

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

Minutes of Board Meeting held on 25<sup>th</sup> May 2017

Present: Mrs.K.Griffin (KGR),Mr.J.P.Morrison (JPM),Mr.P.Camoletto(PCA), Mr.R.Anderson (RAN) , Dr.K.Sullivan (KSU) Mr.K.Rylett(KRY),  
Mrs.J.Pearce(JPE) , Mr.A.J.Corish(ACO)

By invitation:

Mrs.T.Doyle(TDO),

Papers circulated: OfSTED overview, Performance summary Trust schools, Budget Forecast Report One consolidation, Academy Project update, Part Two Reports, SLA breakdown 17/18, Annual Health and Safety Report Ellis Whittam, MAT Benchmarking Report, Proposed Capital works SCA 17/18

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	Board Meeting	Prayer and Welcome. KGR welcomed the Board to the meeting which followed the AGM		
1.	Apologies recorded and accepted	Miss.N.Kane Mr.C.Mathew Mr.P.Quinn		
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 another Diocesan academy trusts PQU Director Newham MAT Learning in Harmony Trust JPM is the Director of Education for The Diocese of Westminster and holds directorships on another Diocesan academy trusts NKA Director of a company linked to Education	KGR add Plymouth CAST KRY remove IEB member interim Board now ceased school gone to Good.  Update DOI	TDO

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		<p><b>KRY IEB Member for Church of England School</b>  <b>KSU Director Property Development Company which is not involved in school works.</b></p>		
3.	<p><b>AOB not on the agenda</b></p>	<p><b>None declared.</b></p>		
4.	<p><b>Minutes of last meeting</b></p>	<p><b>The minutes of the last meeting were checked for factual accuracy.</b></p>	<p><b>Approved by Board</b></p>	
5.	<p><b>Matters arising from minutes</b></p>	<p><b>Addressed on agenda</b></p>		
6.	<p><b>Academy Strategy Update</b></p>	<p><b>JPM presented a report for the Trust Board, concern the proposal paper on DOWAT should not have been circulated without a context. Report addresses the questions raised, concern over a split being imminent this is not the case do not want to have any detrimental impact on the Trust which is operating successfully. Want DOWAT schools to work with local schools and provide support and guidance based on their experiences of being part of an existing MAT.</b></p> <p><b>Rationale for using existing Trust structures was to support existing academies who will not receive £25,000 conversion grant as it is a one off payment.</b></p> <p><b>In discussion across the Families it is clear many happy to work locally together where know, where cross L.A borders and schools currently not working together need to build relationships and trust.</b></p> <p><b>In the financial year 17/18 can see no immediate change for DOWAT but want schools to feel they are able to be part of the family of school discussion in their local area.</b></p> <p><b>Need to :</b></p> <p><b>Update where we are with the Local CAT set up</b></p> <p><b>Review on a termly basis the changing local geography and CAT set up</b></p> <p><b>Annual review of school's position to remain or transfer undertaking to review financial implications to school and the Trust</b></p> <p><b>Schools in changing positions e.g. CJMLC new Headteacher from Sept 2017.</b></p> <p><b>Project Board have been reviewing:</b></p>		

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		<p><b>Scheme of Delegation</b>  <b>Roles and responsibilities</b>  <b>Lead Officer job description</b></p> <p>KGR stated in view of the number of groups involved from across schools inevitable that messages get crossed and this can cause anxiety important to have transparency, suggest meet with all Headteachers in September 2017 to outline forward for DOWAT in the programme.  KRY suggested COGs should also be invited.  All agreed building a model to protect Catholic Education in Westminster for the future not planning for short term but the longer term strategic vision for how wish to develop and protect Catholic Education in the diocese.  PCA advised JPM had spent considerable time visit schools and arranging the Family of Schools meeting to enable everyone to take part in the consultation and discussion of the programme.  ACO noted in other diocese had been far more directional not opportunity to discuss best way forward.  JPM currently 66 schools who wish to move forward with the programme.  KSU suggested DOWAT in a strong position to develop a franchise model to support new CATs. Stay as one group but shadow the new Catholic Families to support their set up  All agreed must learn from the mistakes identified in other Trusts ensure accountability and governance is robust and clear.  Board thanked JPM for his update on the Academies Project and the work undertaken to date to support schools to move forward in this complex process.</p>	<p>Invite to Sept 2017 meeting  HTs and COGs.  KGR ,JPM and PCA to meet before to update on position diocese and Trust.  Purpose of meeting:  address concerns</p>	<p>KGR/TDO</p> <p>KGR/JPM/PCA</p>
7.	Board Membership			
8.	Conditional Consent List	None		
9.	Chairs Action	Follow up on Part Two items.		

