

No	Agenda Item	Details	Action	Responsibility
----	-------------	---------	--------	----------------



The Diocese of Westminster Academy Trust

Approved Minutes of Board Meeting held on 21st
March 2017

Present: Mrs.K.Griffin (KGR),Mr.J.P.Morrison (JPM),Mr.P.Camoletto(PCA), Mr.R.Anderson (RAN) ,Mr.K.Rylett(KRY),
Mr.C.Mathew(CMA),Mr.P.Quinn(PQU), Mrs.J.Pearce(JPE)

By invitation:

Mrs.T.Doyle(TDO),

Papers circulated: Apprenticeship Levy, Audit timetable, National Funding Formula details, Funding Allocations 17/18, EPI report on school funding, Parliamentary Research paper on Teacher Recruitment.

No	Agenda Item	Details	Action	Responsibility
	Board Meeting	Prayer and Welcome. KGR welcomed the Board to the meeting which followed the AGM		
1.	Apologies recorded and accepted	Dr.K.Sullivan Miss.N.Kane Mr.T.Corish		
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		

No	Agenda Item	Details	Action	Responsibility
		<p>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 KRY IEB Member for Church of England School KSU Director Property Development Company which is not involved in school works.</p>		
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	Foundation Director appointments for the Trust Board from recruitment drive for future CATs.	Possibility of using existing Boards to train new Foundation Directors.	JPM
6.	Academy Strategy Update	<p>JPM advised had Family of Schools(FoS) meeting for St.Albans group last night, in total five FoS meetings so far. Three strong threads from discussions</p> <ol style="list-style-type: none"> 1. Picture of knowledge of academisation and what it means for schools is very mixed, where schools have done their due diligence very secure and confident understanding, where not unclear on the role of the Trust Board, future role of governing body and the expectations DfE and EFA have on the CAT structure to meet compliance. 2. Within the FoS a lot do not know each other and need to build a knowledge and understanding of each others schools and how can work together. 3. Some schools who are successful do not see where the benefit is, changing mindset not looking at individual benefit but the benefit overall for Catholic Education across the diocese and how all work together to support. Three Deputy Headteachers from Trusts in Birmingham attended recent conference excellent presentation on the opportunities their schools have had from being within a CAT 		

No	Agenda Item	Details	Action	Responsibility
		<p>structure.</p> <p>Governing Boards and Headteachers want further details on the roles each will play in the CAT structure and the Lead Officer role, CES are revising documentation and these will be discussed at the next Academy Project Board meeting before circulation to schools. Where L.A Services provision in held in high esteem by schools there is a concern this can be retained in the new structure, significant discussion on how we signpost these services across the diocese so everyone is aware of the quality services available in discussion with some providers on the possibility of provision across diocese rather than in just their L.A area. Undertaking an Audit of service providers. Received approximately 150 questions so far from the meetings and these are being compiled into a reference document for schools. At the Richmond and Hounslow meeting a request was made for a funding model to look at the CAT costs but in order to calculate the sliding scale need an indication of possible number of schools. Schools are concerned about their financial future , predictions of £74k average cut per primary school, £291K average per secondary school and the impact of any ‘top slice’ asking schools to submit their financial data so we can review and look at the funding implications across the CATs, 18/19 is being highlighted as a serious concern by schools. Discussion on the training of Foundation Directors and understanding the difference in role and statutory responsibilities of being a Company Director. St.Marys working with Academy Project Board on providing tailored programmes to support training for the new structure in addition to developing a Leadership Succession Programme to support schools moving forward. Currently six schools have submitted in the last week to progress in the Brent CAT group.</p> <p>KRY advised from the meetings he had attended schools do not know enough about each other in order to build trust , need to ensure there is a clearly communicated vision for Catholic Education and that schools understand the financial structure of the Academy Trust.</p> <p>RAN stated the break out groups for Headteachers, Chairs of Governors and School Business Managers had been a very productive section of the</p>		

