

THE MAST ACADEMY TRUST



Meeting	Venue	Time	Date
Annual General Meeting	Kirkburton Middle School	3:00pm	Wednesday 14 th December 2022

Company ID	10357163
------------	----------

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

Present		In attendance	
Name	Role	Name	Role
Philip Marshall	Chair of Trustees	Sorrel Hellewell	Clerk
Rosamond Roughton	Member	Natasha Greenough	CEO
Peter Laurence	Member	Jason Field	CFO
Martyn Jones	Member	Neil Baldwin	Auditors
	Member	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>Welcome and introductions were made by all present in the meeting.</p> <p>RESOLVED: Apologies had been received from</p> <ul style="list-style-type: none"> • Mrs Lord was absent with consent. <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 15 th December 2021	RESOLVED: All agreed the minutes of the meeting held on 15 th December 2021 are approved as a true record of the meeting.
5	Matters arising	<p style="text-align: center;"><u>Actions from the last meeting (15th December 2021)</u></p> <p>ACTION: The Clerk to make sure Members have the meeting minutes for the meeting held on Wednesday 15th December 2021 in January 2022 for review.</p> <p>RESOLVED: Complete, minutes were sent to Members on 10th January 2022.</p> <p>ACTION: Mrs Greenough to email Members 'The Growth Strategy and Strategic Plan' document.</p> <p>RESOLVED: Complete, Mrs Greenough emailed the document to Members after the meeting.</p>
6	Representation including Trust Board updates	<p><u>Resignations</u></p> <p>Mr Marshall noted Dr Andy Williams, Mrs Nichola Thorpe, Mr Martyn Jones and Mrs Gail Howe have all resigned from the Trust Board in 2022. All these resignations were due to individual personal circumstances.</p> <p>The Trust are looking to recruit an educational Trustee to the Trust Board.</p> <p><u>Appointments of Member</u></p> <p>Mr Jones was appointed as a member on 7th June 2022. Written resolutions were obtained from all members dated 17th May 2022.</p> <p><u>Removal of a Trustee</u></p>

Mr Marshall noted Mr Sowerby has only attended one Trust Board meeting in December 2021 and one committee meeting in March 2022. Mr Sowerby has sent apologies to some meetings noting he can't attend due to work related and personal reasons.

Mr Marshall and Mrs Hellewell have tried on numerous occasions to contact Mr Sowerby but had no luck. In article 66 and 70 it states the following:

- Article 66 states a Trustee shall cease to hold office if he is removed by the person or persons who appointed or election him, or otherwise by ordinary resolutions of the Members in accordance with the Companies Act 2006.
- Article 70 states a Trustee shall cease to hold office if he is absent without the permission of the Trustees from all their meetings held within a period of six months and the Trustees resolve that his office be vacated.

Therefore, the Trust Board are requesting for Members to remove Mr Sowerby from the Trust Board.

RESOLVED: All members approve the removal of Mr Sowerby from the Trust Board effective immediately. All Members present in the meeting signed the written resolutions removing Mr Sowerby from the Trust Board.

Members noted their thanks to Mr Sowerby for all of his support he has provided as a Trustee for the Mast Academy Trust.

Update on Trust Board configuration

Mr Marshall noted he has had a meeting with a prospective Trustee called Mr Lunt. The meeting went well and Mr Lunt had an interview with Mrs Greenough and another Trustee who were both very positive about Mr Lunt. Mr Marshall and the rest of the Trust Board recommend for Members to sign the written resolutions to enable Mr Lunt to become a Trustee for the Mast Academy Trust.

RESOLVED: Members approve for Mr Lunt to become a Trustee for the Mast Academy Trust. Members signed the written resolutions in the meeting.

Mr Marshall noted he is currently talking to another potential Trustee who has a background in Business.

Mr Marshall noted the following points:

- Each Trustee has a link Trustee role and all school governors have a link role.

	<ul style="list-style-type: none"> • School governance within all four schools remains strong and school governors are linked with Trustees as they work together in their shared link roles. • There are currently three Trust appointed governors in the schools. • Safeguarding training for all Trustees and governors took place in October 2022 and Cyber Security training is currently taking place. • The Finance committee and Audit and Risk committee have merged, their first merged meeting will be taking place in March 2023. • The Staffing committee and Standards and Effectiveness committee have merged and their first merged meeting took place in November 2022 and the meeting went well. • The Trust will review how the merged committees have worked at the end of the academic year. <p>Mr Laurence noted it would be good for members to look through the Academy Handbook 2022 as there have been revisions made to the members role.</p>
<p>7 Statutory Accounts</p>	<p>Mr Baldwin and Mrs Kendrew noted their thanks to Mr Field and the Finance team within the Mast Academy Trust for all their assistance they have provided to the Auditor's team.</p> <p>Mr Baldwin summarised the key points of the Audits finding report:</p> <p>Identified audit risks:</p> <ul style="list-style-type: none"> • On page 4 and 5 there were no audit issues to be noted. • There was one finding noted on internal controls on page 6. The Trust have noted there has been changes to the responsibilities of the finance team which will enable depreciation to be posted on a timely basis going forward. • It was noted in last year's audit on cut off and purchased invoices not being accrued and supplier statements not being kept/received. There were no issues noted this year around cut off and supplier statements are kept where received. • On page 9 it was noted a regularity assurance engagement finding was fine as it was in the previous year also. The finding was around best practice to have five Members and the Trust Board only has four Members. This matter has been dealt with and a fifth Member was appointed on 7th June 2022.

