

THE MAST ACADEMY TRUST



Meeting	Venue	Time	Date
Trust board	Scissett Middle School	6.30pm	Wednesday 12 th July 2023

DFE	10357163
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Start of meeting	18:34
Close of meeting	20:55

Attendance	88%
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Present		In attendance	
Name	Role	Name	Role
Philip Marshall	Chair of Trustees	Melanie Humphreys	Executive Lead in Governance, People & Communication
Tim Wade	Trustee	Sorrel Hellewell	Clerk
Liz Godman	Trustee	Natasha Greenough	CEO
Ben Lunt	Trustee		
David Webster	Trustee		
Philip Oldfield	Trustee	Absent with Consent	
Dorcas Atkinson	Trustee	Name	Role
		Anthony Wilkinson	Trustee
		Absent without Consent	
		Name	Role

Item	Minutes
72 Apologies for absent and consent	RESOLVED: Apologies with consent were received from: <ul style="list-style-type: none"> Anthony Wilkinson – Trustee
73 Declarations of interest	RESOLVED: There were no declarations of interest.
74 Confidentiality reminder	Trustees were reminded by the Chair of Trustees that a Trustee role is confidential, and all information and documentation shared should be treated as such.
75 Presentation	<p>Mrs Greenough presented ‘Outcomes 2023’ document and gave a brief explanation regarding each of the below slides:</p> <ul style="list-style-type: none"> Early years foundation stage Key stage 1 Kirkburton Middle School Scissett Middle School Trust results KS2 outcomes Ofsted outcomes and profile Summary of strengths Next steps Targets <p>Q: How does the national 2023 to 2022 compare? A: They are broadly similar. Reading is down 3%, maths and writing are both in line.</p> <p>Q: Have the schools concentrated on certain areas? A: Yes, writing and maths were both areas that were concentrated on. The writing schemes that are in the first schools are being implemented in the middle schools and the schools are being more systematic with triple tracking.</p> <p>Q: From an Ofsted perspective, is there anything that should be a main point of focus? A: It could be questioned why maths is lower when the picture shows that the work has taken place. Progress scores should be better this year but the results won’t be known until the autumn term.</p> <p>There are systems in place and quality of delivery of phonic programmes.</p> <p>There will be a change in the year 6 maths curriculum with a different model and paper being implemented which should hopefully see higher results.</p> <p>Q: The national data suggest that children who lived through covid are more likely to have big barriers in language and communication.</p>

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	<p>A: There will be some lag from pupils who were affected by Covid but that doesn't mean that the schools lower their expectations.</p> <p>Q: Kirkburton and Scissett Middle School both have different results, is this due to the schools having different approaches? A: All schools were given national tutoring grants. With the grants there were conditions that the schools had to abide by. Kirkburton Middle School employed an external tutor who worked with different groups of children throughout the day, whereas Scissett Middle School used their tutoring grant to provide breakfast and afterschool club which was supplied by internal staff. The method of hiring an external tutor had much more of an impact on pupils.</p> <p>Trustees noted their thanks and congratulated all the schools with their outcome results.</p>
76 Representation	<p>Mrs Hellewell reported that a letter had been sent out on the 26th June 2023 to all Trustees requesting nominations for the Chair and Vice chair. Articles 82 states that Trustees will elect a Chair and Vice chair each school year from its number.</p> <p>Nominations on the day will only be accepted where no written nominations have been received prior to the meeting.</p> <p>The term period for the Chair and Vice chair elected this school year will be in place until the Trust Board meeting in July 2024.</p> <p>A nomination had been received by Mr Marshall to be Chair of Trustees.</p> <p>RESOLVED: Mr Marshall is elected as Chair of Trustees for the Mast Academy Trust from 12th July 2023 until the end of the academic year 2024.</p> <p>Mr Marshall took the Chair for the remainder of the meeting and the election of the Vice-Chair process.</p> <p>A nomination had been received by Mrs Atkinson to be Vice-Chair of Trustees.</p> <p>RESOLVED: Mrs Atkinson is elected as Vice-Chair of Trustees for the Mast Academy Trust from 12th July 2023 until the end of the academic year 2024.</p>
77 Notifications of items to be brought up under any other business	<p>RESOLVED: There were two items brought up under any other business.</p> <ul style="list-style-type: none"> • The Reading framework 2023 • Transgender policy
78 Minutes for the meetings on 24 th May 2023.	<p>RESOLVED: All agreed the minutes of the meeting held on 24th May 2023 are approved as a true record of the meetings.</p>

