

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

Approved Minutes of Board Meeting held on 19th September 2017

Present: Mrs.K.Griffin (KGR), Mr.R.Anderson (RAN) , Mr.C.Mathew(CMA), Mr.A.J.Corish(ACO);Miss.N.Kane (NKA),Mrs.J.Pearce(JPE) By invitation:

Mrs.T.Doyle(TDO)

Papers circulated: Budget Efficiency savings Summary, Part Two reports from schools, Financial notice Plymouth CAST, Accounting Officer letters from ESFA for March 2017 and June 2017, Draft DOWAT Pay Policy for 2017/18, Equality Duty Overview checked by WWS,Draft Wellbeing Policy for comment, Focused review of University of Chichester AT, CES Code of Conduct for AT and LGB, School Teachers Pay and Conditions documentation September 2017, Employer -provided guide on apprenticeships Sept ember 2017, Updates One Autumn Term 2017, Standards analysis data

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	Board Meeting	Prayer and Welcome. KGR welcomed the Board to the meeting Before Board meeting commences as KRY is not able to stay for this part of the meeting wish to express the Trusts thanks for all of his work to support the Trust as both a Director and Chair of a Local Governing Board, wish him all the very best for the future as he steps down as a Director and Chair following five years of service to the Trust Board and his long service to the LGB. KRY wished the Trust and its schools all the very best for the future enjoyed the opportunity to work as part of the Trust Board	Thanks recorded to KRY	
1.	Apologies recorded and accepted	Mr.J.P.Morrison- at Heads and Chairs meeting Mr.P.Camoletto Mr.P.Quinn Mr.K.Rylett at Heads and Chair meeting Dr.K.Sullivan		
2.	Declaration of Business	No interests declared in any items on the agenda. <u>Noted the following interests by Trust Board Members:</u>		

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	Interests	<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 Financial Secretary for The Diocese of Westminster, Director of Churchmarketplace and holds directorships on another 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 and holds directorships on another Diocesan academy trusts</p> <p>NKA Director of a company linked to Education</p> <p>KRY IEB Member for Church of England School</p> <p>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 Correction made to mins	TDO

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5.	Matters arising from minutes	<p>Budget Efficiency savings summary requested following Budget Forecast Return and review of individual schools' savings circulated to Board.</p> <p>Discussion on Financial Notices and the lessons to be learned from the ESFA comments in review letters to improve Trusts own processes.</p> <p>Discussion on arranging Headteachers meeting venue suggested as NBS KGR suggested following Headteachers meeting and feedback to Trust Board a meeting should be arranged for all the COG to meet with the Trust Chair.</p> <p>ACO suggested to do the conference well should give a year's lead in to arrange speakers' recommendation to hold in 2018 suggested focus Succession Planning</p>	<p>Useful summary to circulate to all Trust schools</p> <p>COG Trust Network group to be established</p> <p>Liaise with Headteachers group agenda item November Meeting to plan</p>	<p>KGR/TDO</p> <p>KGR/TDO</p> <p>HT Directors feedback</p>
		<p>Issue out to all school the list of policies.</p>	<p>event circulate</p>	<p>TDO/JSA</p>

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6.	Board Membership	<p><u>Election of Directors to Board</u> KSU agreed to move to Foundation Director role on Trust Board will transfer following end of COG role at St.Marks. PQU decided with other commitments to step down from Director role. KGR expressed the Trusts thanks to be minuted in PQU absence for all the work he had done to support the Trust as a Director.</p> <p><u>Ratification of appointments to the Board for 2017/18</u> Dr.K.Sullivan Miss.N.Kane Mrs.J.Pearce Mr.A.J.Corish Mr.C.Mathew Mr.E.Conway</p> <p><u>Ratification of resignations to the Board 2017/18</u> Mr.K.Rylett Mr.P.Quinn</p>	<p>Thanks recorded to PQU</p> <p>Trust Structure Booklet and website to be updated Companies House documentation to be updated.</p> <p>Discuss at COG meeting Directors role, speak to new COGs reference joining Board</p>	<p>TDO/JSA</p> <p>KGR</p>
7.	Conditional Consent List	None		
8.	Chairs Action	Part Two		
9.	DOWAT Pay Policy 2017/18	<p>Trust Board noted how late the documentation had been published for the school year very difficult to have time to look in detail at the changes before having to have policy in place for the new PM cycle in October 2017 with the summer break.</p> <p>TDO reported JLY at WWS had updated the 2016/17 policy based on the changes in 17/18 Pay and Conditions documentation, pay award is</p>		

