

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



The Diocese of Westminster Academy Trust

Minutes of Board Meeting held on 25th April 2017

Present: Mr.J.P.Morrison (JPM), Dr.K.Sullivan(KSU), Mr.R.Anderson (RAN) ,Mr.K.Rylett(KRY), Mr.C.Mathew(CMA),Miss.N.Kane (NKA), Mrs.J.Pearce(JPE)
,Mr.AJ.Corish(ACO),

By invitation:

Mrs.T.Doyle(TDO),

Papers circulated: Clerks Competency Framework, WWS Report Two, Capital SCA Breakdown, Templates 17/18,Gender Pay Gap Reporting requirements on Trust, Risk Software,MAT Policy requirements review

No	Agenda Item	Details	Action	Responsibility
	Board Meeting	Prayer and Welcome. JPM welcomed the Board to the meeting , Charing in KGR and PCA absence		
1.	Apologies recorded and accepted	Mrs.K.Griffin Mr.P.Camoletto Mr.P.Quinn		
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 consultant to CAST Board PCA is the Financial Secretary for The Diocese of Westminster, Director of Churchmarketplace and holds directorships on another Diocesan academy trusts		

No	Agenda Item	Details	Action	Responsibility
		<p>PQU Director Newham MAT Learning in Harmony Trust JPM is the Director of Education for The Diocese of Westminster and holds directorships on another Diocesan academy trusts NKA Director of a company linked to Education KRY IEB Member for Church of England School 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	<p>The minutes of the last meeting were checked for factual accuracy. Amendments:</p> <p>Pg 8 should read Post 16 Grant identified is "Small Good School Grant"</p>	Approved by Board	
5.	Matters arising from minutes	<p>Foundation Director appointments for the Trust Board from recruitment drive for future CATs.</p> <p>JPM report ASQ excellent helpful following discussion today to get out to LGB to get a clear steer on how schools wish to proceed- discussion later on Agenda today useful for last FoS meeting if agreed.</p> <p>TDO confirmed SLA invoices had been sent to schools and were inclusive of the agreed reclaim of the balance of the legal fees as discussed at last meeting.</p> <p>JPM suggested in reference to holding a conference have been advised of a good venue owned by NHS in Rochester Row for consideration.</p> <p>JPM advised on the Umbrella Trust CES would not be in agreement for an Umbrella Trust with Non-Catholic school. RAN stated Loretto had entered into the agreement. KRY asked about the benefit of the arrangement to NBS?</p>	<p>Followed up.</p> <p>SLA Fees 17/18 Agenda Item May meeting</p> <p>Venue contact to be forwarded.</p> <p>Contact Loreto and establish what agreement signed. Look at what can be</p>	<p>JPM</p> <p>KGR/TDO</p> <p>JPM</p> <p>JPM</p> <p>CMA/DLI/RAN</p>

No	Agenda Item	Details	Action	Responsibility
		<p>RAN advised possible flexibility for Sixthform provision to ‘test’ the waters moving forward.</p> <p>Apprenticeship Levy breakdown by wages costs had been circulated to all schools to share portion of levy rebate with payroll providers.</p>	<p>achieved in Local Area without consenting to a partnership agreement. Circulated to all schools and Auditors</p>	<p>TDO</p>
<p>6.</p>	<p>Summer Examination</p>	<p>JPM asked schools if any feedback on the concerns raised on the examination changes for the summer and grade boundaries. CMA advised had visited some of the schools highlighted as high performing in Progress Eight but everyone is concerned over the Progress Eight measure for this summer, it is an unknown.</p> <p>KSU new marking scheme will be in place difficult to judge.</p> <p>JPE added from a Primary school perspective with the SATs changes last year progress was an issue specifically for smaller schools, thankfully we have one of the new style examination seasons completed. Fully understand the concerns of the secondary schools for their new examination format.</p> <p>ACO added an additional concern this year for Post 16- YR13 students are the unconditional offers from some universities to students who then have a place irrespective of their A Level results. Hope this is not a trend for the future as will be difficult to motivate students.</p>		
<p>7.</p>	<p>Academy Strategy Update</p>	<p>JPM advised there had been 10 out of the 11 FoS meetings to date, the final meeting will be with Lea Valley and Stevenage and they would be happy with the proposal from WWS latest report if agreed by DOWAT schools. Key points noted from meetings:</p> <ul style="list-style-type: none"> • In each FoS 6-7 schools want to start the process of conversion, there are also 6-7 who are reticent and do not want to go and then a group in the middle who want to know the “tipping” point. • The understanding and knowledge of FGBs on the Academy Programme and the process of conversion is significantly varied across the diocese. Where due diligence has been undertaken at 		

