

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

The Diocese of Westminster Academy Trust

Approved Minutes of Board Meeting held on 15th September 2015

Present:

Mrs.K.Griffin (KGR),Mr.K.Rylett(KRY), Mr.P.Camoletto (PCA),Mr.J.P.Morrison (JPM),Mr.P.Quinn(PQU),
Mr.C.Mathew(CMA), Dr.K.Sullivan (KSU),

By invitation:

Mrs.J.Perry (JPE),Mrs.T.Doyle(TDO),Mrs.L.Graham(LGR)

Papers circulated: Accounts Direction, Organisational Framework, Pay Policy draft and notes WWS, Academies Financial Handbook

No	Agenda Item	Details	Action	Responsibility
		Prayer KGR Welcomed everyone to the meeting. Thank you to Mrs.J.Perry Headteacher at St.Thomas More for hosting today's meeting.		
1.	Apologies recorded and accepted	Mrs.G.Freear(GFR)		
2.	Declaration of Business Interests	No interests declared in any items on the agenda. Noted 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 Churchmarketplace and holds directorships on other Diocesan academy trusts PQU Director Newham MAT Learning in Harmony Trust JPM is the Director of Education for The Diocese of Westminster		
3.	AOB not on the agenda			

No	Agenda Item	Details	Action	Responsibility								
4.	Minutes of last meeting	The minutes of the last meeting were checked for factual accuracy and approved as a true record subject to correction in spelling: Mr.C.Mathew.	Approved by Board									
5.	Matters arising from minutes											
6.	Board Membership	<p>Review of Board membership at the start of the Academic Year:</p> <p>KGR advised the Board that GFR had resigned as a Director of the Trust. KGR and the Board expressed their thanks to GFR for all of her work as a Director.</p> <table border="1"> <tr> <td>Members Must be at least three</td> <td>Cardinal Vincent Nichols Bishop John Sherrington Paolo Camoletto Paul Barber (automatic termination by cessation of post) Chair of Board WRCDT Charitable Incorporation</td> </tr> <tr> <td>Foundation Directors (To exceed other Directors by two)</td> <td>Kate Griffin Paolo Camoletto JP Morrison Seven vacancies if all Principal posts filled</td> </tr> <tr> <td>Principal Directors (Five posts but employee directors not to exceed 1/3 of Board Membership) Academic year post</td> <td>Clive Mathew Four vacancies as at 15.9.15 Annual posts nominations to be voted on today at Heads and Chairs meeting.</td> </tr> <tr> <td>Chair of Governors Directors (Three posts)</td> <td>Kevin Rylett Kerry Sullivan Paul Quinn</td> </tr> </table>	Members Must be at least three	Cardinal Vincent Nichols Bishop John Sherrington Paolo Camoletto Paul Barber (automatic termination by cessation of post) Chair of Board WRCDT Charitable Incorporation	Foundation Directors (To exceed other Directors by two)	Kate Griffin Paolo Camoletto JP Morrison Seven vacancies if all Principal posts filled	Principal Directors (Five posts but employee directors not to exceed 1/3 of Board Membership) Academic year post	Clive Mathew Four vacancies as at 15.9.15 Annual posts nominations to be voted on today at Heads and Chairs meeting.	Chair of Governors Directors (Three posts)	Kevin Rylett Kerry Sullivan Paul Quinn	Letter of thanks to be sent.	KGR
Members Must be at least three	Cardinal Vincent Nichols Bishop John Sherrington Paolo Camoletto Paul Barber (automatic termination by cessation of post) Chair of Board WRCDT Charitable Incorporation											
Foundation Directors (To exceed other Directors by two)	Kate Griffin Paolo Camoletto JP Morrison Seven vacancies if all Principal posts filled											
Principal Directors (Five posts but employee directors not to exceed 1/3 of Board Membership) Academic year post	Clive Mathew Four vacancies as at 15.9.15 Annual posts nominations to be voted on today at Heads and Chairs meeting.											
Chair of Governors Directors (Three posts)	Kevin Rylett Kerry Sullivan Paul Quinn											

No	Agenda Item	Details	Action	Responsibility				
		<table border="1" data-bbox="526 193 1435 416"> <tr> <td data-bbox="526 193 983 375">Academic year post</td> <td data-bbox="983 193 1435 375">Annual posts nominations to be voted on today at Heads and Chairs meeting.</td> </tr> <tr> <td data-bbox="526 375 983 416">Co-opted</td> <td data-bbox="983 375 1435 416">Linda Graham</td> </tr> </table> <p data-bbox="526 453 1435 517">The Board noted the discussion with the Bishop at the AGM and the need to recruit additional foundation Governors to the Trust Board.</p>	Academic year post	Annual posts nominations to be voted on today at Heads and Chairs meeting.	Co-opted	Linda Graham	Foundation Director application to be finalised.	KGR/TDO
Academic year post	Annual posts nominations to be voted on today at Heads and Chairs meeting.							
Co-opted	Linda Graham							
7.	Conditional Consent List	<p data-bbox="526 660 1435 804">KGR advised that following a request from JFK Catholic Secondary School a meeting had been arranged with the school and its local primary schools to discuss Academy conversion. To cover all the areas: KGR/TDO/KRY/PQU/MRA had agreed to attend.</p> <p data-bbox="526 847 1435 1054">Whilst will be able to provide an overview, await feedback from the Commission on what will be possible moving forward for schools. JPM has received differing advice from the DfE on the viability of an umbrella trust and the DfE's original view of standalone Geographical Trusts. Trusts will be facing budgetary and staffing issues moving forward need to look at the best options to help manage these without seeing standards fall.</p> <p data-bbox="526 1098 1435 1380">JPM advised there was an issue for the economies of scale, two meetings over the summer with DfE, Diocese cannot continue with a model of a number of Trusts not sustainable in longer term, look with DfE at the possibility of one diocesan MAT with regional boards, see how this would change the scheme of delegation, memorandum and articles of association and funding agreements. Looking for the longer term vision for schools within the Diocese. Look at the option of top slicing the funding to deliver services and provide skills to free up the Board to undertake its strategic</p>						

