

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

Approved Minutes of Board Meeting held on 20<sup>th</sup> October 2015

Present:

Mrs.K.Griffin (KGR), Mr.K.Rylett(KRY), Mr.P.Camoletto (PCA), Mrs.N.Kane(NKA), Mrs.J.Pearce(JPE),  
Mr.C.Mathew(CMA), Dr.K.Sullivan (KSU),

By invitation:

Mrs.T.Doyle(TDO)

Papers circulated: Land and Building Valuation guidance from CES, Safeguarding Audit template, Updated Safer Working Practices Oct 2015, Counter Extremism guidance, Provisional GCSE Results

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		Prayer PCA Welcomed everyone to the meeting. Thank you to Mrs.J.Pearce Headteacher at St.Marys for hosting today's meeting. The Board welcomes Mrs.N.Kane and Mrs.J.Pearce as new Directors on the Trust Board. KGR arrived.		
1.	Apologies recorded and accepted	Mr.J.P.Morrison (JPM) Mr.P.Quinn (PQU) Mrs.L.Graham(LGR)		
2.	Declaration of Business Interests	No interests declared in any items on the agenda. Noted the following 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		

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		<b>trusts</b> <b>PQU Director Newham MAT Learning in Harmony Trust</b> <b>JPM is the Director of Education for The Diocese of Westminster</b> <b>NKA Director of a company linked to Education</b> <b>KRY IEB Member for Church of England School</b> <b>KSU Director of Rehydrogen and Property Development Company which is not involved in school works.</b>				
3.	AOB not on the agenda	None declared.				
4.	Minutes of last meeting	The minutes of the last meeting were checked for factual accuracy and approved as a true record.	Approved by Board			
5.	Matters arising from minutes	<b>PCA advised CES had provided guidance following the publication of the AAR guidance and SORP interpretation on land and buildings valuations which the Trustees would be following. This was a national issue for Catholic Academy Trusts important that Trust follow guidance provided. Need to share with Auditors.</b>	Copy to be provided to the Auditor	TDO		
6.	Board Membership	<b>Board membership following elections:</b> <table border="1" data-bbox="526 933 1438 1184"> <tr> <td> <b>Members</b>  <b>Must be at least three</b> </td> <td> <b>Cardinal Vincent Nichols</b>  <b>Bishop John Sherrington</b>  <b>Paolo Camoletto</b>  <b>Paul Barber (automatic termination by cessation of post)</b>  <b>Chair of Board</b>  <b>WRCDT Charitable Incorporation</b> </td> </tr> </table>	<b>Members</b> <b>Must be at least three</b>	<b>Cardinal Vincent Nichols</b> <b>Bishop John Sherrington</b> <b>Paolo Camoletto</b> <b>Paul Barber (automatic termination by cessation of post)</b> <b>Chair of Board</b> <b>WRCDT Charitable Incorporation</b>		
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7.	Conditional Consent List	<p><b>KRY reported meeting with JFK and local primary schools had been very productive, concern was expressed from the primaries on the workload, change of structures with shrinking school budget allocations.</b></p> <p>Advised the Trust Board would be available to help and support through process, a lot of documentation and information already available. NKA advised a number of the primaries at the meeting did not have a</p>										

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		<p>School Business Manager , workload did concern them.  KGR useful to investigate the concerns of the primaries and how these could be alleviated for them to focus on key role of Teaching and Learning.  PCA suggested with the financial constraints moving forward needed to give serious consideration to back office services by centralising some functions within Trust schools.  <b>CMA reported he would be meeting with the primaries around JHN to look at how could support and consider the options.</b>  Important if consider any service level contracts and support that any potential VAT implications are considered, Trust would not want to move to VAT Registration.  KRY asked how Trust should move forward with JFK.  KGR suggested discussing if they would be interested in joining as a cluster group within the Trust, strategic review of Academies planning meeting 28<sup>th</sup> October 2015.  KSU advised need a decision on the structure for all schools so everyone is aware of the options available moving forward.  KGR thanked the Board Members who attended the meeting with JFK.</p>	<p>Feedback from meeting  28.10.15</p>	<p>KGR/JPM</p>

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8.	Chairs Action	Covered in JFK feedback		
9.	School Finances	<p>KGR advised there was serious concerns over school financing, diocese reviewing the concerns of schools.</p> <p>Limited areas on where schools could cut funding majority of expenditure is tied to staffing costs generally 80% or more of school budget.</p> <p>KSU suggested Trust may need to look at more innovative ways of delivering the curriculum, FE have a wide variety of delivery options for students, improvements in technology provide these opportunities.</p> <p>JPE raised a concern over the Nursery Education delivery 1:4 ratio staff numbers are high to meet requirements.</p> <p>PCA advised some key decisions on structure, pay scales, curriculum delivery and resourcing would need to be made to keep schools within budget allocations. Need to consider the SLA as a mechanism for greater centralisation.</p>	Audit and Finance Committee to look at reporting formats to monitor school finances moving forward.	Audit and Finance
10.	Contacts List	<p>TDO advised Safeguarding Statement had been circulated to all schools in Trust for signature.</p> <p>Contact list to be created identifying lead member for each area.</p>	Board reviewed and identified contact point. Update for circulation.	TDO
11.	OfSTED Process	Board discussed an Action Plan for OfSTED, important Trust is represented, OfSTED expect see Trust involvement.	Risk Management Committee to review Action Plan process	Risk Management
12.	AOB	<ul style="list-style-type: none"> <li>Counter Extremism documentation- important all schools and governors have undertaken PREVENT Training.</li> <li>DLI at NB</li> <li>EOR at TDMS</li> <li>Have both completed training to train staff within school.</li> <li>Recording of complaint trends overview by Strategic Board of</li> </ul>	<p>Add to Risk Review</p> <p>Add to Risk Report</p>	<p>Risk Management</p> <p>Risk Management</p>

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		<p>complaints that have reached governing body level should be undertaken as part of Safeguarding review i.e. exhausted school complaints policy.</p> <ul style="list-style-type: none"> <li>• Audit 14/15 CMA raised concern over some feedback given on amendments to accounts, lack of clarity feedback from two schools.</li> </ul>	Email all schools ask for feedback.	TDO
13.	Close	<p>KGR thanked the Board for their attendance next meeting 19<sup>th</sup> November 2015 at John Henry Newman Catholic School, Hitchin. KGR thanked JPE for hosting the meeting and on behalf of the Trust.</p> <p>Meeting closed</p>		