

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

The Diocese of Westminster Academy Trust

Approved Minutes of Board Meeting held on 19th November 2015

Present:

Mr.K.Rylett(KRY), Mr.P.Camoletto (PCA),Miss.N.Kane(NKA),Mr.C.Mathew(CMA)

By invitation:

Mrs.T.Doyle(TDO)

Papers circulated: Consultation Documentation released by DfE, Risk Management Reports for Term One, FMGE Evaluation and Governance Review, Funding Crisis presentation.

No	Agenda Item	Details	Action	Responsibility
		Prayer, thoughts with JPE and her family, speedy recovery to husband and daughter following accident. PCA Welcomed everyone to the meeting. Thank you to CMA for hosting the meeting at JHN.		
1.	Apologies recorded and accepted	Mr.J.P.Morrison (JPM) Mrs.K.Griffin (KGR) Mr.P.Quinn (PQU) Mrs.L.Graham(LGR) Dr.K.Sullivan(KSU) Mrs.J.Pearce(JPE)		
2.	Declaration of Business Interests	No interests declared in any items on the agenda. Noted the following interests by Trust Board: 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		

No	Agenda Item	Details	Action	Responsibility
		trusts PQU Director Newham MAT Learning in Harmony Trust JPM is the Director of Education for The Diocese of Westminster NKA Director of a company linked to Education KRY IEB Member for Church of England School KSU Director of Rehydrogen and Property Development Company which is not involved in school works.		
3.	AOB not on the agenda	None declared. CMA noted his concern over attendance at the Board Meetings, as a Headteacher a lot of other responsibilities could be addressing if not at the meeting. Directors discussed attendance overall and concern was raised again over the number of Directors, very difficult to move forward and make decisions.	Agenda Item next meeting to look at Board Dates , venue and timing of meetings.	TDO
4.	Minutes of last meeting	The minutes of the last meeting were checked for factual accuracy correction of name Miss.N.Kane and approved as a true record.	Approved by Board	
5.	Matters arising from minutes	PCA advised been in discussion with Landau Baker on proposed wording for the Final Accounts hope not to have a qualified audit opinion. Governors Information on the website need to check compliance for MAT. Vacancies on the Trust Board- see Board Membership	Agenda Item next meeting	WWS/TDO
6.	Board Membership	Board membership	Foundation Director application to be finalised. Defer to next meeting	KGR/TDO
7.	Conditional Consent List	Future Structure of Academy Trusts across the Diocese.	Feedback from Education Commission meeting. Defer to next meeting	KGR/JPM

No	Agenda Item	Details	Action	Responsibility						
8.	Chairs Action	<p>Part Two agenda</p> <p>TDO reported KGR reviewing the Foundation Governor Application following discussion with the Bishop and WWS.</p>								
9.	<p>Financial Concerns moving forward for the Trust: Briefing from Audit and Finance meeting 17.11.15</p>	<p>PCA reported the committee had met and reviewed the information provided from the schools within the Trust on outline funding for the following year. It was agreed to arrange a meeting with schools in January 2016 to look in greater detail at the impact on the reduction in funding across the Trust schools.</p> <p>KRY added needed a holistic picture for the next three years with the various factors which would impact on the funds available to schools. Need to look at how work collaboratively to reduce costs.</p> <p>Budget Modelling important tool moving forward, schools will be requested to provide three scenarios, most schools using HCSS Budget software with FMS links:</p> <table border="1" data-bbox="524 810 1453 1177"> <tbody> <tr> <td data-bbox="524 810 757 911">Scenario One</td> <td data-bbox="757 810 1453 911"> <p>Staff costs remain at 0%</p> <p>Copy of projected pupil numbers for the plan</p> <p>Projected year end cash balance</p> </td> </tr> <tr> <td data-bbox="524 911 757 1042">Scenario Two</td> <td data-bbox="757 911 1453 1042"> <p>Staff costs increase by 5%</p> <p>Other inflationary costs increase by 2%</p> <p>Copy of projected pupil numbers for the plan</p> <p>Projected year end cash balance</p> </td> </tr> <tr> <td data-bbox="524 1042 757 1177">Scenario Three</td> <td data-bbox="757 1042 1453 1177"> <p>Staff costs decrease by 5%</p> <p>Other inflationary costs decrease by 2%</p> <p>Copy of projected pupil numbers for the plan</p> <p>Projected year end cash balance</p> </td> </tr> </tbody> </table> <p>The Board considered the outline for the meeting:</p> <ul data-bbox="568 1289 1106 1394" style="list-style-type: none"> • Financial crisis within schools: overview • Funding available for schools • Working collaboratively 	Scenario One	<p>Staff costs remain at 0%</p> <p>Copy of projected pupil numbers for the plan</p> <p>Projected year end cash balance</p>	Scenario Two	<p>Staff costs increase by 5%</p> <p>Other inflationary costs increase by 2%</p> <p>Copy of projected pupil numbers for the plan</p> <p>Projected year end cash balance</p>	Scenario Three	<p>Staff costs decrease by 5%</p> <p>Other inflationary costs decrease by 2%</p> <p>Copy of projected pupil numbers for the plan</p> <p>Projected year end cash balance</p>	<p>Audit and Finance Committee writing to all schools to invite to meeting at Vaughan House.</p> <p>Outline of proposals to be discussed with Bursars/Business Managers at next Forum meeting.</p>	<p>PCA/PQU</p> <p>TDO</p>
Scenario One	<p>Staff costs remain at 0%</p> <p>Copy of projected pupil numbers for the plan</p> <p>Projected year end cash balance</p>									
Scenario Two	<p>Staff costs increase by 5%</p> <p>Other inflationary costs increase by 2%</p> <p>Copy of projected pupil numbers for the plan</p> <p>Projected year end cash balance</p>									
Scenario Three	<p>Staff costs decrease by 5%</p> <p>Other inflationary costs decrease by 2%</p> <p>Copy of projected pupil numbers for the plan</p> <p>Projected year end cash balance</p>									