Appendices

The following appendices are included and were summarized for Members:

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

Q: Why is there a local government pension adjustment? Is there an agency changing their figures?

A: Yes, West Yorkshire Pension fund. This happens in October time every year and there will always be adjustments made for academies.

Q: Is there a risk that this could go the other way and be a small amount?

A: Yes, it could be a risk but it's not "real money". There is a statement in the accounts stating if a Trust goes bankrupt the government would have to pick up the tab. A reevaluation takes place every three years.

Q: Does the Trust have any apprentices?

A: Yes, the Trust have had apprentice teachers, office staff and IT apprentices. The apprentice IT technician, office staff and Mrs Hellewell have all completed their apprenticeships and are still working within the Trust.

Data analytics report

Mr Baldwin gave a brief overview of the following points:

- Overall Impact Analysis
- Keywords – Overview
- Outside Working Hours – Overview
- Blank Description – Overview
- Unusual User Posting – Overview
- Starters – Overview
- Leavers – Overview
- Post Year End – Overview
- Enhancing Your Controls

Mr Baldwin and Mrs Kendrew noted the audit report is clean and unmodified and the regularity report is signed. There are no issues that cause for any concern.

Members would like to thank Mr Baldwin, Mrs Kendrew, Mrs Greenough and Mr Field for all their hard work throughout the audit process.

	<p>RESOLVED: The Members note the receipt of the statutory accounts and the audit finding. The statutory account was signed in the meeting by the Chair of the Trustees and the Accounting Officer.</p> <p>Mr Baldwin and Mrs Kendrew noted their gratitude to Mr Field and the finance team for their support throughout audit.</p> <p>Mr Baldwin and Mrs Kendrew left the meeting at 15.50pm.</p>
<p>8 Organisational updates</p>	<p>The 'December 2022 CEO report to members' document were provided for Member consideration in advance of the meeting.</p> <p>Mrs Greenough noted the following points:</p> <p><u>Ofsted</u></p> <ul style="list-style-type: none"> • Kirkburton Middle School have had their Ofsted inspection, their result was good with two areas of outstanding. The schools notice to terminate has now been lifted. • Birdsedge First School had their Ofsted inspection in September 2022 and their results was good with two areas of outstanding. • Shelley First School are due their Ofsted inspection imminently. • Birdsedge First School currently have 4 pupils in reception and have 11 first choice places for 23/24. The school are receiving lots of visits from families. <p>Q: Does the Trust feel Shelley First School are ready for their Ofsted inspection? A: Yes, the school is ready and waiting for the phone call. The new headteacher has completed a lot of work in the school and new systems have been put in place.</p> <p>Mrs Greenough noted the following points around the new leadership structure in the middle schools:</p> <ul style="list-style-type: none"> • Mr Taylor who is the headteacher at Kirkburton Middle School is the most established headteacher with 3 years' service within the Trust and has recently been appointed as executive headteacher for the middle schools. • A consultation has taken place with Trustees and Governors around the new executive leadership structure in the middle schools. • The Trust will appoint two heads of school this week. • The Trust are mindful of the benefits the new structure will bring to the middle schools but will ensure the middle schools retain their own identity and this will be monitored throughout the year.

- Governance in the middle schools is changing to a governing board which will work across both middle schools rather than having two separate governing boards. The new governance structure will take place in the summer term.
- There will be 2 staff governors, 4 parent governors, 5 co-opted governors and 1 Trust appointed governor in the new governance structure for middle schools.

Financial challenges:

- The Trust's financial position is being looked at carefully.
- There have been unfunded pay increases which were originally budgeted for at 3% but are a lot higher than this.
- Energy costs were budgeted at an 100% increase, but the Trust were told it will be more on the scale of 400%. The public sector will not receive relief schemes after March.
- The government has announced funding of £2.3billion for education over the next 2 years. This is around 5% increase in funding, which will cover pay increases and inflation costs.

Q: Are energy costs included in inflation?

A: Yes, they are. The funding which will be received will help cover these costs and it will give Trusts a chance to manage their finances. More work needs to take place to look at how can the Trust sustain in the future and everyone needs to be mindful of finances moving forward.

