

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

Approved Minutes of Board Meeting held on 24th May 2016

Present:

Mrs.K.Griffin (KGR),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, Board Skills Audit version 2,OfSTED Focused Inspection of MATs, OfSTED summary spreadsheet, MATs call for evidence documentation, Pupil Premium Review Paper, MAT Capital Loan submission, Academy consultation document

No	Agenda Item	Details	Action	Responsibility
		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	Mr.P.Camoletto (PCA)		
2.	Declaration of Business Interests	No interests declared in any items on the agenda. <u>Noted the following interests by Trust Board:</u> 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		

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		<p>PQU Director Newham MAT Learning in Harmony Trust</p> <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	TDO advised the PSC Register would have a further amendment following work undertaken by CES for consistent accounting practice across the sector.	Amend and then re circulate.	TDO
6.	Board Membership	<p>Board membership</p> <p>It was noted that the Trust Board still required additional Foundation Directors.</p>	Raise again with Diocese.	KGR/JPM
7.	Conditional Consent List	No further applications however JPM advised approximately forty schools are keen to convert within the forthcoming year across the diocese.		
8.	Chairs Action	<p>KGR noted the Boards need to monitor carefully the forthcoming results at both Primary and Secondary in view of the significant changes this year. If results fall need to ensure plan in place and reasons have been clearly documented as part of Trusts role in monitoring standards across the MAT.</p> <p>JPE reported the papers had been very difficult, it would all depend on where the grading boundaries are placed.</p> <p>NKA advised St.Catherines had been informed they would be moderated.</p>	<p>Review Primary data following SATs release.</p> <p>Review Secondary data following ALevel and GCSE results in August.</p> <p>Request early indication data from schools post any appeals to be emailed to Chair over Summer.</p>	KGR/TDO

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9.	Academy Consultation Update	<p>JPM provided an update on where the overarching group were in the project, Education Commission meeting has been moved to allow for the proposed structure options to be considered before it goes to the Trustees in July 2016. Reviewing the responsibilities of Directors for the Trust what this role will look like, configuration of LGB's and how this will be managed. CES at National level are looking at the role of Governing Bodies. Diocese are holding information evenings across the diocese as part of the Academy consultation process, also working with the Property Team to consider the assets and buildings portfolio across the diocesan schools. Some schools very keen to move due to local situations and the breakdown of some L. A's. Concern for vulnerable schools and how these will be supported without a clear structure in place.</p> <p>Model options will be given to the Trustees, also meeting with the Religious Order schools and parishes as part of the consultation to ensure views are representative of the Catholic community, looking to plan for initial wave of conversions by September 2017, need to have a team in place to support schools on the journey and to address concerns.</p> <p>ACO important for schools to see beyond individual personalities and look at the longer term structure to support Catholic education. Hope to see the development of meaningful local schools links and structures as part of the new structure.</p> <p>KGR advised TDO and I have been asked to look at services and administration for the Bishop. Need to consider what the structure needs and review the alliances that schools currently work within in their locality and nationally and how these would feed into a new structure. As discussed previously key area is succession planning for our school leaders and Standards discussing with St. Marys on what capacity would have to support.</p> <p>KSU need to consider this is a change of culture up until now has been about individual school excellence as Parents consider the school their</p>		

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		<p>child will be attending and review their results. This is a change in culture for good reason to support Catholic Education for the future but it is important how it is “branded and marketed”.</p> <p>KRY need to also consider the mind-set of long standing governors this is a significant culture change.</p> <p>KSU following the work in DOWAT and our role change in moving from light touch, it will be difficult to change perceptions within the eighteen-month time frame identified.</p> <p>JPM expect initially it will be difficult but need to develop capacity and credibility with schools to place everyone in a more secure position as we move forward working together.</p> <p>Key points</p> <ul style="list-style-type: none"> • To sell the benefits of the structure • The cost effectiveness of working together • Sharing good practice • Protecting Catholic Education for the longer term • Building capacity to support from within the Trust structure • Build on the emerging benefits we have seen in DOWAT with school to school support, network developments, sharing expertise • Shared Professional expertise to challenge if necessary RSC • Financial concerns over consolidated debt • For our Trust how DOWAT would feed into the new structure practical implications of transferring the Trust <p>It was noted DOWAT currently worked on a significant amount of goodwill across the schools to support each other, need to consider how this could be replicated in a service delivery model.</p>	<p>On-going review as consultation continues on the impact for the Trust, its schools and any impact on the delivery of outcomes for the students</p>	<p>Board Review June 2016 mtg</p>

