



# **The Diocese of Westminster Academy Trust.**

'A Multi Academy Trust supporting schools in delivering their Mission to provide outstanding Catholic Education for their pupils.'

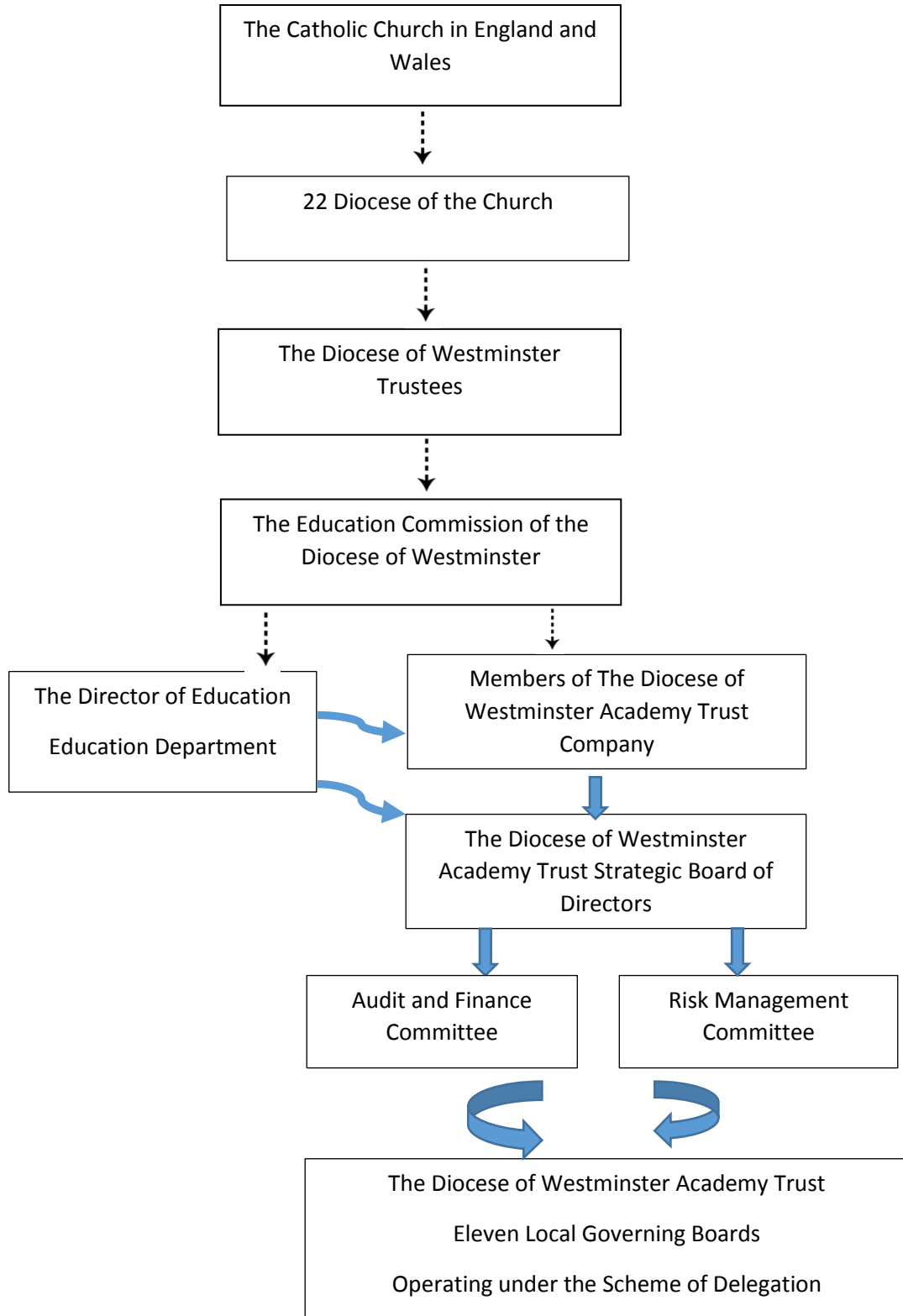
Strategic Board Information Booklet 2018



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## The Diocese of Westminster Academy Trust Structure:





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## Our Company Registration number and contact details:

Company number: 07944160

### Registered Office:

The Diocese of Westminster Academy Trust  
c/o The Education Service  
The Diocese of Westminster  
Vaughan House  
46, Francis Street  
London  
SW1P 1QN

