

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

Approved Minutes of Board Meeting held on 23rd June 2016

Present:

Mrs.K.Griffin (KGR), Mr.K.Rylett(KRY),Mrs.J.Pearce(JPE), Miss.N.Kane(NKA)

By invitation:

Mr.E.Conway(ECO), Mrs.T.Doyle(TDO)

Papers circulated: Summer Term Updates, OfSTED Letter, MAT evidence from DfE and OfSTED, Scheme of Delegation Summary, 21 Questions for MATs, Vision Statement Updated, SLA charges 16/17

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		Prayer ECO Welcomed the Board to St.Michaels. KGR Welcomed everyone to the meeting and advised NB OfSTED was in process so apologies from some members of the Board who were involved today.		
1.	Apologies recorded and accepted	Mr.P.Camoletto (PCA) Mr.J.P.Morrison(JPM) Dr.K.Sullivan (KSU) Mr.R.Anderson(RAN) Mr.A.J.Corish(AJC) Mrs.L.G. Graham(LGR) Mr.C.Mathew(CMA) Mr.P.Quinn(PQU)		
2.	Declaration of	No interests declared in any items on the agenda.		

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	Business Interests	<p>Noted the following interests by Trust Board:</p> <p>KGR is a Member of the Education Commission, Chairs the Capital Strategy Group and holds directorships on other Diocesan academy trusts</p> <p>PCA is the Financial Secretary and Chief Operations Officer for The Diocese of Westminster, Director of Churchmarketplace and holds directorships on other Diocesan academy trusts</p> <p>PQU Director Newham MAT Learning in Harmony Trust</p> <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> <p>RAN Chair of Board of Trustees Mediation in Hertfordshire</p> <p>ECO is a Member of the Education Commission</p>		
3.	AOB not on the agenda	None declared.		
4.	Minutes of last meeting	<p>The minutes of the last meeting were checked for factual accuracy.</p> <p>Noted omission of KGR in DOI which needed to be corrected.</p>	Approved by Board with amendment	
5.	Matters arising from minutes	<p>PSC Register noted would need to be reviewed in September 2016.</p> <p>Risk Management Review</p> <p>KRY asked NKA and JPE if able to provide revised Standards Form for Primary Schools to complete.</p> <p>Discussion on Primary data review agreed useful to provide overview access to Raise data.</p> <p>Concerns noted on possible implications on the new SATs and GCSE examinations this year to schools results important to have early access to data from schools.</p> <p>NKA provided feedback on the moderation, the moderator had agreed</p>	<p>Amend to add new Bishop's details.</p> <p>New form for 2016 to be created.</p> <p>Access to be assigned to NKA and JPE for analysis of Primary data.</p> <p>Email schools to ask for early data to go to KGR.</p>	<p>KGR/TDO</p> <p>NKA/JPE</p> <p>TDO</p> <p>KGR/TDO</p>

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		with the teachers marking, school assigned at 88% usually at 94-97% but teachers marked down due to the increased expectations and the draft exemplar documents. Likely to see a reduction across the sector when results are published. School agreed with the moderation judgements.						
6.	Board Membership	Board membership The Board expressed their concern again over numbers and the meeting being quorate, Trust had now been in operation since 2012, general concern that OfSTED would not look favourably on the low numbers of Foundation Directors especially with the new focus on key skills for Governance. Was this a local or national issue for the sector.	Raise again with Diocese. Discuss with Bishop	KGR/JPM KGR				
7.	Conditional Consent List	No further applications however some schools have asked about the possibility of joining DOWAT, need to get clarification on the process in view of the diocesan wide consultation in place.	Confirm whether schools can currently join DOWAT.	KGR/JPM				
8.	Chairs Action	KGR advised is in discussions with St. Marys on possible support on Inset accreditation for schools and whether can offer any first line support services e.g. HR administration.	Feedback to next meeting	KGR				
10,	OfSTED letter HMI to Trust	KGR took the Board through the letter received from HMI Lee Owston who wished to visit the Trust on 1 st July 2016 and meet with various groups between 11.30am and 4.00pm, letter appeared positive as looking at high performing MATs. Survey had been requested for completion by each school. Groups for 1 st July 2016 check availability: <table border="1" data-bbox="526 1061 1438 1388"> <tbody> <tr> <td>Members and Trust Support</td> <td>KGR JPM PCA TDO Check to see if Bishop John would have any availability</td> </tr> <tr> <td>Chair of Governors</td> <td>KRY PQU KSU</td> </tr> </tbody> </table>	Members and Trust Support	KGR JPM PCA TDO Check to see if Bishop John would have any availability	Chair of Governors	KRY PQU KSU	Email out survey and ask HT and COG's to complete together. Timetable to be drawn up and circulated venue expected to be Vaughan House	KGR/TDO KGR/JPM/TDO
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Chair of Governors	KRY PQU KSU							

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		<table border="1"> <tr> <td>Headteachers Group</td> <td>CMA DLI TCO JPE JPER</td> </tr> <tr> <td>Teaching and Learning Examples</td> <td>JHN and NB Primary Moderation Group</td> </tr> </table> <p>NGA document on 21 questions for MATs had been circulated, work of the Trust to date to be incorporated into the question responses.</p>	Headteachers Group	CMA DLI TCO JPE JPER	Teaching and Learning Examples	JHN and NB Primary Moderation Group	Update with Trust responses to 21 questions and circulate.	KGR/JPM/TDO
Headteachers Group	CMA DLI TCO JPE JPER							
Teaching and Learning Examples	JHN and NB Primary Moderation Group							
11.	Scheme of Delegation	<p>Following on from the last meeting and discussion on the Scheme of Delegation a summary of the delegation had been produced. KRY suggested a creation of a Parent Governor appointment process and template for use across the Trust following the White Paper focus on skill sets.</p> <p>Wording to be reviewed replace Body with Board and update language. Headteacher recruitment need to be clear Trust should be represented in addition to Diocesan representative.</p>	<p>Research best exemplar for Parent Governor templates</p> <p>Raise with WWS if any further amendments need to consider</p>	<p>KRY/TDO</p> <p>TDO Sept 2016</p>				
12	AOB	<ul style="list-style-type: none"> Capital Return Summary 15/16 has been submitted as requested by EFA. All schools provided a breakdown of expenditure and copy invoices as proof of expenditure. Website-work continues and content for the site is being uploaded via Basecamp software by JSA Safeguarding on line Prevent Training KRY advised had undertaken good on line training approximately 45 minute sessions. 	<p>Board Directors information required: Photo Pen Portrait</p> <p>Link to be emailed</p>	<p>KGR/TDO</p> <p>Board to send to JSA/TDO</p> <p>KRY</p>				

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13.	Meeting closed	KGR thanked everyone for their attendance and St. Michael's for hosting the meeting, next meeting 14 th July 2016 at JHN starting with Training at 9.00am.		