

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

Minutes of Board Meeting held on 15th December 2016

Present: Mrs.K.Griffin (KGR), Mr.J.PMorrison (JPA), Mr.A.J.Corish(ACO), Mr.R.Anderson (RAN), Mr.P.Camoletto(PCA), Dr.K.Sullivan (KSU)
Mr.K.Rylett(KRY), Mr.P.Quinn(PQU), Mr.C.Mathew(CMA), Mrs.J.Pearce(JPE),

By invitation:

Mr.M.Durst (MDU), Mr.J.Lew(JLE), Mrs.T.Doyle(TDO),

Papers circulated: Trustees and Governance Report, Consolidated Financial Accounts, Individual Academy Accounts, Management Letters and summary, KPI analysis data, CES Teacher Appraisal, Autumn Term Update, Part Two Pro forma returns from schools, MATs Good practice guidance and expectations for growth, Part Two EFA letter

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	Board Meeting	Prayer PCA welcomed Landau Baker to the meeting to present the Auditors Report for the end of year accounts and everyone to the meeting. KGR travelling from another meeting will chair until arrives.		
1.	Apologies recorded and accepted	Miss.N.Kane Mrs.K.Griffin-delayed arrival		
2.	Declaration of Business Interests	No interests declared in any items on the agenda. <u>Noted the following interests by Trust Board Members:</u> KGR Chairs Capital Strategy Committee of the Education Commission and holds directorships on other Diocesan academy trusts, Adviser to DfE on Business sponsorship Academies and MATs, recently appointed Bishops Advisor, and consultant to CAST Board 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		

Approved

MINS Diocese of Westminster Academy Trust Strategic Board Meeting DEC 2016

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		<p>JPM is the Director of Education for The Diocese of Westminster and holds directorships on other Diocesan academy trusts</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>		
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 advised still awaiting call back from St.Johns.</p> <p>Risk Management Software installation and Training</p> <p>ACO and CMA advised no further update on PSPB2.</p>	<p>JPE offered to follow up.</p> <p>Training SBMs arranged for January 2017. Update to Risk Management Committee.</p>	<p>KRY/JPE</p> <p>KRY/TDO</p>
6.	Final Accounts to 31.8.16	<p>PCA thanked all the schools for their work in preparing the information for the Trust accounts for the period.</p> <p>MDU and JLE thanked the Board for their invitation, this year as the Trust had been in operation since 2012 Audit had been undertaken on a risk basis, visit undertaken in the Responsible Officer visit for the Board to look at controls and systems, final audit based on risk across Trust.</p> <p>Management Letter matrix summary circulated detailing the key points identified:</p>		

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		<p>awaiting guidance from Professional Association on the reporting in the Academy Trust Accounts for FRS102 new SORP requirements. Originally advised maybe qualified as concern Coketown not correctly reported but following further clarification revised response.</p> <p>Each academy was given opportunity of a visit by the Auditor to meet with school and go through the accounts and the Management letter in detail per agreement last year.</p> <p><u>Review of Accounts:</u></p> <p>Spelling correction for CJMLC</p> <p>VFM statements for each school have been included into the report.</p> <p>PG21 indicates a clean audit, true and fair view, properly prepared under Companies Act, Charity SORP and the Accounts Direction.</p> <p>Trustees and Governance Report detailed the work of the Trust over the last twelve months, attendance of Directors, financial policies in place.</p> <p>PG24 review of income streams Capital Funding reduction on last year due to completion of large project at JHN.</p> <p>Overall expenditure had been reduced savings in staffing and educational resources, schools making savings.</p> <p>LGPS Pension scheme deficit however in the current financial climate had seen an increase in the latest valuation, actuarial loss £5.8 million, still a going concern, funds being paid into the pension fund and assets in the fund. The assets held by the Trust have grown by £3.3 million so are funds to offset, Treasury have said will underwrite Academy LGPS deficits</p> <p>Review of amount of unrestricted funds held schools carry forwards from V.A into academy</p> <p>Impact LGPS deficit shows balance sheet reduced year on year.</p> <p>Net current assets currently at £6.55 million, balance sheet remains strong and schools working to continue to restrain costs as funding reduces.</p> <p>Cashflow in year was strong but end of year balances reducing year on year overall although some schools' high individual balances.</p> <p>Investment in Fixed Assets of £3.169 million in year improvements to</p>	<p>Audit and Finance Committee to review policy.</p>	<p>PQU/PCA</p>

