

THE MAST ACADEMY TRUST



Meeting	Venue	Time	Date
Trust board	Scissett Middle School	6.30pm	Wednesday 11 th May 2022

DFE	10357163
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Start of meeting	18:32
Close of meeting	21:11

Attendance	66%
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Present		In attendance	
Name	Role	Name	Role
Philip Marshall	Chair of Trustees	Melanie Humphreys	Executive Administrator
Tim Wade	Trustee	Sorrel Hellewell	Clerk
Dorcas Atkinson	Trustee	Natasha Greenough	CEO
Liz Godman	Trustee	Jason Field	CFO
Anthony Wilkinson	Trustee	Absent with Consent	
Philip Oldfield	Trustee	Name	Role
		Gail Howe	Trustee
		David Webster	Trustee
		Absent without Consent	
		Name	Role
		Richard Sowerby	Trustee

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54 Apologies for absent and consent	<p>RESOLVED: Apologies had been received from:</p> <ul style="list-style-type: none"> • Gail Howe – Trustee • David Webster – Trustee <p>RESOLVED: Absent without consent:</p> <ul style="list-style-type: none"> • Richard Sowerby – Trustee 				
55 Declarations of interest	RESOLVED: There were no declarations of interest.				
56 Confidentiality reminder	Trustees were reminded by the Chair that a Trustee role is confidential and all information and documentation shared should be treated as such.				
57 Representation	<p>It was noted that Mrs Nichola Thorpe has resigned as a Trustee.</p> <p>RESOLVED: Mrs Nichola Thorpe has resigned from the Trust Board on 25th April 2022.</p> <p>It was noted that Mr Jones has resigned as a Trustee.</p> <p>RESOLVED: Mr Jones has resigned from the Trust Board on 6th May 2022.</p> <p>Mr Marshall noted Mrs Godman term ends on 24th May 2022.</p> <p>Mrs Godman confirmed she would like to renew her term for 4 years.</p> <p>There was a vote with Trustees and all Trustees approve Mrs Godman to renew her term as a Trustee for another 4 years.</p> <p>RESOLVED: Mrs Godman to be appointed as a Trustee from 25th May 2022 to 26th May 2026.</p>				
58 Notifications of items to be brought up under any other business	<p>RESOLVED: There were two items to be brought up under any other business.</p> <ul style="list-style-type: none"> • Shelley PAN (Pupil Admission Numbers) reduction • Kirkburton Middle School fencing project 				
59 Minutes for the meetings on 30 th March 2022	RESOLVED: All agreed the minutes of the meeting held on 30 th March 2022 be approved as a true record of the meetings.				
60 Matters arising	<p>The following items were discussed under matters arising.</p> <table border="1" data-bbox="544 1957 1385 2031"> <thead> <tr> <th data-bbox="544 1957 799 2031">Minute Reference</th> <th data-bbox="799 1957 1385 2031">Action</th> </tr> </thead> <tbody> <tr> <td style="background-color: black; color: white;"> </td> <td style="background-color: black; color: white;"> </td> </tr> </tbody> </table>	Minute Reference	Action		
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	30032022_M45	Trustees to consider whether the Trust should be paying for unions facilities and to let Mrs Humphreys or Mrs Greenough their opinion. RESOLVED: Mrs Greenough noted union facilities was discussed at the Headteachers meetings and heads all agreed the schools should be paying this. A meeting took place with unions and the Trust this week to agree the trade union recognition agreement and there will be termly meetings between the Trust and the unions to provide a closer working relationship.
	30032022_M47	Add equalities curriculum as an agenda item to the next Trust Board meeting, which is being held on Wednesday 11 th May 2022. RESOLVED: Complete, refer to item 62

