

# THE MAST ACADEMY TRUST



Meeting	Venue	Time	Date
Annual General Meeting	Virtual on Teams	3:00pm	Wednesday 15 <sup>th</sup> December 2021

Company ID	10357163
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Start of meeting	15:01
Close of meeting	17:10
Attendance	66%

Present		In attendance	
Name	Role	Name	Role
Philip Marshall	Chair of Trustees	Melanie Humphreys	Executive Administrator
Rosamond Roughton	Member	Sorrel Hellewell	Clerk
Peter Laurence	Member	Natasha Greenough	CEO
		Jason Field	CFO
		Neil Baldwin	Auditors
		Lesley Kendrew	Auditors
Absent with Consent			
Name	Role		
Sue Lord	Member		

1	Election of chair	RESOLVED: Mr Laurence would chair the meeting today.
2	Apologies for absence, consent and declarations of interest	<p>RESOLVED: Apologies had been received from</p> <ul style="list-style-type: none"> <li>• Mrs Lord was absent with consent</li> </ul> <p>RESOLVED: There were no declarations of interest</p>
3	Notification of items to be brought up under Any Other Business	RESOLVED: There were no items declared under any other business.
4	Minutes of meeting held on 16 <sup>th</sup> December 2020	<p>RESOLVED: All agreed the minutes of the meeting held on 16<sup>th</sup> December 2020 are approved as a true record of the meeting.</p> <p>Mrs Roughton noted it would more convenient to have the minutes in January 2022 to review.</p> <p><b>ACTION: The Clerk to make sure Members have the meeting minutes for the meeting held on Wednesday 15<sup>th</sup> December 2021 in January 2022 for review.</b></p>
5	Matters arising	RESOLVED: There were no matter arising declared at this meeting.
6	Representation including Trust Board updates	<p>Mrs Humphreys noted the following changes;</p> <p><u>Members</u></p> <p>Mrs Christine Pickavance has stepped down as a Member of the Trust as of 21<sup>st</sup> March 2021.</p> <p>Mr Martyn Jones who was previous Chair of Trustees has stepped down from Members as of 10<sup>th</sup> March 2021.</p> <p>Mr Marshall has taken role of the Chair of Trustees and has joined Members by virtue of office, as of 10<sup>th</sup> March 2021.</p> <p>There is one vacancy available for Members.</p> <p>The Trust board is full with twelve members.</p>
7	Statutory Accounts	<p>Mr Field introduced Mrs Lesley Kendrew and Mr Neil Baldwin who are the Trust auditors from BHP.</p> <p>Mr Baldwin and Mrs Kendrew noted their thanks to Mr Field and the Finance team within the Mast Academy Trust for all of their assistance they have provided to the</p>

Auditor's team.

Mr Baldwin presented the Audits Finding Report on screen and summarised the key points of:

#### Key Audit Risks

- Revenue is not materially misstated.
- No instances of management override of controls were identified.
- There were no going concern issues identified.
- Restricted funds have been correctly disclosed and spent for relevant purposes.
- Related party transactions have been correctly disclosed.
- Assumptions used have been concluded as reasonable and accurate.
- Sensitivity analysis has been calculated to consider the estimation uncertainty – all considered appropriate.

#### Significant Audit findings

It was found that depreciation charge is not posted until the year end and it was recommended that the monthly depreciation charge is posted on a monthly basis and this has been agreed and will be implemented by the Trust.

It was noted that there was an issue with cut off and purchase invoices not being accrued with supplier statements not being kept / received. It was recommended that all invoices around the year end are reviewed to ensure that they are recorded in the correct period and that supplier statements are kept where received. The Trust noted that a decision was made by the finance team to achieve a clean cut off on the old system when transferring to the new system and this wouldn't occur in the future years.

#### Regularity assurance engagement findings

There were no regularity issues noted throughout the audit.