No	Agenda Item	Details	Action	Responsibility
		<p>FGB level , groups are already meeting and planning how will collaborate and move forward together</p> <ul style="list-style-type: none"> • Where schools across different Local Authorities are coming together there needs to be a relationship developed and trust across the new group dynamics. This was described by one Headteacher as “entering a marriage without the courtship” and it does define the need to build partnerships and collaborations across new groups which is possible but will take time. • Schools have asked about smaller group sizes but there are implications for being able to fund smaller models in the longer term, expect will start small but will grow to FoS size over time. Looking at options of CATs possibly sharing staff and services until large enough to have own provision in place. • Indications from Harrow, St.Albans, Brent, and Camden wish to set up CATs. • Transparency is very important and open lines of communication important all schools are kept updated on developments in their FoS region, Trusts must work in openness and partnership. • Project will be a work in progress as the CAT model develops, not finished article • Mind-set on the academy programme has moved considerably since initial discussions, over 52 schools given indication wish to proceed to next stage. <p>Once FoS meetings are complete will provide a report for the Project Board on discussions.</p>		
7.	WWS Report	<p>JPM reported this as requested was a follow up to the November report looking at the possibilities of how a re- organisation of DOWAT could be achieved and what would need to be considered.</p> <p>Key area to address:</p> <ul style="list-style-type: none"> • Risk management • Financial stability and viability of schools • DOWAT protocols to new CATs 		

No	Agenda Item	Details	Action	Responsibility
		<ul style="list-style-type: none"> • DOWAT systems and processes in comparison to new CAT for example allocation of SCA funding. For all schools with the reducing budgets this has been an important funding stream to support capital investment into the school building stock and schools would want to ensure any new CAT was of sufficient size to qualify for the SCA • Concern raised over the level of processes and systems operating across the other diocesan trusts , is the accountability level and risk processes as rigorous as DOWAT • Clear understanding operating as a business significant differences as a Board of Directors to Governing Board. • What will be the non- negotiables across the CATs • Concern that many schools only looking at what in it for their school, DOWAT already moved beyond this in working as collaborative group of 11 schools look for best position as a group not in isolation. • Can DOWAT expand is this a possibility • Need to have agreement that schools would move when CAT FoS was of sufficient size set up of a Memorandum of Understanding • Need to set agreed timescale • Consideration of use of DOWAT policies as starting point for opening CATs • Schools currently see security in DOWAT want to replicate in any new CAT • Benchmarking <p>KRY raised a recommendation that he felt from the discussions he had been involved in that the “bigger picture “of why this needed to happen “benefits” appear to have had been diluted at school level ,message needed to be communicated- the need for Catholic Education to be protected in this period of uncertainty, importance of strength as a group.</p> <p>KSU added the survival message was clear, strength in numbers and</p>	<p>Summary report from Director of Education to schools reminding the reasons why Trustees set up academy programme for Catholic Education in Westminster, parallel</p>	<p>JPM</p>

