

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

Approved Minutes of Board Meeting held on 15th September 2016

Present: Mrs.K.Griffin (KGR), Mr.K.Rylett(KRY),

Mr.A.J.Corish(ACO), Mrs.J.Pearce(JPE), Mr.R.Anderson (RAN), Miss.N.Kane(NKA), Dr.K.Sullivan(KSU),

By invitation:

Mrs.T.Doyle(TDO),

Papers circulated: CES Articles letter, feedback from WWS, CES updated Employment policies released end of academic year, Keeping Children Safe in Education.

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|    | Board Meeting                     | Prayer<br>KGR Welcomed everyone to the meeting.<br>Welcome to new academic year 2016/17   |        |                |
| 1. | Apologies recorded and accepted   | Mr.P.Camoleto (PCA)<br>Mr.J.P.Morrison(JPM)<br>Mr.P.Quinn(PQU)<br>Mr.C.Mathew(CMA)  |        |                |
| 2. | Declaration of Business Interests | No interests declared in any items on the agenda.<br><u>Noted the following interests by Trust Board:</u><br>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<br>PCA is the Financial Secretary for The Diocese of Westminster, Director of Churchmarketplace and holds directorships on other Diocesan academy trusts<br>PQU Director Newham MAT Learning in Harmony Trust<br>JPM is the Director of Education for The Diocese of Westminster |        |                |

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|    |                                     | <p><b>NKA Director of a company linked to Education</b><br/> <b>KRY IEB Member for Church of England School</b><br/> <b>KSU Director of Rehydrogen and Property Development Company which is not involved in school works.</b><br/> <b>RAN Chair of Board of Trustees Mediation in Hertfordshire stepping down after Sept 2016</b></p>  |   |  |
| 3. | <b>AOB not on the agenda</b>        | None declared.  |   |  |
| 4. | <b>Minutes of last meeting</b>      | The minutes of the last meeting were checked for factual accuracy.  | <b>Approved by Board</b>  |  |
| 5. | <b>Matters arising from minutes</b> | <p><b>KGR concern noted again concerns on Board being quorate and number of Foundation Directors.</b><br/> <b>No further feedback from OfSTEd reference visit in July</b><br/> <b>Expenses policy draft circulated for comment.</b></p>   | <p><b>Raise vacancies with Bishop</b><br/> <b>Follow up</b></p>                   | <p><b>KGR</b><br/> <b>KGR</b></p>              |
| 6. | <b>Board Membership</b>             | <p><b>Board membership</b><br/> <b>It was noted that the Trust Board still required additional Foundation Directors noted previous discussion on possible volunteers from recent roadshow visits. Need to clarify appointment process.</b></p> <p><b>LGB's</b><br/> <b>Noted a number of LGB's had Foundation Governors who were coming to end of term of office, Clerks to be advised to follow up.</b><br/> <b>RAN advised re appointment form that needs to be completed.</b><br/> <b>Discussion on the appointment of the COG and the need to have post filled by a Foundation Governor importance of the link back to the Trustees and the Strategic vision for Catholic Education across the Diocese role appointed by the Bishop not governing body.</b></p> <p><b>TDO advised information for Edubase being compiled currently.</b></p> | <p><b>Raise again with Diocese.</b></p> <p><b>Expiry dates to be checked.</b></p> | <p><b>KGR/JPM</b></p> <p><b>Clerks/TDO</b></p> |

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| 7.  | Conditional Consent List    | None  |  |                |
| 8.  | Chairs Action               | <p>KGR reported asked to work as part of the Academy Committee to consider some aspects of conversion date of meeting awaited, looking at structure. As previously discussed spoken to St.Marys about possible areas of support for schools in diocese. Need to consider how can work together as a Family of schools not be fragmented as under GM need to bring Catholic schools together as an educating community.</p> <p>Board discussed the importance of the Scheme of Delegation and if services offered must provide quality services which schools would find useful.</p> <p>Board raised issue of grammar schools important to consider potential impact on the Trust and whether a response from CES?</p> <p>Review of the Progress measures and Value Added scores for schools undertaken review of Raise on line.</p> <p>KRY hoped a number of key items will be covered by the new risk management system which would be launched this term example logins circulated to Board to review the site.</p> | Once document from St.Marys ready circulate for comment.                   | KGR            |
| 9.  | Academy Consultation Update | <p>Await meeting of the Trustees paper has been circulated but Trustees want time to consider the options available for the sector.</p> <p>Preference across schools appears to be for a local model more autonomy local collective decision making.</p>  | Feedback next term   | KGR/JPM        |
| 10. | AGM                         | KGR would discuss with Bishop John Wilson potential dates for AGM and possibility of Members attending the meeting to receive report.   |  | KGR            |
| 11. | DOWAT Pay Policy            | Pay Policy revisions to meet the new pay and conditions documentation had been circulated following review by JLY at WWS. Proposal to implement 1% pay award to across scales.  | Agreed by Board for circulation to schools to implement for PM cycle 16/17 | KGR/TDO        |
| 12. | CES letter on               | CES had written to CATs recommending a move to articles agreed with DfE   | Letter to be sent to all   |                |

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|     | Articles approved 2015                   | in 2015. Advice had been taken from WWS who agreed with CES recommendation, articles allow for a strengthening of the CAT and its role as a Catholic Educating community.<br>KRY raised a query over where the support programme would be drawn from, would this be the Sponsorship Trust vehicle<br>TCO raised the critical importance on guidance from the Board on governance and headship appointments to ensure strategic direction and mitigate risk as a collective group.   | LGB's asking to review CES recommendation and provide feedback for a decision to be made at October meeting.                                     | KGR/TDO        |
| 12. | Website                                  | The Board reviewed the new proposed Trust website and agreed the format.  | Launch by end of October 2016<br>Links page to be added<br>Trustees update   |                |
| 13. | NASUWT Letter                            | WWS provided a response to the letter received on Trade Union facility Agreements from NASUWT.  | Approved response to be sent.  | KGR/TDO        |
| 14. | Employment Policies CES template updates | CES have reviewed the employment policies which support the CES contracts used across the Trust. Revisions reviewed and agreed by the Trust.  | Circulate to all LGB's and get signed and returned.<br>Electronic scanned copy to be accepted.<br>Copy issued with Chairs signature to all LGB's | TDO/JSA        |
| 15. | AOB                                      | Discussion on possible SLA provision <ul style="list-style-type: none"> <li>Review of Governance Support and difficulty in the recruitment of Clerks for LGB's</li> <li>Quality Training opportunities for LGB's sharing of training across Trust schools</li> <li>Performance Management and SIP appointments across Trust</li> </ul> Energy contract finalised to started in October 2016 saving of estimated £57000 across Trust schools.<br>Letter was sent to RSC following submission of Budget Forecast Return no response received to date. | Identify list of SIPs by end of term and length of time of involvement with school recommendation of a three year cycle.                         | TDO            |
| 16. | Meeting closed                           | KGR thanked everyone for their attendance and TDMS for hosting the  |  |                |

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|    |             | <b>meeting, next meeting 18<sup>th</sup> October 2016.</b> |        |                |