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10.	SLA 17/18	<p>The Board reviewed the Trust level expenditure for 16/17 compared to the charges made to the schools and then discussed the plan for 17/18 which was broken down as follows:</p> <p>Estimated 17/18 costs :</p> <p>Central Office:                   £</p> <p>Recharges for Company Secretary role and Trust Administrator for academic year with on costs inc pension                   £33,951.00</p> <p>GRC one software                   £ 2,640.00</p> <p>Printing and stationary                   £ 200.00</p> <p>HCSS Budget software Trust licence                   £ 9,075.00</p> <p>Governor Hub licence                   £ 1,440.00</p> <p>FMS Multiview Trust licence                   £ 7,550.00</p> <p>Trust Website licence                   £ 560.00</p> <p>Trust Website development                   £ 500.00</p> <p>Legal Gold subscription all schools                   £ 4,200.00</p> <p>Legal policy checks- allowance further consultation pay policy £2,500.00</p> <p>Chairs legal contingency                   £ 1,500.00</p> <p>Legal cost to revert to move to latest model CES Articles as recommended by CES to all academy trusts                   £ 2,650.00</p> <p>Companies House                   £ 13.00</p> <p>Provision for a Trust Conference 2017/18 including speaker £2,000.00</p> <p>Allowance for expenses                   £ 500.00</p> <p>Ellis Whittam extension one year                   £24,586.00</p> <p>Finance consultancy support                   £ 1,250.00</p> <p><b>Total                   £95,115.00</b></p> <p>Recommendation hold 10% contingency Fund                   £9,511.00</p> <p>Estimated Trust charges for 2017/18                   £104,626.00</p>		

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		<p>Income £47,166,000.00</p> <p>Central cost as % of Trust income 0.22%</p> <p>ESFA recommended average for MATs £2,358,300.00</p> <p>ESFA recommended percentage top slice 5.00%</p> <p>Breakdown agreed to be circulated to schools so can prepare Budget Forecast Returns, increase in SLA would be offset by the expected saving in the Zurich premium moving from £26.50 to £24 from September 2017. Board considered services offered for the SLA provided VFM to schools in being purchased as a group.</p>	SLA breakdown to be circulate for transparency to all schools. To go through at SBM meeting in detail.	KGR/TDO
11.	Capital Allocations Proposed Expenditure	The Board reviewed the SCA Capital Expenditure breakdown of priority spending from each LGB. Query from St.Catherines over recent heating report potential boiler failure.	Approved proposed expenditure plans. Query on Emergency Funding ESFA	Audit and Finance to monitor spend.  TDO
12.	Annual Health and Safety Report Ellis Whittam	<p>The Board reviewed the Annual Report it was suggested further clarification on points identified in the summary. JPE queried Child Protection concern for St.Marys not on school report.</p> <p>KRY suggested having a key focus area to be reviewed at each school moving forward now had two years of general Health and Safety review. Focus area: Safeguarding and Site Security for September visit.</p> <p>Three year agreement with Ellis Whittam ends shortly in view of the uncertainty on agreeing a three year plan due to conversion programme proposal to extend contract by one further year on same terms and conditions and price.</p>	<p>Follow up with Ellis Whittam</p> <p>Follow up with schools on identified concerns by ends of summer term.</p> <p>Accepted by Board extend contract one further year for Trust with focus report as identified.</p>	<p>TDO</p> <p>KRY/TDO</p> <p>KRY/TDO</p>
13.	OfSTED cycle	KGR presented the last dates of inspection for each school in the Trust and the outcome grading. Some schools not inspected since 2007. Could be inspected as a Trust and as part of this schools could be inspected in		

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		<p>programme cannot sit back need to clear on the data and information we have on our schools and their strengths and weaknesses. Where concerns noted need to ensure clear communication on how move forward.</p> <p>Analysis of comments on visits to Catholic schools in underperforming schools review what has been identified.</p> <p>ACO raised a query on how do we know the quality of a SEF report, could we operate a peer review system for COG/HTs and SLG across schools moving down to departmental level once get established?</p> <p>Board discussed the possibility of a peer review system with schools working to support each other on a reciprocal arrangement.</p>	KGR agreed to draft a paper for the end of the summer term on possible options to set up.	KGR
14.	Budget Forecast Return One	<p>TDO advised the consolidation of the new Budget Forecast one report had been undertaken, good feedback from SBMs on the process.</p> <ul style="list-style-type: none"> <li>• Board noted the reduction in carry forward funding for next year</li> <li>• Noted number of schools within year budget deficits.</li> <li>• Feedback from schools on how addressing the reduction in funding within budget plans.</li> </ul>	Budget Savings analysis sheet to be circulated to be returned with Budget Forecast Report Two.	PQU/TDO
	AOB	<ul style="list-style-type: none"> <li>• Benchmarking report from Buzzcuts provided some useful analysis on MAT budgets.</li> <li>• Discussion on date for conference look to October or November PCA suggested contacting Maxwell Farm Pinner as an option.</li> </ul>	Circulate to all schools in Trust	TDO
16.	Meeting closed	<p>KGR thanked everyone for their attendance, meeting closed next meeting 29<sup>th</sup> June 2017</p> <p>Board Meeting 5.00-7.00pm</p>		