

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

Draft Minutes of Board Meeting held on 21st November 2017

Present: Mrs.K.Griffin (KGR),Mr.J.P.Morrison(JPM),Mr.P.Camoletto(PCA), Mr.R.Anderson (RAN) , Mr.C.Mathew(CMA),
Dr.K.Sullivan(KSU)Mr.A.J.Corish(ACO);Mrs.J.Pearce(JPE) ,Miss.N.Kane(NKA); By
invitation:

Mrs.C.Nicholson(CNI);Mr.N.Adams(NAD)Mrs.T.Doyle(TDO)

Papers circulated: GDPr Draft policy,Pay Policy costings,Draft Primary statutory Assessment Protocol, Benchmarking Data for Trusts of similar size to DOWAT;Trustee Draft Report

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	Board Meeting	Prayer and Welcome. KGR welcomed the Board to the meeting		
1.	Apologies recorded and accepted	Mr.E.Conway		

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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 Members:</u></p> <p>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, ,Interim CEO Plymouth CAST and Director of Schools Commission Plymouth</p> <p>PCA is the Chief Operations Officer and Financial Secretary for The Diocese of Westminster, Director of Churchmarketplace and holds directorships on other Diocesan academy trusts</p> <p>JPM is the Director of Education for The Diocese of Westminster and holds</p>		
		<p>directorships on other Diocesan academy trusts</p> <p>NKA Director of a company linked to Education</p> <p>KSU Director Property Development Company which is not involved in school works.</p> <p>RAN Chair of Governors Nicholas Breakspear</p> <p>ECO Member of Education Commission</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. Correction to Part Two figure.	Approved by Board Correction made to mins	TDO

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5.	Matters arising from minutes	<p>NKA presented a draft KS1 and KS2 statutory Assessment Protocol as discussed at last meeting.</p> <p>The Board discussed the issues for Primary schools in implementing a protocol, issues of staffing to cover and impact on children of unknown people in the tests.</p> <p>Noted authorities do have moderators but it is important that all staff are protected, at secondary school is already a process of use of external invigilators.</p>	<p>Agreed:</p> <p>All Primary schools should meet and moderate as a group for Quality Assurance across the Trust. Protocol should be implemented Secondary schools should be asked to support with the provision of volunteers/ staff to assist if Governors not available. Clear training process to be set up uniform across all schools for all Governors/ volunteers assisting or staff from other schools.</p>	Go to Headteachers group to confirm system and schedule
6.	Board Membership	JPM advised AMB had organised a recent conference for the diocese a number of applications had come forward and they were being interviewed, potentially two candidates for DOWAT, one works for DfE.	Details to be provided to Trust	JPM
7.	Conditional Consent List	None		
8.	Chairs Action	Part Two		

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9.	Update on Academy Programme	<p>JPM presented a paper to the Board and took them through the protocols that had been presented to the Education Commission.</p> <p>OUR EXISTING 5 ACADEMY TRUSTS</p> <p>The core purpose of the academy programme is to protect, secure and develop Catholic education. All our existing academy Trusts need to be reassured the diocese priority in 2017 to 2018 is to expand and develop new CATs and not to change the nature of the Cardinal Hume Trust, DOWAT or the Cardinal Vaughan Memorial Trust at this time. However, it is proposed to develop and expand the two remaining Trusts in 2018.</p> <p>The All Saints Trust Brent is being expanded to accommodate 6 new schools in April 2018.</p> <p>The All Saints Trust Rickmansworth will explore the possibility of expanding to accommodate schools in Watford and possibly more in Family 1.</p> <p>Moved to Part Two discussion</p> <p><u>Proposal:</u></p> <p style="text-align: center;">Discuss report next term with Local Governing Boards Agenda item for Headteachers meeting along with Central Structure to support DOWAT schools. Agenda item for February 2018 DOWAT Board meeting to plan report for</p>		

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		<p style="text-align: center;">Education Commission on the vision for DOWAT from the Strategic Board Agenda Item February 2018</p> <p>Agree at December meeting process for sharing with LGBs and how feedback</p>		
10	Pay Policy Feedback 2017/18	<p>The Board considered the additional costs for the Pay Award changes proposed, concern was raised about the impact to schools budgets and the unknowns for the next years awards.</p> <p>Concern was also raised on Retention and Recruitment of staff at Primary Level if below the local rates of pay.</p>	LGBs to be asked if they wished to support the proposal.	KGR/TDO

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11	Headteachers Meeting	<p>ACO provided an update on the Headteachers meeting.</p> <p><u>Looked at:</u></p> <p>Terms of Reference for the group</p> <p>Opportunities for collaboration, working together and sharing good practice each school to identify a 'lead' area.</p> <p>Discussion on joint Inset</p> <p>Central structure for the Trust what is required to support the vision of the Trust</p> <p>Looking at High Performing Trusts –other Trust models and how they work in practice.</p> <p>Develop Inspection sharing model working as a group to support each other during Inspection process and in preparation</p> <p>KGR reference the MAT Development Capacity Framework useful documentation as a development tool, useful to consider if can get external validation for peer to peer review, looking at processes that will support schools in our sector.</p> <p>ACO Need to agree a clear due diligence for an effective Trust and what needs to be included for the Strategic Board to ensure there is Critical Challenge , defined lines of accountability and communication flows.</p> <p>Agenda Item February 2018</p> <p>December discuss self-review form on areas of current vulnerability in schools were support maybe required in short term plan.</p>	<p>Develop a proposal for the Development Capacity, focus on accountability and peer to peer review for Spring Term 2018.</p>	<p>Headteachers Group KGR</p>

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12	Central Structure	<p>The Board reviewed the draft Central Structure it was agreed had been working on very limited capacity at the centre needed to review and all schools in agreement to fund greater central provision to support the collaborative working as the Trust. Look at the roles required</p> <p>Plan a template for the provision</p> <p>Consideration for a Project Manager to look at options for the Project</p> <p>Consideration to develop a “virtual” team over several locations, discuss with schools if any current capacity.</p> <p>Agenda February meeting: Central Structure</p>		
13	MAT Development and Improvement Fund	Board considered the application documentation and it was agreed not to submit until central structure had been finalised.		
14	GDPR Policy	Board reviewed the example GDPR Policy and it was agreed one member would look at in detail and feedback.	Review of draft	KGR
15	Benchmarking Data	<p>The Board reviewed the benchmarking data from the MAT groups of similar size to the Trust and against Catholic Trusts.</p> <p>When the next report became available it would allow the opportunity to compare the Trusts trend data with national.</p>	Review further at Financial Efficiency meeting in Feb 2018	Audit Committee
16	Trustee Report	<p>The Board reviewed template and agreed for 2016/17.</p> <p>PCA requested the Catholic Mission section from the Diocesan Report be included.</p>	Add in section	TDO
17	Meeting closed	Next meeting 14 th December 2017 Auditors Report on 16/17 Financial Year		

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