No	Agenda Item	Details	Action	Responsibility
		<p>Curriculum planning Primary and Secondary group/Governance/Timetabling models for staff deployment/Back office functions</p> <ul style="list-style-type: none"> Strategic Planning at Local and Trust level <p>PCA raised the issue of reviewing the banking arrangements and looking again at the cash management across the Trust. Had an initial meeting with Lloyds to discuss options available awaiting report. Look at possibly building a scheme around the DOWAT Trust initially as a pilot.</p>	Feedback on banking Spring Term 2016	PCA
10.	Self Evaluation Review for Trust Board: Annual Review	Item deferred until Spring Term 2016 link to OfSTED planning for a MAT Inspection.	Agenda February 2016 meeting.	TDO
11.	Risk Management meeting feedback	<p>KRY reported were some school returns not submitted, some confusion with the forms sent out by the Diocese requesting Examination results, look to discuss for next year the possibility of covering all information on one form so schools not having to duplicate information. Some of the primaries submitted data before holidays to KGR, need to confirm who already submitted.</p> <p>Committee reviewed the standards form requires an overhaul for the change in reporting at Primary and Secondary Level, new drafts to be created in Spring Term 2016 for circulation to schools for comment.</p> <p>Following previous discussions on moving to a software package for risk returns recommendation from other Trusts on the FD Forum Risk Manager Software. Review of documentation looks to offer areas wish to cover.</p>	<p>Outstanding returns to be followed up and copies circulated to committee.</p> <p>Secondary Form review Primary form review</p> <p>Agreed to pilot for the Spring Term and then review impact. Documentation to be shared with Bursars/Business Managers for their view.</p>	<p>TDO</p> <p>CMA with Deputy NKA</p> <p>KRY/TDO/JSA</p>
12.	Collaboration	Following agreement on arranging the January meeting it was discussed to include this within the agenda.	Agenda item for meeting with	KGR/PCA

No	Agenda Item	Details	Action	Responsibility
		<p>Areas:</p> <ul style="list-style-type: none"> • Governor Mentoring building support within the Trust • Primary Curriculum Challenges • Secondary school staff deployment • Post 16 Funding concerns on group sizes and subject delivery • Sharing skills and expertise across roles 	Heads/Bursars/Business Mangers	
13.	Board Dates	<p>TDO advised dates for 2016 have been set. PCA suggested following earlier item on attendance need to consider timings and venue.</p>	Consider at next mtg.	Board
14.	MAT Capital Funding 2016/17	<p>The information on the EFA website indicated that the MAT should expect a similar level of funding to 15/16 based on pupil numbers across the Trust. CMA advised with the current financial concerns schools would be relying on this funding in order to undertake smaller capital projects, budgets would not stretch to cover these costs from revenue funding. PCA raised a concern over the Board liability on ensuring the funding was allocated correctly to cover capital works required in order of priority. Board discussed the on-going concern over their ability to administer the checks and review of the schools' documentation to undertake these checks. Raises the issue again of whether Trust is centralised or delegating responsibility to schools at local level, LGB's have been administering LCVAP and DFC funding for a number of years very successfully. Board discussed how could mitigate liability concerns over missed conditions issues. Important to advise schools early of the allocation based on pupil numbers so schools could plan works into calendar and spend funding within the EFA timeframe.</p>	<p>Costings to be sought from DHP who currently support three schools in Trust for</p> <ul style="list-style-type: none"> • An overview survey of major items which could close a school • Cost of a full conditions survey. <p>and circulated for comment.</p>	TDO

No	Agenda Item	Details	Action	Responsibility
		MAT Funding to be calculated based on October 2015 Census information. Pro Formas to be drafted and circulated out to all schools in Spring 2016 for return for February 2016 meeting of proposed projects for Board Review.	MAT Capital breakdown and Pro forma to be drafted.	TDO
15	DFE Social Investment Survey	NKA reported the survey had been reviewed by JPE and NKA, currently St. Catherines did not have a provision but would welcome opportunity to consider in future. JPE had completed the survey and feedback was awaited from the DfE once they had consolidated the replies.		
16.	AOB	Audit timetable TDO advised Audit Tender would be due for 15/16 Accounts as now completed third year. Plan would be to outline tender in January send out late February, interview in early March. With Boards agreement would ask Ipsum Solutions to be involved in tender outline only to ensure all areas of trusts needs are covered. Consultation documentation circulated	Timeline agreed and consultation by Ipsum Solutions in tender production by Board. Circulate to all schools	Audit and Finance TDO
17.	Close	PCA thanked the Board for their attendance next meeting 17 th December 2015 at Vaughan House, London. PCA thanked CMA for hosting the meeting and on behalf of the Trust. Meeting closed		