No	Agenda Item	Details	Action	Responsibility
		<p>role. Went to see the Birmingham Model but not be able to secure the number of Community level Directors required across the Diocese. Currently working on a paper for the Academy sub group of the Education Commission. Reach2 Academy Trust was provided by the DfE as an example Trust to visit who have one company and local clusters: http://reach2.org/</p> <p>Board all agreed from the political landscape Academies was the only current option for schools. Need to consider following the decision from the Academy sub group and the Education Commission the way forward for DOWAT and the work already undertaken by the Board. Concern was raised on work that needed to be done to now move the Trust forward not want to stagnate, need to continue to work to support those schools currently within DOWAT and how support those schools in their Mission to deliver outstanding Catholic education to their pupils through solidarity and subsidiarity.</p> <p>Board agreed a cluster model arrangement to share good practice and expertise locally was the most obvious model.</p> <p>JPE advised her school had seen a far better relationship with the LA as an academy, more of a partnership and professional dialogue compared to previously.</p>	<p>Board to be provided an update on Academy Subcommittee report on the way forward for Academies.</p>	<p>KGR/JPM</p>
9.	Chairs Action	Meeting arranged with JFK as detailed above.		
10.	Organisational Redundancy Framework for the Trust	<p>The revised Framework was reviewed by the Board and approved for circulation to the Trust schools.</p> <p>Board look to develop templates available to Trust schools to assist in keeping external adviser costs to a minimum.</p>	<p>Annual review. Circulate to schools</p>	<p>TDO</p>
11.	DOWAT Pay Policy 2015/16	<p>TDO reported James Lynas at WWS had provided a summary of the points for consideration on the Pay Policy by the Board.</p> <p>Board considered the documentation and it was agreed that the 1% award would be considered as a cost of living rise across each of the pay scales. In</p>	<p>Board's decision to be incorporated into policy documentation for</p>	<p>TDO/JLY-WWS</p>

No	Agenda Item	Details	Action	Responsibility
		<p>view of concerns over the budgets for the Trust moving forward it was agreed the 2% award option mentioned in the STPCD was not appropriate.</p>	<p>2015/16 and circulated to schools intrust,</p>	
12.	Preliminary Examination results	<p>KGR reported the earlier indicators showed there were a significant number of appeals registered by schools which would impact on the final percentages. The Primary results had been very good.</p> <p>JPE advised that so much of the SATs was now machine marked and there had been issues for example the answer to a question was 56, where a child had put 56.0 the answer had been marked incorrect. Due to the timing issues not possible to recheck everyone's results schools therefore look at those on the boundaries. For next year not yet know what the the tests will look like so difficult to anticipate. Schools continue to embed the new curriculum.</p> <p>JPM asked secondary schools to remember to submit their data to the Diocese.</p>		
13.	AOB	<p>a) Academies Financial Handbook for September 2015 has been published.</p> <p>b) Conditions Surveys for Trust schools, list of consultants schools currently using and cost of provision.</p> <p>c) VAT Refund TDO advised VAT refund had now all been received up to July 2015. August 2015 was in process, all schools now submitting monthly to the Trust.</p> <p>d) Trust Economies of Scale PCA need to look as a Trust at where there are the opportunities to work together and make savings. PQU advised Audit and Finance Committee were looking at the Budgets in their next meeting</p> <p>e) Governor Hub TDO reported Governor Hub information requests were being sent out to schools this term, plan to have</p>	<p>Circulate to all schools.</p> <p>Copies to be requested for Risk Management Committee Meeting.</p> <p>Monitor repayments by HMRC</p> <p>Diocesan conference for academies to share information would be useful</p> <p>Ongoing</p>	<p>TDO</p> <p>TDO</p> <p>TDO/JSA</p> <p>JPM/PCA</p> <p>TDO/JSA</p>

No	Agenda Item	Details	Action	Responsibility
		<p>Governor database for each school Copy of FGB minutes for each school Loaded as a minimum by end of Autumn Term, option available for schools to use the resource to support governors at local level.</p>		
14.	Close	<p>KGR thanked the Board for their attendance next meeting 20th October 2015 at St.Marys Royston. KGR thanked JPE for hosting the meeting and on behalf of the Trust.</p> <p>Meeting closed</p>		
		<p>Headteacher and Chairs Meeting 15th September 2015 (Attendees as above)</p>		
1.	Apologies	<p>Mr.P.Enright Mr.T.Corish Mrs.G.Freear Mrs.N.Kane Mr.D.Linane Mr.E.Conway Mrs.J.Pearce</p>		
2.	Appointment of Chair of Governor Directors	<p>Mr.K.Rylett Mr.P.Quinn Dr.K.Sullivan</p> <p>Nominated for Chair of Governor Director posts</p>	Agreed	KGR/TDO
3.	Appointment of Headteacher Director	<p>Mr.C.Mathew Mrs.N.Kane Mrs.J.Pearce</p> <p>Nominated for Principal Director posts.</p>	Agreed Documentation to be sent to new Directors to register	KGR/TDO

No	Agenda Item	Details	Action	Responsibility
4.	AOB	KGR asked if any other nominations for Director posts please email the contact details.		KGR/TDO