<p>61 Organisation update from collaborative team</p>	<p>The following documents were provided prior to the meeting for Trustee consideration:</p> <ul style="list-style-type: none"> • CEO operational update April 2022 <p>Mrs Greenough noted the following points from her CEO update;</p> <ul style="list-style-type: none"> • The staff and pupil surveys have been sent out and completed. • There have been two bereavements within the Trust in the last term. • There has been a slight decline in data at Shelley First School from term 1 to term 2. This is due to change in headship as there has been some discrepancies with the provided data. The new Headteacher is aware of the children who aren't meeting age related expectations. • The outcomes in key stage one are above national average. • There are currently 71.4% of children at Birdsedge First School who have passed their phonics screening. • Key stage 2 outcomes are significantly lower at Scissett Middle School than what they were in 2019, the Trust knew this will be challenging. • Both middle school Headteachers have put an action plan in place and will be working closely together and with the first school Headteachers to improve KS2 outcomes. • Attendance has declined to 93% but all schools are still above national average. <p>Q: Is there a clear view on why attendance percentage has dropped and is this just local or nationally? A: There are some children who have never returned back to school since Covid. Some of the reasons are children have developed anxiety, parents are being hyper vigilant around childhood illnesses or families didn't want their child to return back to school. Children with health care plans are the children</p>
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with the lowest attendance and the schools are looking for ideas to encourage these children to return back to school.

Q: KS2 (Key Stage) outcomes are not strong, do the schools know if these results are improving?

A: The schools use GL assessment tests on entry for English and maths and the schools receive a diagnostic of the results.

Children sit the same test at the end of June and a report is provided for each child and then children sit the GL assessment again in year 8. GL use to be taken in September but are now taken in July so interventions can take place straight away in September.

Q: How have the current year 6 responded to SAT's (Standard Assessment Tests)

A: There have been some challenges at Scissett Middle School but they have a high amount of vulnerable children, who are refusing to take the test but overall it is going well.

- The number of pastoral incidents has gone down in term 2.
- There have been a few physical assaults that have taken place in term 2, which is too many. Some of this is due to limited playground space at Scissett Middle School. The Local Authority have agreed to fund for a new playground and planning permission has just gone through so this work should take place in the summer. The Trust SEND and safeguarding lead is also looking at pastoral services throughout the Trust and how improvements can be made.
- There have been 15 days of exclusions from 10 pupils and two of these pupils are repeat offenders.
- The Local Authority are delayed in processing EHCPs (Educational Health care Plan)

School improvement update

Mrs Greenough noted she has had a meeting with the deputy Headteacher at Spring Grove due to the Headteacher being ill and not being at work this half term.

Q: With the Headteacher being quite ill and not at work this half term, how significantly does this affect the Trust plans?

A: The Trust has reached out to the Chair and Vice chair at Spring Grove to offer support to the school and hopefully this won't affect the Trust plans.

Financial management

Mr Field noted the following points around finance;

- Reporting management accounts to Governors and Trustees are on time and going to plan.
- The Trust is on track for a revenue surplus in year

- Mid-year finance review meetings have taken place in March and budget setting guidelines have been sent to the schools.
- A new update by ESFA (Education Skills Funding Agency) has been issued noting Trusts forecasting over 20% revenue reserves will be under increased scrutiny.
- In the reserves policy wording will be added to explain what the Trusts plan is if the Trust get to the over 20% in revenue reserves.
- Schools are due to submit their asset management plan and budgets by Friday 27th May 2022.

Q: In relation to the current inflation, the government has provided some money but will this money cover the costs of staff wages going up and the increasing energy prices?

A: The Trust is under a contract with the energy supplier and is due to renew in April 2023 but the grant is currently covering these costs. Teachers pay is due to increase in September 2023 and 2024 and it is not clear if the grant money will cover these extra costs. These costs will be factored in the schools' budgets.

Q: Is there anything in place to help employees with financial burden?

A: No there isn't currently, teachers will receive some back pay once their pay increase has been agreed.

ACTION: Mrs Greenough to look at possible cost of living supplement options for staff within the Trust and also to look to see if any other Trusts are doing anything similar and to bring her findings to the staffing committee meeting in June.

Procurement

Mr Field noted the following points;

- The grounds maintenance contract is in place and there are significant savings.
- The new catering contractor has held some events in schools which have gone down really well.
- There is a procurement exercise taking place for new management information systems.
- The Trust is looking at planned preventive maintenance and will be going through individual contractors.
- The KPI data has been published for Spring Term 2.
- Operational service meetings have taken place with the Headteachers.
- The IT manager has resigned and a new contractor Data Cable has been employed for 3 days a week. The Trust has advertised for an IT Manager.
- There have been informal consultations with all the relevant people regarding business services.
- Mr Field's work pattern has changed and he is now working for the Trust for 2.5 days per week.