Item	Minutes
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79 Matters arising	<p>There were no items to be discussed under matters arising.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #444; color: white;"> <th style="width: 30%;">Minute Reference</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> </tr> </tbody> </table> <p>Mr Marshall noted a diversity form is in the process of being created and will be sent out to all Trustees and Governors in September 2023.</p>	Minute Reference	Action		
Minute Reference	Action				

80 Organisation updates from collaborative team	<p>The following documents were provided prior to the meeting for Trustee consideration:</p> <ul style="list-style-type: none"> July 2023 CEO report Mast – CFO update management accounts and budget setting Mast – CFO update Capital proposal form v8 Consolidated estimate 230712 Full Trust Consolidated budget report detail 230712 Cashflow report period 9 Period 9 consolidated management accounts board Period 9 consolidated balance sheet report <p>July 2023 CEO report covered:</p> <ul style="list-style-type: none"> Executive summary Current challenges for the Trust School Standards Outcomes first schools Staffing update Finance update (CFO) Operations update (TOO) <p>Mrs Greenough noted the following points from July 2023 CEO report:</p> <p><u>Current challenges for the Trust</u></p> <ul style="list-style-type: none"> The Trust is currently working closely with two associate partner schools. Introductions to the Trust have been made with governors and staff at the associate partner schools. <p>Q: How does the Trust sense the moods are with staff within the associate partner schools? A: Staff currently seem positive. As a Trust we are ensuring all situations are handled sensitively.</p> <p><u>Staffing update</u></p> <ul style="list-style-type: none"> There have been changes made to one of the schools which has worked well and staff are much more positive.
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- Recruitment took place and an SLE appointment has been made.

Q: Has the Health and safety issue that was referenced been dealt with?

A: Yes, a full near miss report has been produced and will be rectified over the summer. This will have an impact on capital and a full tender exercise has been completed.

Finance update (CFO)

- Period 9 management accounts show a deficit year to date of £46,500 prior to capital expenditure.
- The Trust are forecasting a £10k surplus.
- Progress is being made on a month-on-month basis.
- Work is taking place within the Trust to reduce the deficit.
- Full capital plan has been created and have been agreed.
- Birdsedge First School is still in a deficit position which has been previously planned. The school now has 12 children in reception and three new starters in the other year groups, which is positive.
- The Trust has maintained a good level of reserves.

Mr Field gave a summary of reserves within all the schools in the Trust.

Q: Has either associate partner school got a good number of reserves currently?

A: No, neither has currently.

Q: What happens in terms of associate partner schools who have deficits and no reserves?

A: This would need to be investigated further and any decision that needs to be made, would go to the Trust Board for approval.

Q: Is there any negotiation around receiving further funding for the new school?

A: Yes, there is.

Q: Will the Trust look at extending their services to the associate partner schools?

A: The schools currently have their own IT, HR and Kirklees catering. Some of the Trust's contracts will be more effective and cost efficient.

Q: What happens with the partner schools' current staff contracts once they move across to the Trust?

A: Contracts will be moved across under TUPE regulations, however the Trust is looking to include our mobility clause, meaning that staff will be able to work across any of the schools within the Trust if needed.

Q: Is there enough capacity within the central Team with the new associate partner schools or will staff be stretched?