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		<p>building stock and equipment. Recommendation to review capitalisation policy consider increasing levels.</p> <p>School Capital Allocation Funding of £1.739 million across the Trust. Accounts incorporate new FRS102 Fair Value limited impact on Trust majority of software licences are for one year period only. Limited impact on Holiday pay accrual. GAG grant is down for 15/16 and expectation of this to be a continuing trend with funding allocations expecting in school settlements moving forward. Whilst Gross costs for salaries have decreased the on costs for pensions have gone up, so whilst schools are working to control costs outside factors have influenced the levels of potential savings. Expectations are the Teacher Pension costs will increase again could see a 1% per year increase on existing costs. Overall staffing is 89% of GAG for Trust as a whole should be aiming for 85% of GAG. NB in year deficit but additional grant fund as a Good school identifies a more positive budget moving forward for the school. VAT recommendation to monitor registration for the Trust, VAT paper circulated to all schools, need to keep under review the types of income received and whether trading income. The Trust Board reviewed the KPIs and benchmarking data for the Trust, tend patterns now available from August 2012 for the Trust, useful analysis data.</p> <p>PCA asked if Board in agreement to approve the Final Accounts, Trust, and Governance Report for the period to 31st August 2016 for the Trust and its schools subject to the minor adjustments identified in the review.</p> <p>PCA thanked Landau Baker for their presentation and their work on the</p>	<p>Final Accounts approved. Trust and Governance Report approved for signature and submission to EFA.</p>	

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		<p>completion of the Trust Accounts for the period.</p> <p>MDU thanked the Board for their time, thanked all the SBM's for their hard work in preparing the information and TDO for the support with the consolidation information.</p>		
7.	Board Membership	Still await appointment of additional Foundation Directors to Trust Board.	Diocese to follow up	JPM/PCA
8.	Conditional Consent List	None		
9.	Chairs Action	<p>KGR reported following work with Plymouth CAST are lessons to be learned by other Trusts, warning notice from EFA details areas of focus for the Trust, not want a precedent to be set of external provider taking over responsibility for the Trust. Important to review own processes to ensure no gaps. Sister Mary Jo will also be supporting Plymouth CAST with RE and Catholic Life which is great news.</p> <p>Accountability and Standards are key must be at the centre of the Strategic Boards work.</p> <p>Transparent and clear structures everyone aware at each level of role and responsibility within Trust.</p>	Continue to monitor reports on other Trusts and continual review of own structures and processes.	Strategic Board
10.	Academy Structure Diocese	<p>KGR reported the meeting at the start of December on the proposal, excellent presentations, well received by the schools who attended asked JPM to give a further update.</p> <p>JPM reported seen a major shift in schools' mindset over academy strategy currently reviewing the proposed Family of Schools based on consultation feedback on existing links in some authorities. Very constructive feedback have a Governors and Headteachers Working Party looking at key themes that need to be addressed in the process and specific roles required to deliver the structure of the CATs. Met with DfE yesterday on funding, is a growth fund bid for MATs short submission window of 17th January 2017 which looking at making a submission for. Several the larger MATs received pump prime funding from the DfE to set up their MAT expansion programmes, discussing the possible options for the CATs in the diocese due to size of the proposal will require Secretary of State approval.</p>		

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		Very useful to have the input at the meeting from schools in DOWAT and the other Trusts to re assure schools considering the process.		
11.	National Funding Formula	Board raised its concerns over the future financial stability of the Trust with the expected and proposed additional expenditure costs schools were facing from external factors: Pay Awards Pension contributions Inflation costs Apprenticeship Levy Impact on London schools of NFF Resourcing the new curriculum at Primary and Secondary	Once financial data available look at proposed impact from consultation model on Trust schools.	KGR/TDO
15.	AGM	KGR reminder AGM confirmed for 21st February 2017 published on Trust website.	AGM date set.	KGR
15.	AOB	MAT Good practice guidance and expectations for growth December 2016 publication Final Part Two Agenda Reporting Proforma blank circulated to all Headteachers for completion if any items to report to Trust Board under Part Two.	Circulated Circulated	
16.	Meeting closed	KGR thanked everyone for their attendance, meeting closed next meeting 21st February 2017 Risk Management 4.00pm Headteachers and Chairs invited to join meeting at 4.30pm, AGM follows at 5.00pm then Board meeting at 6.00pm.		

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