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	<p><u>Banking mandate</u></p> <p>Mr Field noted that are currently six mandates with the Trust for the accounts and the proposal is change this to having just one mandate.</p> <p>RESOLVED: All Trustees approve the change to the banking mandate.</p> <p><u>National Tutoring Fund</u></p> <p>Mrs Greenough noted schools received a letter from the secretary of state regarding national tutoring funding and how the government will be publishing schools that haven't used the money.</p> <p>Mrs Greenough and Mr field notes that the schools within the Trust only had a small amount of funding still to spend and the schools are endeavouring to ensure that the money is spent.</p>
<p>62 Equalities in our schools</p>	<p>The following documents were provided prior to the meeting for Trustee consideration:</p> <ul style="list-style-type: none"> • Pupil Equality Survey Outcomes – Full Trust • Staff mid-year Survey Outcomes – Full Trust <p>Mrs Godman noted she thought equalities in our school was an important issue to be discussed at the Trust Board meeting.</p> <p>Trustees held a discussion on the pupil and staff survey outcomes.</p> <p>Mrs Greenough noted all Headteachers will be emailed the results of their schools' pupil and staff survey for them to analysis the answers and to do some follow up work.</p> <p>It was noted that the Trust can see that there is work to be done between the Trust and the schools to form a more positive working relationship.</p> <p>Trustees would like to have an overview from the Headteachers on what actions are going to take place at their next meeting.</p> <p>ACTION: Mrs Greenough to ask Headteachers to provide an overview of what actions will be taken following the results from the staff and pupil survey, so these can be discussed at the next Trust Board meeting which is taking place on Wednesday 13th July 2022.</p> <p>Mr Wilkinson noted that at his work place they have a 'need to know' bulletin that is sent out weekly that has clear information for employees to see and suggested this could be a good idea to have within the Trust.</p>

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63 Trustee updates	<p><u>Self-review</u></p> <p>The following documents were provided prior to the meeting for Trustee consideration:</p> <ul style="list-style-type: none"> • TB Self-evaluation 2022 <p>Trustees had a discussion on the Trust Board self-evaluation document and completed each section with a rag rating that was agreed by all.</p> <p>ACTION: Mr Marshall to consider a 360 chair evaluation approach and action appropriately.</p> <p>ACTION: Mr Marshall, Mrs Humphreys and Mrs Atkinson to consider the ratings of the self-evaluation and propose a development plan for the next Trust Board meeting which is being held on Wednesday 13th July 2022.</p> <p>It was noted that an external review of governance is planned for the next academic year.</p> <p><u>Event calendar</u></p> <p>The following documents were provided prior to the meeting for Trustee consideration:</p> <ul style="list-style-type: none"> • Summer Term 2022 – Trips <p>Mrs Humphreys noted if any Trustees would like to attend any events that are taking place with the schools to let the school office know.</p> <p><u>Upcoming training and training attended</u></p> <p>Mr Marshall reminded Trustees there are pre-recorded training sessions that have been uploaded by the Trust in Teams and if any Trustees watch the training and attend any other training from the NGA etc. to let Mrs Hellewell know so this can be recorded on the Trust configuration document.</p> <p>Mrs Humphreys noted there will be some equality pre-recorded training that will be available shortly and a notification will be sent out to Trustees when training is available.</p> <p><u>Agreement on governance support provision for Birdsedge First School</u></p> <p>Mr Marshall noted that he has offered to provide governance support to Birdsedge First School governing body on a temporary</p>

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	<p>basis and Mrs Greenough will be available to provide any advice to the governing body around education.</p> <p>Mr Marshall noted if any Trustees would like to be involved with Birdsedge First School governing body to let him know.</p> <p>RESOLVED: All Trustees approve for Mr Marshall to offer governance support to Birdsedge First School governing body on a temporary basis.</p> <p><u>Trustee development – link Trustee input</u></p> <p>Mrs Humphreys gave a brief explanation on the new link governance in the Mast 22/23 proposal.</p> <p>RESOLVED: All Trustees are happy with the new Link Governance Mast 22/23 proposal.</p>
<p>64 Trust Board Focus and discussion</p>	<p><u>Update on progress on growth</u></p> <p>Mrs Greenough noted the following points;</p> <ul style="list-style-type: none"> • The Trust is looking to progress with the association with Spring Grove. • The Trust is going to write to a selection of schools about joining the trust and a letter has been drafted • A meeting has been held to look at the sponsorship application and it should be finalised in the upcoming weeks. <p>Mrs Greenough proposed for the growth timeline to be moved to 2030 as this will be in line with the government strategy.</p> <p>ACTION: Have a single area focus on growth at the next Trust Board meeting, which is being held on Wednesday 13th July 2022.</p>
<p>65 Important documents to note</p>	<p>The following documents had been provided to Trustees prior to the meeting for information:</p> <ul style="list-style-type: none"> • Sustainability and climate change – a strategy for the education and children’s services systems. • The case for a fully trust-led system. • Environment Strategy <p>RESOLVED: Trust Board noted receipt of the document.</p> <p><u>Sustainability and climate change</u></p> <p>Mr Field noted the following points:</p> <ul style="list-style-type: none"> • There is a timeline proposed for the Trust to get to net zero 2030 and this is supported by the government initiative.

