

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

Approved Minutes of Board Meeting held on 17th December 2015

Present:

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

By invitation:

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

Papers circulated: DOWAT Accounts, Consolidation Workings, Copy of School Individual Accounts, Management Letters each school with responses, Management letter Matrix, Benchmarking Data, Trustee and Governance Report, Review of VFM at LGB level, Updates since last meeting, Ellis Whittam Health and Safety Report

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		Prayer KGR Welcomed everyone to the meeting.		
1.	Apologies recorded and accepted	Mr.J.P.Morrison (JPM)- visiting a school		
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 PQU Director Newham MAT Learning in Harmony Trust JPM is the Director of Education for The Diocese of Westminster		

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		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.		
4.	Minutes of last meeting	The minutes of the last meeting were checked for factual accuracy.	Approved by Board	
5.	Matters arising from minutes	KGR advised LGR had proposed a candidate for the Board, suggestion invitation to go to come to next meeting. Foundation Director Application Form being reviewed by the Bishop.	Invitation to be sent Follow up	KGR/TDO KGR/JPM
6.	Board Membership	Board membership	Foundation Director application to be finalised. Defer to next meeting	KGR/TDO
7.	Conditional Consent List	KGR advised were a number of primary schools in discussion on looking at academy status. Education Commission would be reviewing applications.		
8.	Chairs Action	KGR reported had attended a MAT Conference organised by WWS, following up possible contact for Foundation Directors. Advice sought from WWS on tendering process for the Trust.		
9.	Audit Report and Final Accounts 2014/15	<u>Accounts 2014/15</u> MDU Thanked the Board for the invitation to present the accounts and introduced Mr.Jake Lew (JLE) from Landau Baker. Would like to thank TDO and all the Business Managers/ Bursars at each academy for the very smooth process with the closing down of the accounts this year. Went to visit each academy and present the accounts and discussed the management letter contents. A summary grid has been provided of the points identified across the MAT as a strategic overview for the Board. <u>Reconciliations to Software</u> In discussion with Headteachers key reconciliations wish to evidence in all		

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		<p>Trust schools signed off by the Headteacher, important for internal controls:</p> <ul style="list-style-type: none"> • VAT • Payroll • Debtors • Creditors • Bank <p>MDU explained with these key accounts reconciled back to the trial balance, strong internal controls would be evidenced a local level. Budget monitoring at local level was important, LGB's should understand the impact of an overspend.</p> <p>Payroll reconciliations and Master Salary list for each school authorised by Headteacher. Payroll accounts for 80% of the funding for the Trust so important correctly accounted for.</p> <p><u>Disaster Recovery Plan</u></p> <p>Disaster Recovery Plan requirement of Academies Financial Handbook detailing the process for various incidents e.g. server failure, must ensure in place.</p> <p><u>Financial Handbook</u></p> <p>Annual Review of Financial Handbook needs to be evidenced in minutes at Local and Board level.</p> <p>https://www.gov.uk/government/publications/academies-financial-handbook-2015</p> <p><u>Census</u></p> <p>Key data in the Census for funding of schools:</p> <ul style="list-style-type: none"> • Pupil Numbers • Number of Free School Meals • No of pupils taking FSM on day of census <p>All of the above needs to be backed up with Audit trail of evidence could have EFA visit to confirm, documentation must be in place.</p> <p>Gross payments to individual s academies must ensure that review guide on who is an employee- checklist on HMRC.</p> <p><u>VAT 126</u></p>	<p>Follow up check Audit and Finance Committee agenda item.</p> <p>Follow up check Audit and Finance Committee agenda item.</p>	<p>PQU/TDO</p> <p>PQU/TDO</p>