### Correspondence address:

The Diocese of Westminster Academy Trust  
c/o The Company Secretary  
The Douay Martyrs Catholic Secondary School  
Edinburgh Drive  
Ickenham  
Middlesex  
UB10 8QY

## The key objects of our Charitable Company are:

The Company's object ("**the Object**") is specifically restricted to the following:

a) the establishing, maintaining, carrying on, managing and developing in the United Kingdom of Catholic schools for **the advancement of the Catholic religion** designated as such ("**the Academies**") which shall offer a broad and balanced curriculum and shall be conducted in **accordance with the principles, practices and tenets of the Catholic Church and all Catholic canon law applying thereto including any trust deed governing the use of land used** by an Academy both generally and in particular in relation to arranging for religious education and daily acts of worship and having regard to any advice and **following directives issued by the Bishop;**"

Each of our Directors on the Strategic Board of the Trust and Governors on the Local Governing Boards sign to confirm they will uphold the Company objectives. This means that all decisions of the academies must ensure that they reflect on whether by taking a particular path or decision whether they are meeting the requirements of the company's being.



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## MEMBERS OF THE DIOCESE OF WESTMINSTER ACADEMY TRUST

The Diocese of Westminster Academy Trust is a Catholic Academy Trust and the documentation relating to the Trust needs to be read in conjunction with the Memorandum of Understanding between the Catholic Church and the Department for Education last update April 2016. The DfE recognises that, notwithstanding the legal contractual relationships, the academy trust company of a Catholic school is accountable to its Diocesan Bishop and Trustees.

The Strategic Board is made up of Foundation Directors appointed by the Archbishop, Local Governing Board Chair of Governor representatives (up to three) elected by their peers on an annual basis and Academy Principals (up to five) elected by their peers on an annual basis  
<https://www.gov.uk/government/publications/church-schools-and-academies-memoranda-of-understanding>

In looking at the Register of Interests, the interests are those which the relevant Member has which are derived from or affected by their involvement in the Academy Trust. The focus is on financial benefit, but as benefit in kind is equally relevant and indirect benefit should also be considered in order to have transparency in the Trusts Accounts as the Trust schools each make a diocesan contribution annually this is noted in the Register of Interests for the Members of the Trust.

Role	Name	Business Interests financial or benefit in kind
The Archbishop of the Diocese of Westminster	Cardinal Vincent Nichols	Chair of Diocesan Trustees appoints the Members of the Academy Trust
Financial Secretary of the Diocese of Westminster (on behalf of The Westminster Roman Catholic Diocese Trustee a trust corporation incorporated as a company limited by guarantee whose charity number is 233699 Archbishop's House, Westminster, London SW1P 1QJ)	Mr.P.Camoleto	Financial Secretary to The Diocese of Westminster Trustee Chief Operations Officer of The Diocese of Westminster Member of the Diocese of Westminster Education Commission Member of the Capital Strategy Committee of the Education Commission Chair of The Diocese of Westminster School Building Committee Director of Aedficabo Director of Churchmarketplace Directors of Cardinal Hume Academy Trust Director of All Saints Academy Trust Director of All Saints Catholic Academy Trust Steering committee member of Church Investors Group



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Director of Education of the Diocese of Westminster appointment at the request of the Archbishop collectively made by the Members pursuant to Article 16.	Mr.J.P.Morrison	Director of Education Service Diocese of Westminster Director of All Saints Academy Trust Director of Cardinal Hume Academy Trust
Auxiliary Bishop Chair of the Education Commission of the Diocese of Westminster, appointment at the request of the Archbishop collectively made by the Members pursuant to Article 16.	Bishop John Wilson	Chair of the Education Commission
Chair of the Strategic Board of the Diocese of Westminster Academy Trust (by right of holding the position) collectively made by the Members appointed pursuant to Article 12.	Mrs.K.Griffin	Member of the Diocese of Westminster Education Commission Director Cardinal Vaughan Academy Trust Director Cardinal Hume Academy Trust Trustee of Worldwide Volunteering Chair of the Capital Strategy Committee of the Education Commission Member of Catholic Education Service Management Committee Member of the Schools Panel of the Wolfson Foundation Education Consultant

(They must not reduce to less than three as stated in the Articles.)