#### Appendices

The following appendices are included and were summarized for members:

- Appendix 1 – Deficit reconciliation
- Appendix 2 – Unadjusted misstatements
- Appendix 3 – Qualitative aspects of accounting practice and financial reporting
- Appendix 4 – Outstanding Items
- Appendix 5 – Keeping you informed

	<p>Q: Did you identify the need for any process changes control changes in relation to those items? A: No we didn't.</p> <p>It was noted that the accounting policies were appropriate for the size of the trust.</p> <p><u>Data analysis report</u></p> <p>Mr Baldwin gave a brief overall of the following points;</p> <ul style="list-style-type: none"> <li>• Overall impact analysis</li> <li>• Keywords – Overview</li> <li>• Unusual User Posting – Overview</li> <li>• Uncommon Dates – Overview</li> </ul> <p>It was noted that no audit issues were identified.</p> <p><u>The Mast draft accounts 15122021</u> Mrs Kendrew gave a full overview of this document.</p> <p>It was noted that all Trustees attendance indicates commitment and that governance is strong.</p> <p>It was further noted that the balance sheet was strong.</p> <p>It was noted Members acknowledge the 'clean' accounts and would like to record their thanks to the Auditors and to Mr Field and his team for all of their hard work.</p> <p>It was noted Auditors thank Mr Field and his team for all of their work to help the process run smoothly.</p> <p>On behalf of the Trust board Mr Marshall would note recognition to the Auditors, for all of their work which took place in such a short time frame.</p> <p>RESOLVED: The members note the receipt of the statutory accounts and the audit findings. The statutory account will proceed for signature to the Chair of the Trustees and the Accounting Officer.</p> <p>Mr Baldwin and Mrs Kendrew left the meeting at 16.14pm</p>
8	<p>Strategy update</p> <p>Refer to Item 9</p>
9	<p>Organisational updates</p> <p>The '2020 – 2021 CEO report to members' document was provided for Member consideration in advance of the meeting.</p> <p>The Members report 2020 - 2021 CEO report included</p>

sections:

- Executive summary
- Current challenges around the Trust
- Trust level KPI's
- School-level internal assessment information
- Trust strategy and improvement update

Mrs Greenough brought the attention to the following for the members:

- The method of pupil assessments and the outcomes.
- The priorities for the Trust for this academic year.
- Procurement exercises have taken place.
- There has been external visits by Ofsted and the School Resource Management Advisor
- The Trust has recruited a Trust Operations Officer.
- The falling roll at Birdsedge First School remains a current challenge
- Strategic leadership structure has been implemented and new leaders have been brought in within the Trust.
- The Headteacher at Shelley First School is retiring at Easter and the process of recruiting a new Headteacher has started.

It was noted Members send their best wishes and thanks to the Headteacher at Shelley First School for all of her hard work and as a key player in the founding of the Trust.

Q: Has staff moral being an issue within the Trust?

A: Staff morale has been really positive. The Trust has created an annual wellbeing survey. There has been a staff well-being group established.

Mrs Greenough noted that three of our schools are in a secure position and one school is in a strengthening to secure position.

Mrs Greenough presented The Growth Strategy and Strategic Plan on screen for Members.

Members noted the overview of the strategy was strong and clear and would like the detail to be shared further.

**ACTION:** Mrs Greenough to email Members 'The Growth Strategy and Strategic Plan' document.

The 'CFO report final 20211215' document were provided for Member consideration in advance of the meeting.

	<p>The CFO report final included sections:</p> <ul style="list-style-type: none"> <li>• Finance update</li> <li>• Operational update</li> <li>• Operations meeting and scorecard</li> <li>• Members request.</li> </ul> <p>Mr Field brought the attention to the following for the members:</p> <ul style="list-style-type: none"> <li>• The Trust are in a good finance position.</li> <li>• A number of procurement exercises have taken place last academic year which has brought significant savings to the Trust.</li> <li>• Appointments in the collaborative team have enable work to significantly progress on operations and site management. Site and IT management are now managed centrally by the newly appointed Trust Operations Officer.</li> <li>• The CIF (Condition Improvement Fund) bids have been submitted and there are three projects that are ongoing.</li> <li>• Teaching alliances as of this year no longer exist in their current format and discussions will be held on how to take this forward financially.</li> <li>• Our Middle schools were the first schools in Kirklees to have Covid vaccinations taken place.</li> </ul> <p>Members noted how impressive it is to see the Trust moving forward so positively.</p> <p>RESOLVED: Members noted receipt of the CEO report to members and the CFO report to members.</p>
<p>10 Appointment of auditors 2022</p>	<p>Mr Field noted the Audit process has gone well.</p> <p>RESOLVED: The members support the Trust to appoint BHP Auditors for a further year.</p>
<p>11 Any other business</p>	<p>RESOLVED: There were no items brought up under any other business.</p> <p>Mrs Greenough noted her thanks to Mrs Humphreys and Mrs Hellewell for all of their hard work they have provided for the Trust.</p>
<p>12 Agenda, minutes and related papers to be excluded from the minutes</p>	<p>RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available.</p>