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		<p>Trust currently reporting on VAT126, Trust need to ensure VAT registration levels are monitored. https://www.gov.uk/vat-registration-thresholds</p> <p>Register of Business Interests. Importance of related parties disclosure in EFA guidance, academies must ensure the Registers of Business Interests are reviewed and updated at least annually, academies must include a declaration of interest section on their minutes. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/390210/EFA_review_of_related_party_transactions.pdf</p> <p>Procurement MDU reminded of the importance of following the tendering policy as per the Financial Handbook and following of due process.</p> <p>Trips All academies must ensure an Income and Expenditure account is provided for each trip identifying whether there are any costs remaining at completion and any deficit explanation should be provided to FGB and signed off.</p> <p>Conclusion on Management Letters: Overall very pleased with the progress made by schools' number of points significantly reduced now looking at improvements to the systems. PCA asked if overall any specific academy that would raise a concern following the Audit. MDU No had followed an Interim and then Final Audit so items had been addressed over the period not raised in Final Management Letter. All schools had provided a response to any concerns raised in the Management letter and detailed the plan to deal with the items. KGR noted a concern where there was a reference to minutes not being available, need to ensure this is addressed. KGR thanked MDU for his report on the Management Letters.</p> <p>Main Accounts:</p>	<p>Reminder to COG's /Clerks</p> <p>Follow up check Audit and Finance Committee agenda item.</p> <p>Follow up check Audit and Finance Committee agenda item. Review Risk Management questions on Governance</p>	<p>KGR/TDO</p> <p>PQU/TDO</p> <p>PQU/TDO</p> <p>KRY/TDO</p>

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		<p>Land and Buildings</p> <p>MDU advised following the June 2015 guidance from the EFA and the guidance from the CES and discussions with his professional association and feedback to PCA the initial concern over a qualified audit had been resolved which was excellent for the Trust. An agreement has been reached on an enhanced disclosure which you will see detailed in the accounts which meets the EFA's and Professional Associations requirements whilst upholding the unique relationship of the land and buildings held by the Diocese Trustees on behalf of the Catholic Church. JLE took the Board through the Trustees and Governance reports and highlighted the changes from the previous year including the addition of the Value for Money section within the report.</p> <p>Overall the majority of the surplus in funds is held by two schools within the Trust, the Fixed Asset Fund saw Capital Grant funding of £3.66 million in the year. The LGPS deficit (£5.762 million) is the largest impact on the funds of the Trust but the Audit opinion is the Trust remains a going concern due the value of the Trusts Pension Fund assets and the funding being paid in each year, the Balance sheet without the LGPS deficit is at £3.4 million, page 25 details a breakdown of the assets. Bank balances at end of year are at £8million which include Trust funds held for distribution of Capital and VAT received at end of year. Overall £8.5 million of new assets.</p> <p>Board discussed the impact of the LGPS on the Balance sheet, Trust not isolated all Trusts have LGPS deficit from LA's. Concern however over the limited control Board had on overview of the management of the fund and reviewing the 'value' delivered by the fund managers.</p> <p>Catering income has seen an increase of 7% but catering costs have risen by 11%, impact of the Universal Free School Meals. The GAG funding has reduced by £1.3 million, with three schools receiving the largest allocation due to numbers. Pupil Premium has seen an increase. There has been a change in the accounting for bursary Funding and any outstanding balance is now shown as income held on behalf of the EFA. Two largest Capital Projects John Henry Newman and St.Marks Capital works over the</p>	<p>Actuarial reviews to remain under review.</p> <p>Agreed re classification of</p>	<p>Audit and Finance Committee</p> <p>JLE/MDU</p>