## THE REGISTER OF PEOPLE WITH SIGNIFICANT CONTROL

The “persons with significant control” (PSC) regime requires all companies including academy trusts, to maintain a PSC Register. The register for The Diocese of Westminster Academy Trust is as follows based on a review of the registration requirements of PSC under the legislation on 6<sup>th</sup> April 2016 which the Trust review annually.

Archbishop of Westminster Cardinal Vincent Nichols Archbishop's House, Westminster, London SW1P 1QJ	<u>Reason:</u> <i>“the person holds the right, directly or indirectly, to appoint or remove a majority of the board of directors of the company;”</i> Can appoint directors to The Diocese of Westminster Academy Trust Board.
The Westminster Roman Catholic Diocese Trustee a trust corporation incorporated as a company limited by guarantee (company No.361703) whose charity number is 233699	<u>Reason:</u> <i>“the person otherwise has the right to exercise, or actually exercises, significant influence or control over the company;”</i>



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Archbishop's House, Westminster, London SW1P 1QJ	The Company's use of the School sites is at the absolute discretion of the corporate trustee of the Diocese. As the corporate trustee is not subject to the same disclosure regime as the Company, looking through the Diocesan trustee, the Archbishop (see details above) exercises significant influence and control.
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## THE STRATEGIC BOARD OF THE DIOCESE OF WESTMINSTER ACADEMY TRUST

The Strategic Board is made up of Foundation Directors appointed by the Archbishop, Local Governing Board Chair of Governor representatives (up to three) elected by their peers on an annual basis and Academy Principals (up to five) elected by their peers on an annual basis. Posts can only be held on the Board as long as the Directors remain within the role within their school community. Each Director has a copy of the expectations of being a Director and Trustees roles and responsibilities produced by the Charities Commission.

When the Trust was incorporated an agreed Scheme of Delegation was put in place which details the working relationship between the Strategic Board and the Local Governing Board of each school in the Trust who act as committees of the Trust. As a Catholic Academy Trust within the Diocese of Westminster the land and buildings remain with the Diocesan Trusteeship and the Trustees approval is required before any Capital Programmes are considered.

Role	Name	Director post	Committee	Business Interest
Chair of The Diocese of Westminster Academy Trust Strategic Board	Mrs.K.Griffin	Foundation Director Appointed 1 <sup>st</sup> May 2013	Audit and Finance Risk Management	Member of the Diocese of Westminster Education Commission Director Cardinal Vaughan Academy Trust Director Cardinal Hume Academy Trust Trustee of Worldwide Volunteering Chair of the Capital Strategy Committee of the Education Commission Member of Catholic Education Service Management Committee Member of the Schools Panel of the Wolfson Foundation Education Consultant
Vice Chair of The Diocese of Westminster Academy Trust Strategic Board	Mr.P.Camoleto	Foundation Director Appointed 9 <sup>th</sup> February 2012	Accounting Officer for the Trust Audit and Finance	Financial Secretary to The Diocese of Westminster Trustee Chief Operations Officer of The Diocese of Westminster



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				Member of the Diocese of Westminster Education Commission Member of the Capital Strategy Committee of the Education Commission Chair of The Diocese of Westminster School Building Committee Director of Aedficabo Director of Churchmarketplace Directors of Cardinal Hume Academy Trust Director of All Saints Academy Trust Director of All Saints Catholic Academy Trust Steering committee member of Church Investors Group
Chair of the Audit and Finance Committee	Dr.K.Sullivan	Chair of Governor Director Appointed 1 <sup>st</sup> March 2012 Then Foundation Director Sept 2018	Audit and Finance	
Chair of the Risk Management Committee	Mr.R.Anderson,OBE	Foundation Director Appointed 26 <sup>th</sup> April 2016	Risk Management	Academy Chair of Governors
Strategic Board Member	Mr.J.P.Morrison	Foundation Director Appointed 1 <sup>st</sup> February 2014	Audit and Finance Risk Management	Director of Education Service Diocese of Westminster Director of All Saints Academy Trust Director of Cardinal Hume Academy Trust
Strategic Board Member	Mr.C.Mathew	Principal Representative Director Appointed 1 <sup>st</sup> October 2013 (annual election)	Risk Management	None declared
Strategic Board Member	Miss.N.Kane	Principal Representative Director Appointed 1 <sup>st</sup> September 2015	Risk Management	Director of a company linked to Education



