

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

Draft Minutes of Board Meeting held on 17th October 2017

Present: Mrs.K.Griffin (KGR),Mr.J.P.Morrison(JPM),Mr.P.Camoletto(PCA), Mr.R.Anderson (RAN) , Mr.C.Mathew(CMA),
Mr.A.J.Corish(ACO);Mrs.J.Pearce(JPE) By invitation:
Mrs.T.Doyle(TDO)

Papers circulated: Land and Building Survey, School Funding Reforms 2018/19 Briefing, Teacher Pay Award documentation from Herts, School Conditions Allocation 16/17 for Trust summary and sign off from each school,Updated NFF summary for Trust schools,GDPR: Data Protection Officer role,Part Two: Report from NB, GCSE Performance across secondary schools, A Level overview by region, Report from JHN

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	Board Meeting	Prayer and Welcome. KGR welcomed the Board to the meeting		
1.	Apologies recorded and accepted	Dr.K.Sullivan Miss.N.Kane Mr.E.Conway		
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 Chief Operations Officer and Financial Secretary for The Diocese of Westminster, Director of Churchmarketplace and holds directorships on other Diocesan academy trusts JPM is the Director of Education for The Diocese of Westminster and holds		

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		<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.	Approved by Board Correction made to mins	TDO
5.	Matters arising from minutes	None		
6.	Board Membership	<p>PCA advised the Board a number of volunteers have come forward to act as Foundation Directors, process of appointments being put into place.</p> <p>CMA raised a concern that the vacancies had been on going for a period of time and were impacting on the Board.</p> <p>KGR noted that the diocese were working to resolve the appointment issues for Trust Boards but echoed CMA concern over the work of the Board with limited numbers.</p>		
7.	Conditional Consent List	None		
8.	Chairs Action	Part Two		
9.	Land and Building Survey	Trust had been asked to be involved in discussion with DfE reference the process for diocesan sign off, went through the template and provided feedback, concern not able to print off the report. Due to the short timeframe reports to be sent to NSP at diocese by Friday for the Bishop to approve as PCA is signing off as Accounting Officer for Trust and once signed off Trust can then upload to the portal with supporting documentation	<p>Survey Excel templates from Trust schools to go to NSP</p> <p>PCA to be set up on portal for approval of return</p>	<p>PCA/TDO</p> <p>PCA/TDO</p>

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10	Pay Policy Feedback	TDO reported following the circulation of the policy a number of LGBs had feedback concerns over the spot points on the Main Scale not attracting the 2% rise, concern specifically from the Primary Schools in Hertfordshire over retention and recruitment in a difficult market. Board discussed the pay award and the financial constraints the Trust was under and over the possible lifting of the cap and no additional funding to support the pay awards. JPE advised concern from the Primary School against the Herts policy for maintained schools.	All schools to provide feedback on number of Main and Upper Scale staff and at which points so impact of a further 1% on the spot points can be considered. Report for next meeting.	KGR/TDO
11.	National Funding Formula	ACO advised as part of the Hillingdon consultation recommendation to top slice the schools block to fund other blocks and central services. Schools also given very short time to respond to consultation. KGR reported a similar position from other authorities during this period where L. A's can still have some input on the local formula, very important that all schools monitor the Schools Forum proposals for their authority. JPM advised in visiting L. A's on average they have lost 40% of their central budgets.	Email to go today to all Headteachers ask to be vigilant when reviewing consultation proposals on local NFF factors.	KGR/TDO
12.	DOWAT Headteachers Meeting	CMA reported all Headteachers attended the meeting key points identified in Part Two. Board discussed the meeting feedback and how different groups within DOWAT could meet to develop systems and structures further across the MAT.	Costing for a central structure for a MAT of DOWAT size	KGR/TDO
13.	SCA Return	The Capital Return submissions and the summary report were considered by the Board based on the SCA funding guidance, copies of all invoices to support each claim had been submitted by schools and authorised by their LGBs. Submission approved to go to the ESFA.	SCA return to be submitted to the on line portal.	PCA/TDO
14	Local SEND Offer	Board reviewed the Local SEND Offer overview JPM suggested advising that some provisions are arranged by external providers on behalf of the school.	Approved with amendment to go onto website	TDO/JSA
15.	GDPR	TDO presented the overview on the Data Protection Officer role for GDPR for Board to consider.	Agenda Item for November meeting	KGR/TDO

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16.	AOB	<p>Financial Efficiencies meeting of all schools in February 2018:</p> <p>The Board considered the key areas to review as a group:</p> <p>Staffing Structures of SLG across Trust schools UPS Pay Scale discussion on appointment to UPS and on-going expectations specifically in roles for UPS3 Curriculum modelling: Primary / Secondary Discussion 30 hours delivery for Primary Schools</p>	<p>Agenda to be finalised for meeting for December</p> <p>meeting</p>	<p>Board</p>
17.	Meeting closed	<p>KGR thanked everyone for their attendance next meeting 21st November 2017 from 2.00-4.00pm Vaughan House</p>		