- The Trust will be receiving £60,000 for capital projects.
- The Trust had a freeze on capital spending and projects were only taking place that needed to.
- Birdsedge First School will have a slight deficit but there are no concerns and a recovery plan is in place.
- Kirkburton Middle School is in deficit and the new leadership structure will enable some savings.
- The current collaborative charge to all four schools is 5%. Within the 5% this covers the Trust Operations Officer work and they have saved the schools around £114,000.
- In previous years the collaborative charge was 5% but if a school needed extra support, it would be 6%.
- IT, site and catering are charged to the schools on a different basis.

Outcomes:

- Outcomes in the first schools are strong.
- Most children passed their phonics screening test.
- Key stage one outcomes are above national average and has been moderated.

- Key stage two outcomes are in line with national average in reading and writing but are below in maths.
- Both middle schools have agreed a target of 75% for outcomes this year and plans are in place to achieve this percentage.
- Peer reviews are taking place within the Trust.
- Work is taking place within the pyramid and there is currently a lot of turnover within headship in the pyramid.

Q: In key stage 1 and 2 outcomes the results in 2022 were lower than 2019 but it is noted the 2022 outcomes were a good result, can you explain further please?

A: The lockdown period caused 6 months of disruption to education and the Trust compare their results to national average. End of year 8 data shows improvements from year 6.

There are gaps in maths and this is nationwide not just within the Trust. A more systematic approach has now been put in place.

HR:

- The Trust have appointed a HR partner in September, but this colleague has handed their notice in as they have decided the public sector isn't right for them.
- HR will be re-thought about in January.
- The Trust has paid for all members of staff to have a Christmas dinner as a good will gesture.
- Consultation on professional standards is currently taking place.
- A mobility clause will be put in all staff contracts.
- The business managers in the Trust are now part of the central team. This was a crucial move for the Trust's growth strategy.

Q: Will adding a mobility clause in all staff contracts cause any challenge?

A: No, the Trust doesn't believe so. The Trust have notified unions as termly meetings take place with unions and they noted in the last meeting they had no concern.

Growth

- Associate partnership has been removed on the growth strategy as this wouldn't be a cost-effective model.
- The ambition date for schools to convert to academies has been changed to 2030 from 2025.
- An established association membership model has been created and schools can try before they buy.

- Sponsorship status has been achieved and this will now enable the Trust to support other schools outside of the Trust.
- Mrs Greenough is going to start to support a school outside of the Trust in January 2023.
- The Trust have written to some schools to explore any possible interest working together moving forward.

Q: Since the school's bill has now been shelved, do schools believe they don't need to convert to an academy?

A: The government's principles haven't changed and schools are still expected to convert to an academy but the timeline isn't clear and the question mark is around how active the government will be at encouraging schools.

The Trust are fortunate to have strong headteachers in all four schools.

Members noted it could be a good idea to have an extra meeting in the summertime to be updated on how the rest of the academic year has gone.

ACTION: Mrs Hellewell to add an extra Members meeting in the calendar for summertime and to send invites out to all Members.

Priorities for 2021 – 2023 and progress

- There are five objectives for 2021/2023.
- The Trust are making good progress against these objectives.
- The objective "The Trust has a clearly defined and 'conscious' map around how it fulfils a wider role within the communities to support societal improvement" is something the Trust needs to look at again.
- Networks were set up alongside with Spring Grove but due to low demand these networks have had to be cancelled.
- Mrs Greenough is meeting with the local authority in January.

Other points

- The site team within the Trust are completing a lot of the capital work in the schools themselves and this has saved the schools a substantial amount of money.
- The Trust will make an in-year deficit.
- The overall revenue reserves now stand at £825,000 which is reduced from £950,000 last year. This represents reserves of around 10% of total income.
- The Trust will look further in how sustainable it is and will know more in February / March time.

	<ul style="list-style-type: none"> • Pupil numbers nationally are declining between 5% and 10%. This could potentially cause competition between local schools. <p>Mr Marshall noted the Board of Trustees feel highly assured of governance, there are strong leaders in all the schools and within the central team. The Trust are in a strong place to move forward and develop further.</p>
<p>9 Any other business</p>	<p>RESOLVED: There were one item brought up under any other business.</p> <p><u>BHP auditors' contract</u></p> <p>Mr Marshall noted all Trustees are satisfied with BHP as the Trust's auditors.</p> <p>Mr Field noted the system the auditor's use is working well, there is an inflow portal which is effective and you can see which tasks have been assigned, you can respond to the tasks online and are notified when they are submitted.</p> <p>BHP auditor's service is good for money and the Trust propose to continue with BHP moving forward.</p> <p>RESOLVED: Members all approve to continue with BHP auditor's service as auditors for the Trust.</p>
<p>10 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>