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		<p>performance driven but previously Trust has opted for cost of living rise across scales.</p>		
		<p>Guidance indicates 2% at maxima and minima of the scale, advice from WWS based on the general approach for Trust clients is a 1% uplift to each reference point within the Main scale and a 1% uplift to all of the other teacher pay scales.</p> <p>Budget Forecast Return for Trust allowed 1% rise across all scales.</p> <p>Board considered the documentation and approved policy for circulation, concerns were noted on affordability of the pay cap being lifted with the current financial difficulties within school budgets.</p>	<p>Agreed 1% cost of living rise to all reference points on scales</p> <p>2% uplift at maxima and minima of Main Scale band.</p> <p>Circulate to all schools.</p>	<p>KGR/TDO</p>

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10	Letter to the Accounting Officer for ESFA	<p>Per the Academies Financial Handbook Board must formally minute the letters have been reviewed and actioned https://www.gov.uk/government/publications/letter-to-academy-trustaccounting-officers-march-2017</p> <p>Budget Forecast letter was reviewed and timetable for completion within deadline confirmed with all Trust schools and submission made by the set deadline following approval of the submission by the Trust Board.</p> <p>https://www.gov.uk/government/publications/letter-to-academy-trustaccounting-officers-june-2017</p> <p>Financial returns deadlines were reviewed by the Trust Board and shared with Auditors and schools. Advice was sought from CES via diocese on land and building survey completion. Advice updated at start of Autumn Term following discussions between CES and DfES and Trust awaiting guidance from diocese on how to proceed.</p>	<p>ESFA March letter actioned</p> <p>Follow up on Land and Buildings survey completion with diocese.</p>	<p>Trust Board</p> <p>KGR</p>
11.	CES Code of Conduct for Trust and LGBs	<p>The Board reviewed the update Code of Conduct for Academy Trusts and agreed to adopt as a Trust.</p> <p>RAN suggested as many schools would have already held their first governors' meetings of the term and agreed existing Codes, to ask schools to move to the new code during the year.</p>	<p>Circulate Code of Conduct to all schools in Trust ask Clerks to get signed and returned to school.</p> <p>Directors to complete Trust level.</p>	TDO
12.	Gas and Electric contracts	<p>Board reviewed the prices and correspondence on the possible contract move to Inter Diocesan Fuel Management following the</p>	<p>Seek clarification on group size required to secure</p>	CMP/TDO

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	2017/18	agreement to go to Zenergi for one year whilst CMP tender was put in place. Disappointing having signed one year that the tender did not produce the competitive pricing that had been expected. Concern raised that had lost opportunity to secure 24-month contract last year and secure rates.	<p>better pricing framework , group size needed in Westminster or across CATs to secure best value. Discussing with CMP next steps for next renewal.</p> <p>Discuss with Zenergi if possible to extend to 24 months and what rates options would be.</p>	TDO
13.	AOB	<ul style="list-style-type: none"> Dates for 2018 to be circulated and updated with committee meeting times Timeline key financial data and submissions for new legislation reviewed, circulate to all schools Review of documentation circulated under Update One- Board noted significant amount of documentation released over summer break Insurance premium 2017/18 Board confirmed agreed rates for 17/18 for Zurich policy as per Budget Plan, policy schedule reviewed and approved, meeting with Zurich over summer break very impressed with online risk management system in process across trust and this will support a policy reduction from 2018/19 for all CATs following same format. 	Finalise venues and circulate circulate	KGR/TDO KGR/TDO
14.	Meeting closed	KGR thanked everyone for their attendance next meeting 19 th October at 10.00am at Vaughan House.		