

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

Approved Minutes of Board Meeting held on 26<sup>th</sup> April 2016

Present:

Mr.P.Camoletto (PCA),Mr.J.P.Morrison(JPM), Mr.C.Mathew(CMA), Mr.K.Rylett(KRY),  
Mr.A.J.Corish(TCO),Mrs.J.Pearce(JPE), Mr.R.Anderson (RAN) ,Miss.N.Kane(NKA), Dr.K.Sullivan(KSU), Mrs.L.Graham(LGR), Mr.P.Quinn(PQU)

By invitation:

Mrs.L.Graham(LGR), Mrs.T.Doyle(TDO)

Papers circulated: Summer Term Updates, Audit Timetable,MAT Capital Loan guidance, Board Skills Audit Draft, PSC Register information, Eliminating unnecessary workload around planning and teaching resources report, Elimination unnecessary workload around marking, Eliminating unnecessary workload around data management, Coasting schools report, Regional Commissioners Government response report, Chairs Report.

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		Prayer PCA 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	Mrs.K.Griffin (KGR)		
2.	Declaration of Business Interests	No interests declared in any items on the agenda. <u>Noted the following interests by Trust Board:</u> 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		

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		<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	The minutes of the last meeting were checked for factual accuracy.	Approved by Board	
5.	Matters arising from minutes	<p>KRY Complaints Policy noted in template schools needed to review the process as slightly different.</p> <p>KRY noted the Board Skills Audit draft clear distinction between the skill requirements for a Director /Trustee and LGB member, important clearly define the roles and skills needed for now not what was expected in the past.</p> <p>Schools had been informed Landau Baker re-appointed as Auditors and <b>Audit timetable had been circulated.</b></p> <p>Deferred item to June agenda.</p>	<p>Schools to check procedures</p> <p>Feedback on Skills Audit.</p> <p>Preparing for OfSTED.</p>	<p>TDO</p> <p>Board</p> <p>PQQ/TDO</p> <p>KGR</p>
6.	Board Membership	<p>Board membership</p> <p><b>Foundation Director application for RAN has been approved by the Bishop.</b></p> <p>PCA welcomed RAN to the Board.</p>	<p>Director registration to be completed.</p> <p>Update Directors list.</p>	<p>TDO</p> <p>TDO</p>
7.	Conditional Consent List	No further applications however Trust		
8.	Chairs Action	KGR presented a written report to the Board (Appendix One)		

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		<p><b>Website for MAT</b></p> <p>The Board reviewed the costings for a Trust website and the documentation from E4Education to provide a MAT site. It was noted reached a point not sufficient area and information on Diocese site to be compliant MAT needed own web presence. Appreciated diocese in consultation over the longer term proposals over the Academies programme across the diocese and site could be modified and adapted to meet future set up. Site also included a downloadable MAT app which could be used to send information out to the MAT community of students and parents.</p>	<p>Approved costing £5000 which was budgeted allocation from SLA for web design, project allocated to E4Education. Site to be operational by end of term.</p>	<p>KGR/TDO/JSA</p>
<p>9</p>	<p><b>MAT Capital Pilot Loan Scheme</b></p>	<p>The Board reviewed the MAT Capital Loan Scheme documentation which had been sent out by the DfE/EFA following the Expression of Interest Round. The MAT pilot has been confirmed by Ministers, each Trust can submit up to two projects maximum repayment period is ten years and the funding request cannot exceed Trust's total allocation. Minimum loan £50K. Rates are at Public Works Loans so competitive. Deadline 13<sup>th</sup> May 2016 for MAT submission and the works must be start in 2016-17 finished by March 2018, two types eligible:</p> <ul style="list-style-type: none"> <li>• Condition improve core building, batch work across multiple school sites Investment- long term saving- can include Trust admin space and IT investment</li> </ul> <p>Not support expansion school floor area in general.</p> <p>PQU wanted to confirm not impact on those schools not taking part would still receive their allocation.</p> <p>Board agreed as this is a DfE pilot felt it was important to be involved as could become a likely direction for funding Capital Programmes in the longer term by the DfE and to have a group of academies involved early would be an opportunity to review the scheme. Each school that wishes to</p>	<p>The submission was due for 13<sup>th</sup> May 2016 is an application no trust has had acceptance to the scheme. Tight time frame so agreed to consider projects from Expression of Interest Round. Agreed to come back to the Board if projects were given approval so Board can review the finer details of the loan scheme before gives final approval. This will ensure the document will note the longer term proposals of the diocese and the possible reorganisation of the Trusts into regional groupings.</p>	