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	<p>A: Capacity has been built into the Team to ensure there is enough to be able to take on two new schools. Additionally, there is different funding available that the Trust can apply for.</p> <p><u>Cash Flow & Investment</u></p> <p>Mr Field noted meetings have now taken place with Lloyd's bank regarding putting money on deposit for a period of up to 12 months.</p> <p>The Trust is proposing a further cashflow model is created for a period including the 23/24 financial year that would indicate probable minimum cash balances over that period, considering contingency. Once this has taken place, the cashflow forecast will be circulated and a decision will be made on how much Trustees are comfortable putting on deposit.</p> <p>RESOLVED: All Trustees approve the cash investments, further to a more detailed cash flow picture for 2023/2024.</p> <p>RESOLVED: All Trustees approve the budgets for 2023_26.</p> <p><u>Update from Mr Oldfield, Stand in Chair of the Staffing and Standards & Effectiveness Committee.</u></p> <ul style="list-style-type: none"> • There were no major movements noted on the Risk register. • Three amendments were made on the Scheme of Delegation. • The terms of reference have been combined from both staffing and the standards and effectiveness committees. • A discussion took place regarding performance and outcomes. <p><u>Update from Mr Lunt, Stand in Chair of the Audit & Risk and Finance Committee.</u></p> <ul style="list-style-type: none"> • The Committee approved the approach for cash investments. • Proposed budgets were discussed and approved. • The Scheme of Delegation was approved. • The risk register was discussed and approved by the committee.
81 Safeguarding	<p>Mrs Greenough noted there is no current update needed to be noted.</p> <p>A discussion took place regarding matters relating to transgender pupils and Mrs Godman noted a draft transgender policy has been drafted and she will send it out to the Education & People Committee once approved.</p> <p>ACTION: Mrs Godman to send drafted Transgender Policy to the Education & People Committee once available.</p>

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<p>82 Trustee updates</p>	<p><u>Assurance visits</u></p> <p>Mr Lunt noted he attended an IT strategic meeting.</p> <p><u>Skills audit 2023 outcomes</u></p> <p>There is still a vacancy for an education Trustee. Recruiting is currently quite challenging.</p> <p>Areas of length strength found in the skills audit were around curriculum and equality and diversity. Curriculum training was provided by Mrs Greenough in the academic year 22/23.</p> <p>There are a few minor gaps but there were no concerns raised. These minor gaps could be closed by Trustees completing training on learning link.</p> <p>ACTION: Mrs Hellewell to send out the skills audit form to Trustees who haven't currently completed it.</p> <p><u>Governance Model for 23/24</u></p> <p>Mrs Humphreys noted the current version of the governance model 23/24 is in the meeting folder on Teams.</p> <p>RESOLVED: All Trustees approve the governance model for 23/24.</p> <p><u>Governance 23 24 committee and links</u></p> <p>RESOLVED: Trustees confirmed the committee members for the academic year 23/24.</p> <p>It was noted the chair of committees will be elected at the first meeting of the academic year.</p> <p>ACTION: Link Trustee roles for academic year 23/24 to be confirmed at the next meeting, which is being held on 25th October 2023.</p> <p><u>Configuration document 23/24</u></p> <p>The Trust Board configuration document was uploaded in the meeting folder. All Trustees confirmed they are happy with the document.</p>
<p>83 Trust evaluation and direction</p>	<p><u>Trust Strategy</u></p> <p>The Trust Strategy document will be uploaded into the folder for the autumn term as there are currently some areas that need finalising.</p> <p>ACTION: Defer the Trust Strategy until the next meeting, which is due to take place Wednesday 25th October 2023.</p>

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	<p><u>Progress against SEF and draft 23-24</u></p> <p>The SEF document was discussed thoroughly along with the overview of priorities and performance for 22/23 and the priorities for 23/24.</p> <p>The following points were made;</p> <ul style="list-style-type: none"> • We have used the previous framework around what good trusts look like. • The CST have recently produced a new framework, which is currently in draft form and is being consulted on. • An update on inflation for teachers pay rise and support staff will need to be added into the document. • The Trust will ensure the priorities cover all aspects of taking on two schools. • Measuring the impact of the new schools joining and the currently schools within the trust will need to take place. <p>ACTION: Trustees to let Mrs Greenough know if they have comments regarding the SEF document by Monday 17th July 2023.</p> <p><u>Progress against TIP and draft 23-24</u></p> <p>Mrs Greenough noted the following;</p> <ul style="list-style-type: none"> • The summary document is where the Trust currently will be by the end of the academic year. • Any items in progress or delayed will be moved into next years TIP. <p>Q: The items that are delayed, are there any that the Trust are concerned they can't be moved forward? A: No, it's more about timing issues. There aren't any areas that the Trust haven't made significant progress.</p>
84 Risk Register	<p>The 'Mast_RiskRegister_SummerT3_academic year 22_23' was shared with Trustees prior to the meeting for review and discussion.</p> <ul style="list-style-type: none"> • Risk ID's 103, 104 and 105 are all new risks. All three risks are high risks. • There haven't been any adjustments made. • There are no areas for concern currently. <p>RESOLVED: The risks at board level were reviewed, discussed, and approved.</p> <p>RESOLVED: Trustees ratified the risk register for the end of the academic year.</p> <p>Q: On Risk ID 103 what does 'Trust Board to lobby the MP mean?</p>