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	<ul style="list-style-type: none"> The timelines will be built into the Trust improvement plan and reports can be made against the milestones. <p>There was a discussion between Trustees around if a committee should look at this proposed plan in further detail and bring their finding to the next Trust Board meeting.</p> <p>Trustees agreed each committee should look at the proposed plan and to bring their findings to the next Trust Board meeting.</p> <p>ACTION: Sustainability and climate change to be added to all four committee agendas as an item for their meeting which are being held in June 2022 and for their finding to be discussed at the next Trust Board meeting which is being held on Wednesday 13th July 2022.</p> <p>Q: Will the Trust be expecting any funding around this plan? A: The government haven't released any details at this current time.</p>
66 Any other business	<p>RESOLVED: There were two items brought up under any other business.</p> <p><u>Shelley PAN reduction</u></p> <p>Mr Field noted the following points;</p> <ul style="list-style-type: none"> Shelley First School have a discussion at their local governing body meeting around the PAN number and changing this. The new proposed PAN number is 30 pupils per class. Governors approved the PAN reduction. <p><u>KMS fencing</u></p> <p>Mrs Greenough noted the following points;</p> <ul style="list-style-type: none"> The fencing work started on Tuesday 11th May 2022. There are still some residents that are objecting to the fence, meetings have taken place with these residents.
67 Future dates for meetings of the Trust Board	<p>RESOLVED: That the next meeting of the Trust Board would take place on:</p> <ul style="list-style-type: none"> Wednesday 13th July 2022 at 6.30pm <p><u>Proposed dates for 22/23</u></p> <p>Mr Marshall noted the finance committee dates have been moved to a Monday and the standards and effectiveness committee dates have been moved closer to the Trust Board meetings.</p> <p>Trustees agreed to discuss the proposed dates for 22/23 at the</p>

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	<p>upcoming committee meetings which are due to be held in June 2022.</p> <p>ACTION: Mrs Hellewell to add proposed dates 22/23 to each committee's agenda for their next committee meeting that are being held in June 2022.</p>
<p>68 Agenda, minutes and related papers to be excluded from published version</p>	<p>RESOLVED: A matter discussed in items 61 and 66 has been excluded from the minutes for confidential reasons.</p>

Summary of Actions

Minute Reference	Action
M61_11052022	Mrs Greenough to look at possible cost of living supplement options for staff within the Trust and also to look to see if any other Trusts are doing anything similar and to bring her findings to the staffing committee meeting in June.
M62_11052022	Mrs Greenough to ask Headteachers to provide an overview of what actions will be taking following the results from the staff and pupil survey, so these can be discussed at the next Trust Board meeting which is taking place on Wednesday 13 th July 2022.
M63_11052022	Mr Marshall to consider a 360 chair evaluation approach and action appropriately. Mr Marshall, Mrs Humphreys and Mrs Atkinson to consider the ratings of the self-evaluation and propose a development plan for the next Trust Board meeting which is being held on Wednesday 13 th July 2022.
M64_11052022	Have a single area focus on growth at the next Trust Board meeting, which is being held on Wednesday 13 th July 2022.
M65_11052022	Sustainability and climate change to be added to all four committee agendas as an item for their meeting which are being held in June 2022 and for their finding to be discussed at the next Trust Board meeting which is being held on Wednesday 13 th July 2022.
M67_11052022	Mrs Hellewell to add proposed dates 22/23 to each committee's agenda for their next committee meeting that are being held in June 2022.