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		<p>be part of the pilot will have their share of the loan deducted from their allocation of the Capital Project funding by AWPU's including the interest costs, the school can decide if they want to fund this from their share of the SFC or they can make a payment into the Trust from their revenue funds, schools not wishing to be part of the scheme will continue to receive their Capital Allocation by AWPU's.</p> <p>Following the Expression of Interest round which some schools had submitted proposals for could be the only other funding stream available to be considered this year. This is an opportunity for some larger projects within schools to be undertaken as currently the SFC must be spent within the academic year, the works for this proposal can go to March 2018.</p> <p>Bursars /SBM who submitted initial projects to discuss and complete the documentation for submission by deadline.</p>	<p><u>Agreed Two Projects:</u></p> <ol style="list-style-type: none"> <li>1. Building Conditions Improvements for heating, fire doors and glazing.</li> <li>2. Investment Project Sixthform redevelopment project</li> </ol>	<p>Agenda following DfE/EFA decision KGR/PCA</p>
10.	Person with Significant Influence Register	Board reviewed the documentation from WWS and the proposed addition to the Information Booklet and the draft Register extract.	Approved by Board, subject to agreement from the Cardinal.	PCA
11.	Academy Consultation Update	<p>JPM provided a report on the Academy Consultation work undertaken, looking at key areas:</p> <ul style="list-style-type: none"> <li>• Financial viability of schools diocese currently working with 17 Local Authorities</li> <li>• Leadership and Succession Planning challenges ahead for Catholic Education</li> <li>• Develop a robust infrastructure to support schools, currently a number of L.A models are disappearing and schools need somewhere to access key services.</li> </ul> <p>A number of schools are keen to discuss options and the way forward, been invited to speak to a number about the proposals. NKA and JPE were</p>		

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		<p>able to give re assurance to the Primary Headteachers Conference on their schools experience which was helpful.</p> <p>Due diligence is very important throughout this process, a small team has been put together to work on the proposals , John Askin from the Cardinal Hume Trust and Gail Neill who was the Director of the Education Service in Nottingham and has extensive experience of academies and trusts.</p> <p>Looking to develop a Catholic Social Teaching Framework incorporating solidarity, subsidiarity and sustainability into the model. The Cardinal has asked for outline concepts for July 2016 in terms of Finance, Leadership and Risk, looking at what Leadership and Governance will look like, role of the Clerks supporting the boards. Meet with City of London to look at their Academy Programme, very impressive. Diocese is being well supported by various groups in looking at potential model options. For the Assets and Legal aspects working with Brown Jacobson and CES to consider those Religious Orders not just in Westminster but Nationally. <b>Incorporating into report a response to how the White Paper will impact on the model and how Catholic Education will be shaped in the future.</b></p> <p>Board discussed how the diocese would sell this new service and provision to schools. The key element was to protect the future of Catholic Education, this needed to be communicated to schools and Catholic families.</p> <p>The Board were interested in how struggling schools would be supported in this new scheme concern due to model structure could be left out.</p> <p>JPM advised important to note would not be the Education Service would be a new model of Academy provision. The sponsorship vehicle would be used to support schools in moving forward to join a Trust.</p> <p>Board following their own difficulties in recruiting Directors questioned about the skill levels for both the Board or Regional Boards and on the LGB themselves, need for a varied skill set is now key at each level.</p> <p>Suggested important to get feedback early from schools on what they actually need and want from a service.</p>	<p>Further update following the next Education Commission meeting.</p>	<p>KGR/JPM</p>

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12.	Cash flow Templates	<p>The Board reviewed the draft template document. Trust needed to ensure cash flow was being monitored at each school as part of the Academies Financial Handbook requirements. Need to follow same format so could be consolidated.</p> <p>KRY advised important if asking schools to complete that as a Trust do feedback.</p> <p>TDO advised looking to see if any option of dragging data across from HCSS software to limited data input from schools.</p>	<p>Standing item on Audit and Finance Agenda</p> <p>Looking at KPI's, Trends and comparisons to quarterly forecasts.</p> <p>Training for Bursars/SBM to be undertaken at next meeting.</p>	PQU/TDO
13.	AOB	<p><u>Independent Teacher Workload documents</u> Reports reviewed by the Board.</p> <p><u>Memorandum of Understanding for Catholic Schools</u> RAN advised thought CES had done a fantastic job in getting this document completed, very clear.</p> <p><u>Regional Commissioners Report and Vision Statements for their areas:</u> Board reviewed the impact and risk for the MAT.</p> <p><u>School Updates</u> 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>	<p>To be noted by schools in any policy reviews.</p> <p>Circulated to all schools.</p> <p>Revisit as part of OfSTED Prep.</p>	TDO
14.	Meeting closed	PCA thanked everyone for their attendance, next meeting 24 <sup>th</sup> May 2016 at Nicholas Breakspear starting at 10.00am.		

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