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		<p>financial year. Would ask the Board to consider the classification of the capitalisation of the works at St. Marks to move to Building Improvement. SEN Funding has increased slightly with two schools receiving the largest funding. Support staff costs have increased from £5.8 million to £6.5 million due to auto enrolment. In Governance costs the reporting of the Audit costs has been changed splitting the Audit and Non Audit work. Main debtor to the Trust is VAT, other accrued income is for Pupil Premium, payment outstanding for July and August to be included in the accounts.</p> <p>Creditors balance is Tax and NI and note 23 details the restricted and general funds.</p> <p>Benchmarking Review and Key Performance Indicators MDU took the Board through the benchmarking data for 2014/15 the key triggers of staffing costs to total income and against GAG were reviewed for each academy and across the Trust as a whole.</p> <p>Moving forward agreed helpful to split between Primary and Secondary in graphs.</p> <p><u>Audit moving forward</u> MDU advised the Board that in looking at the Audit for the next period may wish to consider looking on a risk analysis basis with the concerns on budgets moving forward. Not all schools would be visited each year but could provide some cost savings.</p> <p>Board thanked MDU and Landau Baker for all their work on behalf of the Trust in preparing the accounts for 2014/15.</p> <p>Board agreed the proposed accounts, Trustee and Governance Statement for the period to 31st August 2015. Board accepted the Management Letter responses from each school for the period to 31st August 2015.</p> <p>Auditors left meeting</p> <p>KGR raised the discussion on having a risk based Audit Programme</p>	<p>asset-amend accounts</p> <p>Circulate to all schools for further discussion at January Budget Meeting.</p> <p>Audit and Finance to consider Audit process for future.</p> <p>Accounts signed Chair and Accounting Officer</p>	<p>TDO</p> <p>Audit and Finance Committee</p> <p>KGR/PCA</p>

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		<p>moving forward.</p> <p>Board agreed in the current financial climate not want to have a lower level of financial control, current systems had worked well in overview of financial processes and controls at local level.</p> <p>PCA asked for thanks to be formerly noted to MDU for all his work in securing the Audit opinion on the land and buildings note so there was not a qualified Audit.</p>		
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.	Health and Safety Report	<p>Board reviewed the overview report from Ellis Whittam, each school had been provided with a detailed report and then key items across the Trust for urgent action had been highlighted by Ellis Whittam.</p> <p>KRY noted two school's inspections still in process.</p> <p>Board discussed the report outline agreed gave good strategic overview to follow up with LGB's.</p>	Ellis Whittam to update report once two schools visited. Risk Management Committee to review.	KRY/TDO
12.	Living Wage	<p>Discussion on the Living Wage and ensuring both schools and suppliers/contractors are following Diocesan guidance</p> <p>http://rcdow.org.uk/news/diocese-becomes-accredited-living-wage-employer/</p>	Spring Term Meeting School Bursars/Business Managers Template letters to be circulated from Finance Department	PCA/TDO
13.	Board Dates	The Board discussed timings for the meetings to allow more flexibility.	Re arrange to split between morning/afternoon and early evening.	TDO
14.	Conditions Survey	Board reviewed the outline costings from DHP for the provision of a Conditions Survey for the Trust. Option for detailed or Strategic Overview	Agreed to fund from MAT	Board

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		<p>key areas. MAT Capital Funding allocated to Trust and this then allocated to schools, agreed overview survey would provide a useful cross check on the projects submitted by the schools for planned works to ensure no key conditions works were missed. Not sufficient time or expertise for the Board to undertake. https://www.gov.uk/government/publications/academies-capital-maintenance-fund-information-for-mats</p>	Capital, £3 per pupil.	
15	Web compliance	TDO provided report from WWS for MAT and individual academies, number of items not clear where should be included so WWS have provided a suggestion of which websites.	Governance information to be updated. Accounts to be published	TDO
16.	SLA 15/16	Board discussed the SLA, in view of the budgetary concerns for schools and the ongoing discussion with the Education Commission on the way forward it was agreed for the level to remain the same as 14/15. Invoices to be issued to cover the insurance costs Zurich and SLA charges per school based on pupil numbers in October Census.	Invoices to be issued.	TDO
17.	Autumn Term Updates	Board noted the Autumn Term Updates information and documentation which had been circulated to schools and Chairs.		
18.	Close	KGR thanked the Board for their attendance next meeting 11 th February 2016 from 5-7pm at Vaughan House, London. Audit Meeting with schools 19 th January 2016. KGR wished everyone a very happy Christmas. Meeting closed		