

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

Minutes of Board Meeting held on 18th July 2017

Present: Mrs.K.Griffin (KGR),Mr.J.P.Morrison (JPM),Mr.P.Camoletto(PCA), Mr.R.Anderson (RAN) , Dr.K.Sullivan (KSU), Mr.C.Mathew(CMA), Miss.N.Kane(NKA),Mrs.J.Pearce(JPE),Mr.P.Quinn(PQU)(dial in for Budget section)

By invitation:

Mrs.T.Doyle(TDO), Mrs.T.Lim(TLI)

Papers circulated:Budget Forecast Returns from each school and consolidated report, School Budget Efficiency Savings, Reserves Policy, Investment Policy, Equality Duty Review; Insurance charges 17/18, GDPR update,Part Two Returns from schools;NBS Update for Trust

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	Board Meeting	Prayer and Welcome. KGR welcomed the Board to the meeting		
1.	Apologies recorded and accepted	Mr.A.J.Corish Mr.K.Rylett		
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, ,Interim CEO Plymouth CAST and Director of Schools Commission Plymouth 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		

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		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.		
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 reference in Part Two Page 11	Approved by Board Correction made to mins	TDO
5.	Matters arising from minutes	Meeting for Headteachers and Chairs to discuss DOWAT structure booked for 2-4pm on 19th September 2017 at JHN, Board meetings to follow. Email to be circulated to confirm. JPM advised Project Board documentation being finalised will be circulated for the start of the new school term.	JHN hosting meeting Copy to be provided to Trust Board when available.	CMA/KGR JPM
6.	Board Membership	Election of COG and Headteacher/Principal representatives to be held at September meeting. Date for AGM to be confirmed	Notify in email to HT and COGs Agenda Autumn Term	TDO/KGR TDO/KGR
7.	Conditional Consent List	None		
8.	Chairs Action	Follow up on Part Two items. Email to all schools to provide update on school results		TDO/KGR
9.	Audit and Finance Budget Forecast Return	PCA reported committee had reviewed the Budget Forecast Returns for each school in Trust and consolidated return for the Trust for submission to ESFA for 17/18. <u>Looked in detail at:</u> Revenue sources for each school- budget to actual for trading activities differed overall higher than original budget predictions in many cases Staffing costs: Teaching to Non Teaching split across Trust implication of		

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		<p>increases in pension costs, apprenticeship levy, auto enrolment. Other costs across schools in Trust. Four schools have in year deficits identified funded from b/fwd reserves one school very low reserves.(see Part Two) KSU noted if no action to address reaching £2 million plus deficit within three years. In making efficiency savings focus been on staff costs across the trust to balance budgets. <u>Summary overall from spreadsheet breakdown:</u> Projected cash position end of next year £5.2 million Reserves position at end of next year £4.9 million. Projected in year deficit rising to £724,000 covered from b/fwd reserves</p> <p>Committee had raised concerns over the impact of any pay awards above the 1% budget for the financial position of the Trust moving forward.</p> <p>CMA advised schools had cut back to minimum no scope to cut further or have flexibility. Curriculum Plans made as efficient as possible within curriculum constraints concern on the detriment to staffs well-being in longer term and retention of staff. KSU suggested may need to look at other funding options such as Grant Funds cost of a Projects Officer across Trust generate funding.</p> <p><u>Consideration had been given as part of the Financial Strategic overview of the Budget Forecasts to:</u> Revenue generation in longer term planning Top slice levels difference across authorities impacted on budget allocation to schools Implications of the National Funding Formula once consultation finalised Longer term Building Fund Strategy for the Trust</p> <p>In reviewing the longer term financial position of the Trust. The Board considered the submissions and the consolidated Trust Budget</p>	<p>Review of Budget Efficiency savings identified.</p> <p>Plan Budget Review meeting in early Spring Term to look at further Trust Efficiency savings from collaborative working.</p> <p>Update schools on Budget</p>	<p>PQU/TDO</p> <p>PQU/TDO</p>

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		Forecast Return Two.	to Actual in February 2018 to Audit and Finance. Approved for submission to ESFA by Accounting Officer and to be subject to ongoing monitoring of variances.	PCA/TDO
10	Insurance renewal 2017/18	The Board reviewed the completed renewal forms for each school in Trust for submission to Zurich for the renewal of the Trust Policy from 1st September 2017.	Submission to Zurich	KGR/TDO
11.	Policy Review	Equality Four Year Review Board reviewed the updated documentation as part of the four year review for the Trust. Reserves and Investment Policy review of policy adopted from NASBM template.	Send to WWS for review and legal compliance ready for approval and circulation in Autumn Term 2017.	KGR/TDO
12.	AOB	<ul style="list-style-type: none"> • Pay Gender Reporting- timeline agreed from SBM meeting in summer. • GDPR further documentation provided look at Trust level approach 	Implementation Feb 2018 Further advice from Zurich	Trust Board TDO
13.	Meeting closed	KGR thanked everyone for attending and wished everyone an enjoyable summer. Next meeting 19th September 2017 at JHN.		