

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

Approved Minutes of Board Meeting held on 14th July 2016

Present:

Mrs.K.Griffin (KGR), Mr.C.Mathew(CMA), 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), Mr.P.Quinn(PQU)

By invitation:

Mrs.L.Graham(LGR), Ms.T.Lim(TLI),Mrs.T.Doyle(TDO),

Training sessions only:

Mr.M.Durst(MDU),Mr.J.Lew(JLE)

Representatives from Capita -Finance software Team

Papers circulated: Summer Term Updates, Training information on Final accounts from Landau Baker, Budget Forecasts each school, Budget Forecast consolidation for Trust, Inspection dashboard all schools, Teachers Pay consultation, School Capital Allocation spreadsheet consolidation, MAT Performance Summary, GRC One Risk Management software, Website data collection and sample pages

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	Training Auditors Update	Training sessions arranged with Landau Baker for Headteachers, School Business Managers and the Board to look at the Final Accounts and how the figures from the system are identified in the Final accounts and the working papers at school level to support with reconciliation of opening and closing balances.	Following end of school audit Final Accounts to be sent to each school with a copy of any adjustment journals. Schools to check opening and closing balances on FMS to the Final Accounts any queries to be	MDU/JLE SBMs

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		<p>Training on the Accounts Directive changes for the end of year 15/16 and explanation of the additional areas to review:</p> <ul style="list-style-type: none"> • Key Management Personnel Disclosure note • Holiday Pay Accrual to meet SORP changes • Capitalising of Intangible Assets: Software • Related Party notes 	<p>addressed to Landau Baker</p> <p>Review of holiday pay calculations New code required</p>	
	Training FMS Update	Training with Capita on the Academy FMS software overview of recent updates to the software and quick links plus what to expect in the next update.	Request for a review of the cashflow template to create annual report	Capita reviewing
	Board Meeting	Prayer KGR Welcomed everyone to the meeting. Welcome to Capita SIMS.		
1.	Apologies recorded and accepted	Mr.P.Camoleto (PCA) Mr.J.P.Morrison(JPM) Miss.N.Kane(NKA) apology second part of meeting		
2.	Declaration of Business Interests	<p>No interests declared in any items on the agenda.</p> <p><u>Noted the following interests by Trust Board:</u></p> <p>KGR Chairs Capital Strategy Committee of the Education Commission and holds directorships on other Diocesan academy trusts</p> <p>PCA is the Financial Secretary 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</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>		

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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	KGR concern noted at the June meeting about the Board being quorate and number of Foundation Directors. With the possible structures moving forward Board had raised concern over these positions being filled.	Academy Roadshow had identified some potential Foundation Director candidates. Update diocese on vacancies.	KGR/TDO
6.	Board Membership	Board membership It was noted that the Trust Board still required additional Foundation Directors.	Raise again with Diocese.	KGR/JPM
7.	Conditional Consent List	None KGR advised query raised by one school on whether still able to join DOWAT, difficult to clarify not sure how DOWAT will move forward.		
8.	Chairs Action	KGR advised had met with Mo Blackman and Ruth Kelly from St.Marys looking at programme to encourage aspiring middle and senior leaders to remain in Catholic education. CES investigating a course for training Executive Headteachers but cost is £4 k looking at how this could be funded. Not currently offering a Futures Leaders Programme believe it is important to focus on the Middle Leaders and keep them in Catholic Education. Helpful for us as a Trust with recruitment issues if able to retain more Middle Leaders in our schools. Looking at how can get accreditation for the training and programmes we already offer across the Trust. Further meeting arranged over the summer. ACO noted in previous diocese Headteachers identified staff for the programme and it was co-ordinated across the schools with input from various senior staff and Headteachers in order to be cost effective. Currently in Hillingdon an 'Intern 'scheme is in place where senior staff from other colleagues join your school for a fixed period of one or two weeks. Feedback is high impact low costs.	Further discussion arranged with St.Marys.	KGR

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9.	Academy Consultation Update	Await meeting of the Trustees.	Feedback next term	KGR/JPM
10.	OfSTED Visit	KGR thanked everyone for their input on the survey questionnaire and on the day. HMI was very clear on how impressed he was by the commitment of those he spoke to about DOWAT. Pleased most of all that the Catholic vision and ethos permeated throughout every discussion. Noted the very small central costs of the Trust would like to raise for consideration expenses for travel costs for Board Members concern if do get more foundation Directors should have an expenses policy in place. Await copy of the published report.	Draft policy	Finance Committee
11.	Budget Forecast Return 2016/17	TLI provided an overview of the Budget Forecast consolidation, less queries this year schools more experienced in checking opening and closing balances. Some further training required on Fixed Asset calculations for March and August split but overall consolidation went well, All schools reductions in funding , using up contingency and b/fwd balances. Two schools close to break even for this year number of other schools moving to deficit situation by 2017/18. Need to consider longer term planning for the Trust in this difficult financial climate. Budget Forecast consolidation was approved for submittal by the Board. Individual school discussions in Part Two.	Cashflow reviews in 2016/17 to monitor Submit Budget Forecast to EFA	Finance Committee PCA/TDO
12.	Website	The Board reviewed the outline of the new proposed Trust website and agreed the format. Strategic Board page to be populated. Introduction from Chair of Trust.	Pen portrait from each Board Member	Board /JSA KGR
13.	AOB	Reminder Examination Results summary to be provided over summer to KGR,	Issue reminder	TDO
14.	Meeting closed	KGR thanked everyone for their attendance and JHN for hosting the meeting, next meeting 15 th September 2016 wished everyone an enjoyable summer break.		

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