No	Agenda Item	Details	Action	Responsibility
		<p>scalability as a diocese group.</p> <p>CMA recommended all Heads in DOWAT were involved in setting the principles of how move forward- rational and how agree to mitigate risk and viability of the proposed groups DOWAT schools will move into as this would impact schools at a local level moving forward in the Family of Schools structure.</p> <p>JPM suggested deanery termly meetings could be useful in moving forward and developing collaboration across the diocese. All agreed would be useful if could be based around the FoS groupings to help to build collaboration and partnership. Board discussed the placing of NBS within the FoS groupings and asked about consideration of a Stevenage grouping based on the existing work between JHN and NBS. CMA issues of NBS deficit will need to be addressed early in any discussions for schools moving from the Trust. JPM reported Cardinal had identified for the last fifteen years schools had been under pressure to be competitive now need to come together and for there to be greater collaboration and sharing across the diocese.</p> <p>JPM added in May /June should have a greater indication of the initial CAT groupings and numbers of schools to see Phase One of the model which will allow us to consider financial viability and risk of the group sizes. Want to ensure schools are protected in moving into new structure not move until concerns are addressed. Hope DOWAT schools will be lead schools within their FoS structures.</p> <p><u>Key discussion points with schools in DOWAT taking into consideration WWS reports:</u></p> <ul style="list-style-type: none"> • How to move forward • Agree the principles with DOWAT schools 	<p>paper on the advantages of being in a diocesan group</p> <p>Look at proposed CAT plan and how DOWAT would sit within this initially.</p> <p>WWS report with removed timescales to be circulated</p>	<p>JPM/KGR</p> <p>KGR/TDO</p>

No	Agenda Item	Details	Action	Responsibility
		<ul style="list-style-type: none"> • How shape and develop FoS from DOWAT • Leadership- reassure local schools of academy model • Policies and structures in place and working • Viability of each potential CAT 	to schools for comment and feedback. Agenda July 2017.	
8.	Board Membership	Foundation Director vacancies discussed. Appointment to DOWAT would be a good training opportunity to work within an existing established MAT.	Diocese to follow up	JPM/PCA
9.	Conditional Consent List	None		
10.	Chairs Action	JPM gave update on FoS and work with the Academy Project Board in Academy Update section.		
11.	Risk Management Feedback	<p>KRY reported The committee had rolled out the on line reporting system and reviewed the first reports from the schools. Look at extending the training to LGB's so they are clear on the new software and understand the risks and the controls evidence that needs to be recorded into the database. Looking to review the risk reporting schedule to meet the new on line risk format.</p> <p>Ellis Whittam have provided an update on the Health and Safety visits annual Report to next Board meeting.</p>	<p>Training to be organised</p> <p>Review of risk reporting schedule for the next academic year. Agenda item May mtg</p>	<p>KRY/TDO</p> <p>KRY/TDO</p> <p>KRY/TDO</p>
12.	Capital Funding 17/18	<p>Board reviewed the SCA Capital Allocations breakdown and estimated DSG based on the methodology statement on the website.</p> <p>JPM confirmed templates to be circulated to LGB's and HTs for completion of proposed expenditure for 17/18 SCA funding. Completed proposals to be considered by Board at next meeting and then forwarded to Education Commission.</p>	Board agreed the proposed allocation and Templates for 2017/18 Agenda Item May mtg	JPM/TDO
13.	AOB	<p>Clerks Competency Framework</p> <p>MAT Policy requirements Board reviewed the policy requirements for the Trust. SEND Local Offer to</p>	<p>Circulate to LGBs look at training needs for Clerks, identify skills matrix for a training plan.</p> <p>Agenda June</p>	<p>KGR/TDO</p> <p>TDO</p>

No	Agenda Item	Details	Action	Responsibility
		be summarised into Trust Level offer. Draw out Financial policy sections from accounts to go onto website.		
14.	Meeting closed	JPM thanked everyone for their attendance, meeting closed next meeting 25th May 2017 Vaughan House Board Meeting 11.00-13.00		