

THE MAST ACADEMY TRUST



Meeting	Venue	Time	Date
Annual General Meeting	Virtual on Teams	3:00pm	Wednesday 16 th December 2020

Company ID	10357163
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Start of meeting	15:00
Close of meeting	16:30
Attendance	80%

Present		In attendance	
Name	Role	Name	Role
Martyn Jones	Chair of Trustees	Melanie Humphreys	Clerk
Christine Pickavance	Member	Sorrel Hellewell	Clerk Apprentice
Peter Laurence	Member	Natasha Greenough	CEO
Rosamond Roughton	Member	Jason Field	CFO
Absent without Consent			
Name	Role		
Sue Lord	Member		

<p>1 Apologies for absence, consent and declarations of interest</p>	<p>Introductions were completed by everyone in the room.</p> <p>RESOLVED: No apologies had been received</p> <ul style="list-style-type: none"> • Mrs Lord was absent without consent <p>RESOLVED: There were no declarations of interest</p>
<p>2 Election of chair</p>	<p>Nominations for chair were taken from the meeting.</p> <p>RESOLVED: That Mr Laurence be elected as chair for a period of one year.</p>
<p>3 Election of vice chair</p>	<p>Nominations for Vice Chair were taken from the meeting.</p> <p>RESOLVED: That Mrs Pickavance be elected as vice chair for a period of one year.</p>
<p>4 Notification of items to be brought up under Any Other Business</p>	<p>RESOLVED: There were no items declared under any other business.</p>
<p>5 Minutes of meeting held on 11th December 2019 and 18th December 2019</p>	<p>RESOLVED: All agreed the minutes of the meeting held on 11th December 2019 and 18th December 2019 are approved as a true record of the meeting.</p> <p>Q. What is the update on the teaching schools?</p> <p>A. Shelley First School has not qualified as a hub and will partner with a school locally if possible. Teaching school work will continue into 2021/22 until the new approach is finalised by the DfE.</p> <p>Q. Has the audit taken place?</p> <p>A. It is taking place, there nothing significant to report at this stage. Refer to item 10.</p>
<p>6 Matters arising</p>	<p>RESOLVED: There were no matter arising declared at this meeting.</p>
<p>7 Representation including Trust Board updates</p>	<p>Mrs Humphreys advised that there has been a number of changes noted below.</p> <p><u>Changes to Members</u></p> <p>One of the original signatory members, Mrs Mc Dermott, has resigned.</p> <p>RESOLVED: Mrs C McDermott resigned as member for the Mast Academy Trust on 5th August 2020</p>

	<p>A process to recruit a member has been completed, with Member's approval.</p> <p>RESOLVED: Miss R Roughton appointed as member for the Mast Academy Trust on 16th December 2020</p> <p><u>Trustee Update</u></p> <ul style="list-style-type: none"> • Mrs Helen Jones resigned as a Trustee • Six new members are appointed to the Trust board these are Nichola Thorpe, Philip Marshall, David Webster, Richard Sowerby, Dorcas Atkinson and Gail Howe. <p>The Chair of Trustees noted the additional appointments had been made as the Trust needed to strengthen the Trust Board and the Mast central team, developing a succession plan and the depth of talent in place.</p> <p><u>Leadership update</u></p> <p>There are two new head teachers this academic year who are Mrs Large for Scissett Middle School and Mrs Waddington for Birdsedge First School. It was further noted that the CEO position has changed to a full time role, Mrs Greenough continues in the role.</p> <p>The appointed for Chair of Trustees and Vice-chair of Trustees for the Trust board has been deferred until March 2021. Mr Jones is stepping down as Chair of Trustees, and Dr Williams as Vice Chair of Trustees.</p> <p>Q: Do you consider this as a problem?</p> <p>A: No, we don't, we are actively encouraging Trustee's to step forward for the positions.</p> <p>It was noted that Members would like to record their gratitude to Mr Jones for all of his hard work over the last four years as chair of the Trust Board.</p>
8 Strategy update	<p>The Mast Trust Improvement Plan TIP 20_21 and The Mast Academy Trust Self Evaluation Improvement Planning Overview 20_21 documents were provided for Members consideration in advance of the meeting.</p> <p>Mrs Greenough shared key information from both the documents which included:</p> <ul style="list-style-type: none"> • The CEO directly manages the headteacher involving the chairs