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10,	Preparing for OfSTED	<p>KGR following the Focused Inspection of a number of MATs looked at the inspection reports and what has been noted in the reports, areas reviewed during the process. Summary spreadsheet identifies any key weakness areas need to consider and review areas need to address as a Trust. Board reviewed the areas identified in the reports and considered potential areas to develop for the Trust:</p> <ul style="list-style-type: none"> • focus on further improving communication links with the LGB's through the new website, private forums and sharing the various news events across the Trust. • Reducing duplication of reporting information • Evidencing the impact at student level the work of the MAT Board, what difference have we made for each child in our care? • <p>Important aware of what has been achieved to date as a Trust examples include:</p> <ul style="list-style-type: none"> • Regular meetings of the Strategic Board • Partnership work of JHN and NB work achieved without additional income being provided to fund the works. <ol style="list-style-type: none"> 1. Development of Executive Headteacher role in the Trust 2. Sharing of staff resources across two schools 3. Procurement savings sharing services 4. Joint Curriculum Planning to be able to deliver a greater option variety to NB Sixthform to support retention at Post 16 5. Succession planning future school leaders in Trust • Networking Groups to share good practice <ol style="list-style-type: none"> 1) Headteachers Group 2) Safeguarding Leads 3) SBMs/Bursars Network 4) Geographical Network groups • Financial Management work of the Audit Committee including Jan 2016 meeting of all schools to discuss budget issues moving forward. Benchmarking data development over past three years. 		

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		<ul style="list-style-type: none"> 1) RO reports on behalf of the Trust 2) Management Letter reports to the Trust summarising key focus points. 3) Group training for SBM's 4) Development of FMS Multiview for Strategic Level Reporting 5) Central tender to obtain best value e.g. Audit tender for 15/16 secured significant saving on 14/15 costs. 6) Cash flow reporting from September 2016 including staffing cost review 7) Good Audit outcomes across Trust year on year reduction in identified points and their priority level. • Risk Management Committee policy development- termly reporting from schools. <ul style="list-style-type: none"> 1) Standards -Trust Level Raise OnLine access to review school reports across the Trust, review and ask schools for feedback on areas of concern 2) Health and Safety contract across schools to develop Strategic Board report and school level reporting 3) Current development of an on line reporting system 4) Safeguarding Network for Leads to disseminate and share good practice 5) Creation of Trust application to ensure due diligence assessment of applications to join Trust 6) Trust level legal support contract to allow LGB's to access legal support on areas of concern consistently across Trust • Governance Support from National Leader of Governance on the Board to LGBs- NB, CJMLC <ul style="list-style-type: none"> 1) Governorhub software Sept 2015 to improve access to LGB governor documentation by Trust Board, Pecuniary interest data, Governor information consolidation. 2) Development of Board Key Skills Audit 3) Foundation Director Application Form 4) Strategic Board information booklet for LGB's 		

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		<p>5) MAT website in development for July 2016 launch</p> <ul style="list-style-type: none"> • Policy development e.g. <ol style="list-style-type: none"> 1) creation of a Pay Policy to support 11 schools across the Trust 2) Safeguarding Statement for the Trust 3) Risk Management 4) Complaints Policy • MAT Capital Funding to improve facilities for students across the Trust schools- Capital Plan for expenditure assessed against Capital Outturn report and delivery of projects. <ul style="list-style-type: none"> • Opportunity to be considered for pilot programmes such as the MAT Capital Loan Scheme 		
11.	MATs call for evidence	KGR reported on reviewing the evidence provided very interesting on the views from the different groups, DOWAT provided feedback as requested by the CES who have submitted a national response from the sector.	As the review continues feedback to be provided for DOWAT to consider implications of any written suggestions by Parliamentary Committee.	Board
12	AOB	<ul style="list-style-type: none"> • Academy Accounts <p>CMA raised a concern over the Accounts and how these are interpreted, need clarity on the actual funds available for Headteachers to spend, important understand the restricted, unrestricted, pension liability, Fixed Asset fund and the impact of depreciation at Revenue and balance sheet. Discussed with other colleagues feel be useful to discuss and include SBMs. KSU advised depreciation is a book keeping cost, part of auditing the wealth of the Trust.</p> <ul style="list-style-type: none"> • Pupil Premium Review <p>KGR noted important that at Trust Level also reviewing strategically the key focus groups across schools consolidate summary statistics from schools and review to national comparatives in addition to the Raise online review.</p>	<p>Training to be requested from Auditors on capitalisation and depreciation, how this is tracked through the accounts.</p> <p>Risk Management Committee to look at how include into current reporting cycle.</p>	<p>TDO</p> <p>KRY/KGR</p>

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		<ul style="list-style-type: none"> • MAT Capital Loan Scheme KSU noted the concern of St. Marks on the repayment of the loan if successful on schools not bidding into the pilot. • Board Skills Audit Agreed to remove option four, include a * for training, include experience in Higher Education. • Website for MAT TDO reported development of the format on going need pen portrait information from Board, JSA is liaising with schools to compile the Headteachers welcome page, KGR completing Chairs welcome. 	<p>Board will review the terms and implementation of the Loan once full details received from DfE.</p> <p>Amend and circulate for completion.</p> <p>Draft pages for June meeting. Final before launch in July 2016.</p>	<p>KGR/PCA</p> <p>TDO</p> <p>KGR/TDO/JSA</p>
13.	Meeting closed	KGR thanked everyone for their attendance and NB for hosting the meeting, next meeting 23 rd June 2016 at St. Michael's starting at 2.00pm.		

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