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		(annual election)		
Strategic Board Member	Mrs.J.Pearce	Principal Representative Director Appointed 1 <sup>st</sup> September 2015 (annual election)	Risk Management	None declared  HIP Partner for Herts 4 Learning
Strategic Board Member	Mr.A.J.Corish	Principal Representative Director Appointed 25 <sup>th</sup> February 2016 (annual election)	Risk Management	None declared
Strategic Board Member	Mr.E.Conway	Principal Representative Director Appointed October 2017 (annual election)	Risk Management	Member of the Diocese of Westminster Education Commission
<b>Directors can be contacted at the correspondence address via:</b>				
Company Secretary	Mrs.T.E.Doyle	Appointed 9 <sup>th</sup> February 2012	Audit and Finance Risk Management	

## Schools within The Diocese of Westminster Academy Trust:

Phase	School/academy name	School/academy address	Forms of Entry
Secondary-Split site	The Douay Martyrs Catholic Secondary School	Edinburgh Drive, Ickenham, Middlesex, UB10 8QY	8
Secondary	St Mark's Catholic School	106 Bath Road, Hounslow, Middx, TW3 3EJ	6
Secondary	Nicholas Breakspeare Catholic School	Colney Heath Lane, St. Albans, Herts, AL4 0TT	6
Secondary	John Henry Newman Catholic School	Hitchin Road, Stevenage, Herts, SG1 4AE	8





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Secondary	St. Michael's Catholic High School	High Elms Lane, Garston, Watford, Herts, WD25 0SS	6
Secondary	Covent of Jesus and Mary Language College	Crownhill Road, Willesden, London, NW10 4EP	6
Primary	St John's Catholic Primary School	Providence Way, Baldock, Herts SG7 6TT	1
Primary	Our Lady Catholic Primary School	Old Hale Way, Hitchin, SG5 1XT	1
Primary	St Thomas More R.C Primary School	Highfield, Letchworth Garden City, Herts, SG6 3QB.	1
Primary	St Catherines of Siena Catholic Primary School	Horseshoe Lane, Garston, Watford, WD25 7HP	1
Primary	St Marys Catholic Primary School	Melbourn Road, Royston, Herts SG8 7DB	1

## Employees of the Diocese of the Westminster Academy Trust

All staff are employed by The Diocese of Westminster Academy Trust under the Catholic Education Service (CES) contracts and the Trust has adopted the policies of the CES :

- Capability Policy and Procedure
- Sickness Absence Policy and Procedure
- Disciplinary Policy and Procedure
- Appraisal Policy and Procedure

The Trust follows safer recruiting procedures when employing staff across all of its schools and each Local Chair of Governors and Headteacher has signed up to the Trusts Safeguarding Statement. The Trust works in collaboration with the Local Safeguarding Boards in each of the authorities its schools are based in.

## Financial Scrutiny and Due Diligence across the Trust:

The Diocese of Westminster Academy Trust works to the Master Funding Agreement signed by the Secretary of State. All schools within the Trust adhere to the EFA Financial Handbook and school procedures are reviewed annually to ensure that any changes by the EFA are incorporated into the Academies own Financial Manual. The Trust has adopted the Diocese of Westminster Whistleblowing policy. The Principal Accounting Officer for the Trust is Mr.P.Camoletto and under the Scheme of Delegation there is an Accounting Officer for each of the schools within the Trust:



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Phase	School	Accounting Officer
Secondary	The Douay Martyrs Catholic Secondary School	Mr.A.J.Corish
Secondary	St Mark's Catholic School	Mrs.Waugh-Lucas
Secondary	Nicholas Breakspear Catholic School	Mr.D.Linnane
Secondary	John Henry Newman Catholic School	Mr.C.Mathew
Secondary	St. Michael's Catholic High School	Mr.E.Conway
Secondary	Covent of Jesus and Mary Language College	Mrs.L.McGowan
Primary	St John's Catholic Primary School	Ms. A.Hanou
Primary	Our Lady Catholic Primary School	Mrs.C.Nicholson
Primary	St Thomas More R.C Primary School	Mrs.J.Perry
Primary	St Catherines of Siena Catholic Primary School	Miss.N.Kane
Primary	St Marys Catholic Primary School	Mrs.J.Pearce

## Local Governing Boards of the Trust:

Appendix Two detailing Register of Interests.