No	Agenda Item	Details	Action	Responsibility
		<p>agenda for the FoS meetings.</p> <p>CMA advised whilst structures being agreed need to be clear on DOWAT's operation in the interim as Trust needed to continue to operate:</p> <ul style="list-style-type: none"> • Will DOWAT continue and in what form • Consideration of contracts due for renewal • Capital funding in the interim <p>KGR reported had contacted all Headteachers in the Trust response on way forward is a mixed picture of where schools are in discussion on the new structure. Along with realistic timescales</p> <p>Trust currently in a strong position, recognised by DfE and EFA as high performing Trust, OfSTED visit to meet stakeholders was very positive, important to ensure all schools are protected in the next stage of the process and that options are carefully considered along with realistic timescales. In view of funding concerns for conversion as schools not receive further conversion grant possibility of re structuring DOWAT to one of the CAT Family Groups as an existing company and updating the Articles and Scheme of Delegation as previously discussed before new Academy Programme launched.</p>	<p>For DOWAT need to be clear on the options moving forward. Ask WWS to provide updated report.</p>	<p>KGR/TDO</p>
7.	Board Membership	<p>Outstanding Foundation Director appointments for the Trust see matters arising from minutes.</p>	<p>Diocese to follow up</p>	<p>JPM/PCA</p>
8.	Conditional Consent List	<p>None</p>		
9.	Chairs Action	<p>KGR advised on the discussion with Headteachers on the future of DOWAT:</p> <ul style="list-style-type: none"> • indications had been clear schools did not want to lose the structures and processes developed in the formation of DOWAT • schools wanted to be in at the beginning to help shape the new geographical Trusts and share their experiences of working in a MAT. • Further detail was sought on the potential top slicing for the new CATs 		

No	Agenda Item	Details	Action	Responsibility
		Following last meeting had attended meeting with Sir David Carter and Trust Leaders very different culture meeting with Trust Leaders to School Leaders , corporate business model, commercial environment.		
10.	Audit and Finance Feedback	<p>PQU reported</p> <ul style="list-style-type: none"> • there had been a change in the Budget Forecast Reporting splitting into two reports so change in the reporting format for schools. Timeline being sent out to schools and additional committee meeting to consider Budget Forecast Reports and consolidation on Friday 12th May at 10.30am. • review of the National Funding Formula allocations for the Trust consultation responses awaited. • Funding Allocations for 17/18 had been provided by the EFA for each school and the committee had reviewed the allocations, details circulated to each school to check to their Census data. The ESG transitional protection was only for one further year so the Trust would see a reduction of £214k overall, schools have been asked to check funding line has been removed for future budget predictions. • Audit plan for 16/17 financial year had been approved and would be circulated to all schools, RO and Audit visit had been scheduled for each school. • discussion on the insurance costs moving forward DfE had dropped cost of RPA to £20 per student, Trust in Zurich scheme paying £26.50, if allocation drops from £25 to £20, schools will be funding £6.50 per head not £1.50 per head, discussing options of how can look to reduce premium costs moving forward, to retain appropriate cover levels within reducing funding allocations. • discussed the apprenticeship levy and how apportion, agreed to allocate the cost and the rebate by the percentage cost of the school's wages bill to the Trusts total as fairest method. • outstanding legal costs for the Trust funded by the diocese balance remaining to be charged out equally to schools in SLA invoice to clear diocese loan. 	<p>Timeline to be circulated and details of submissions from schools.</p> <p>Agreed revised spreadsheet to be circulated.</p> <p>Agreed add to SLA and insurance invoice.</p>	<p>PQU/TDO</p> <p>PQU/TDO</p> <p>PQU/TDO</p>

No	Agenda Item	Details	Action	Responsibility
11.	Capital Funding 17/18	TDO advised still awaiting notification of SCA allocation for 17/18 and reporting format for outturn for 16/17.	Board agreed to allocated on AWPU as previous year once notified.	KGR/TDO
15.	AOB	KGR suggestion to have a DOWAT conference several areas to review as a Trust: Financial stability Future of the Trust Standards Primary and Secondary	Date to be agreed Summer Term after SATs.	Trust Board
16.	Meeting closed	KGR thanked everyone for their attendance, meeting closed next meeting 25 th April 2017 Risk Management 4.00-5.00pm Board Meeting 5.00pm-7.00pm		