	<ul style="list-style-type: none"> • The reconstituted governor structure involving a reduced the number of governors; governing bodies are still in place for each school • A refined scheme of delegation to enable the governing body to concentrate on standards • Centralisation of some operational aspects • Two collaborative groups for Trustees and Governors which focus on key areas • Continuation in growing the collaborative team <p>Q: Do the governing boards welcome the new structures?</p> <p>A: The changes were completed in a consultative way and the governing bodies were mostly supportive regarding this. Governors are now feeling the benefit from the support that they are being provided; including enhanced support from the governance team and a significant training programme.</p> <p>Q: How do the governors feel about money distribution?</p> <p>A: This was one of the issues, governors recognised that the money was for all pupils not just their children in their schools. The ‘top slice’ has increased to build in the extra support, those that need bespoke support also pay extra percentage.</p> <p>The collaborative team now includes a school improvement officer, a site manager, a finance officer, and trust operations officer. The centralised provision has been packaged for schools.</p> <p>Q: Did the staff movement go smoothly?</p> <p>A: Yes. A lot of our talented staff that work for the Trust, some also continue their role in schools (current role).</p> <p>It was noted by the executive teams that the Trust Board has been incredibly supportive in moving the Trust forward.</p>
<p>9</p> <p>Organisational updates</p>	<p>The ‘Members report 2020 CEO’ and “CFO financial monitoring report 201920 documents were provided for Member consideration in advance of the meeting.</p> <p>The Members report 2020 CEO report included sections:</p> <ul style="list-style-type: none"> • Executive summary • Current challenges for the trust • Trust-level KPIs • School-level internal assessment information • Staffing data

- Summary of CEO's activity

The members requested more information on COVID-19 provisions in schools, the following was noted:

- All the provision was from Scissett Middle School
- The schools have taken robust steps for staff wellbeing
- Year 6 returned to school for a period of time.
- The middle schools were able to bring back the most vulnerable children in year 7 & 8.
- Events happened for year 8 to give them closure and for them to collect all of their belongings.
- Risk assessments as in place for health and Safety and HR; an external health and safety assessment was completed
- Attendance has been good since return to schools; one class closed in the first school for a short period
- All of staff are trained to be able to remote teach
- All of leaders are well supported with regards to dealing with positive Covid-19 cases.
- The decision was taken that members of staff who are over 28 week's pregnant work from home.

It was noted by the Members that there is a significant amount of the work that schools have had to complete during this time.

Q: Are there any risks regarding staff well-being?

A: We are completing a wellbeing survey in the next term. Staff are very tired.. Cleaning staff and support staff have been amazing. We do have some private medical resources for staff for mental health support and mindfulness. We have been very proactive in keeping connected with unions. This risk has been managed well

Kirkburton Middle School had a particularly bad year with various events from the start of the year, including COVID. The new head teacher in place is excellent, he has also valued the support the Trust has provided.

CFO Report including update on external audit

Mr Field discussed the of 'Members report December 2 CEO' on screen, including:

- Academies finance handbook
- Our results – Cashflow

	<ul style="list-style-type: none"> • Our results – Reserves and Balance Sheet (unaudited) • Our results – Income and expenditure 2019/20 • Our budget – Income and expenditure 2020/21 • Our results – other highlights • Item 10 - external audit • Item 11 - appointment of the auditors <p>Q: Is there a concern on pupil choice?</p> <p>A: Birth rates in the area are low, Shelly First School have 10 less than PAN currently but the biggest risk is Birdsedge First School with low numbers in reception. The long term plan will see a deficit in coming years, there will be financial support there in the future.</p> <p>Q: Do you have to spend extra money on staff for teaching?</p> <p>A: Each school has been allocated a catch up grant, which is used to support this. The schools have decided not to join the national tutoring programme, the money received will be invested in the schools.</p>
10 Statutory Accounts	<p>It was noted that the meeting in January will be convened with the Finance and Audit Committees to sign off the statutory accounts.</p> <p>RESOLVED: Member's to be invited to the statutory accounts meeting with the committees and the auditors in January 2021.</p>
11 Appointment of auditors 2021	<p>It was noted that members suggest that Mazars are used for a further year. Mr Field wished to be able to complete a tender exercise to ensure the price paid reflects the current market.</p> <p>RESOLVED: Members to be consulted if Trust wish to move to an alternative auditors in 2021.</p>
12 Any other business	<p>RESOLVED: There were no items brought up under any other business.</p> <p>It was noted that Members wished to express their thanks to the schools and support functions on behalf of the Trust for their continued support and dedication through what has been a very challenging time.</p>
13 Dates of future meetings and possible agenda items	<p>RESOLVED: The meetings for 2021 will be arranged and advised in good time.</p>

14 Agenda, minutes and related papers to be excluded from the minutes	RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available.
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