further as a Trust is the role of Student Voice – develop a Trust level Strategic Approach.</p>	<p>Paper out to schools on how we can support and develop as a group to work with Leaders in Trust schools.</p> <p>Budget for Research Projects</p> <p>Development of Student Voice at Trust level</p>	<p>Headteachers Group/KGR</p>

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9.	Legal Toolkit	<p>RAN reported legal toolkit had been produced for Trust by WWS, circulated to LGBs for feedback for May meeting. Also sent to diocesan DPO to provide overview of data sharing from diocesan requirements.</p> <p>Training had been undertaken across three venues to train 75 staff to deliver at school level feedback from the training had been good, schools now working on the software.</p> <p>Discussion on the DPO role and whether this could be supported at diocesan level.</p>	<p>Feedback from diocese on GDPR- diocese consider calling a meeting for all Academy Trusts. Feedback from LGBs</p> <p>Consideration and feedback for May meeting.</p>	<p>JPM Next meeting</p> <p>May meeting</p> <p>PCA May meeting</p>
		<p>The GDPR sets out the DPO's key tasks, which includes to:</p> <ul style="list-style-type: none"> • Inform and advise the organisation / employees of their obligations; • Monitor compliance with data protection law, including the assignment of responsibilities, awareness-raising, training of staff and related audits; • Provide advice as regards data impact assessments; • Cooperate with the supervisory authority [in the UK, this is the ICO]; • Be involved, properly and in a timely manner, in all issues which relate to the protection of personal data; and • Act as the contact point for the supervisory authority [ICO]. <p>When data is collected from data subjects (e.g. employees, customers etc) certain information must be given to them. This includes the name and contact details of the DPO. The WP29 says this should allow the DPO to be reached in an easy way, so suggests a postal address, a dedicated telephone number, and/or a dedicated e-mail address.</p> <p>Recommendation that an organisation informs its employees of the name and contact details of the DPO, for example publishing them internally on the organisation's intranet, internal telephone directory, and organisational charts.</p> <p>PCA asked about the option of the existing Trusts sharing a DPO. Discussed protocols for crisis management of data breach across the Trust, need to clearly define and communicate process across all schools and LGBs.</p>		

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		KGR Thanked everyone for their work to date on preparation for GDPR.		
10	Trust Protocols	The Board reviewed the CES protocols for the relationship between a diocese and its schools, looked at the protocols and how could adopt as Trust protocols. JPM advised at diocesan level have reviewed with team and proposals going to	Agreed once final approved by diocese to then adopt for Trust and incorporate into Trust handbook and	June agenda
		the Education Commission in May 2018 to adopt, provide clear lines of responsibility. RAN asked about the revision to the new CES Articles previously put on hold.	guidance. Review with protocols for June meeting.	June agenda
11.	Gender Pay Gap Reporting	Following the report publication the Board considered the results and the next steps for the Trust : <ul style="list-style-type: none"> Review of pay structure across the Trust Review of gender split across posts and how can support staff in retraining when moving back from part time contracts so have current skill sets for Leadership roles. Agreed difficulty in statistical data due to it being across two very different pay schemes, one full time one with many staff on term time only contracts.	Further data: Staffing n Pay structure split by M/F Age profile split by M/F	SBM Group to provide
12.	AOB	<u>Kreston Benchmarking on MATs</u> Key points to review: Size of a MAT and levels of collaboration for growth Centralisation of services for economies of scale Benchmarking cards ESFA advised should be published at end of March.	Review as part of SLA discussions	Headteachers Group
13.	Meeting closed	KGR thanked everyone for their attendance next meeting 8 th May 3.30pm following Audit at 2.00pm at Vaughan House		

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