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	<p>A: It is regarding the point where the Trust cannot make any further cuts and when is it the right time to write the local MP. There are other options the Trust can do prior to writing to the MP, for example, contacting the unions or CST.</p>
<p>85 Scheme of Delegation</p>	<p>Mrs Humphreys noted the following points regarding the scheme of delegation;</p> <ul style="list-style-type: none"> • The scheme of delegation has been through the termly and annual review cycle. • There have been three areas added in regarding HR management. These three areas have been approved and ratified by the relevant committee. • The Trust are proposing for numbers 183, 185 and 189 to be deleted from the scheme of delegation. <p>RESOLVED: All Trustees ratify the scheme of delegation.</p>
<p>86 Annual review of procedures</p>	<p>The following documents were provided on Teams prior to the meeting for Trustees' information:</p> <ul style="list-style-type: none"> • MAST Board of Trustees ToR Sept 2023 • MAST Education & People Committee ToR 2023 • MAST Finance Audit & Risk Committee ToR 2023 • MAST LGB ToR Sept 2023 • Mast Academy Trust Service Level Agreement 2023_24 • Emergency Decision Making Protocol <p><u>Terms of reference</u></p> <p>Mrs Humphreys noted there have been no major changes to any of the terms of reference and all terms of references have been approved at the latest committee meetings.</p> <p>RESOLVED: All Trustees ratify the terms of reference documents for the next academic year.</p> <p><u>Emergency decision making protocol.</u></p> <p>RESOLVED: Trustees approve the Emergency Decision Making Protocol as it is currently outlined.</p> <p><u>Service Level Agreement</u></p> <p>Mrs Humphreys noted This document has been completely rewritten to include what is included in the 5% and what's additional.</p> <p>RESOLVED: All Trustees ratify the service level agreement.</p>
<p>87 Policies</p>	<p>The following policies were noted for approval and</p>

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	<p>ratification by the Trust Board:</p> <ul style="list-style-type: none"> • The Mast Academy Trust Colleague Absence Policy • The Mast Academy Trust Family and Parental Leave Policy • The Mast Academy Trust Menopause Policy • The Mast Academy Trust Personal Relationships at Work Policy • The Mast Academy Trust Disciplinary Policy <p>RESOLVED: All Trustees approve and ratify all the above policies.</p> <p>The following policies were noted as approved and ratified at the Board Committees:</p> <ul style="list-style-type: none"> • The Mast Academy Trust Complaints policy and procedures • The Mast Academy Trust Data Protection Policy • The Mast Academy Trust Medical Referrals Policy • The Mast Academy Trust Online Safety Policy • The Mast Academy Trust Expenses Policy <p>RESOLVED: The policies listed above were noted by the Trust Board.</p>
<p>88 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"> • KSCIE (Keeping Children Safe in Education) • Annex F – Table of substantive changes to KCSIE from September 2023 • Suspension and Permanent exclusion guidance • The Reading framework – July 2023. • Academy Trust Handbook • Academy Trust Handbook summary 2023 <p>RESOLVED: Trust Board noted awareness of these documents.</p> <p>Mr Field noted there has been some key changes to these documents. In the Academy Handbook the requirement of holding six Trust Board meetings per year has been removed and the requirement of explaining why your Trust does not hold six meetings per year has also been removed.</p>
<p>89 Any other business</p>	<p>RESOLVED: There were two items brought up under any other business.</p> <p>The Transgender policy was discussed in item 87.</p>

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<p>90 Future dates for meetings of the Trust Board</p>	<p>The Reading framework 2023 was discussed in item 88.</p> <p>RESOLVED: That the next meeting of the Trust Board would take place on:</p> <ul style="list-style-type: none"> • Wednesday 19th July 2023 at 6pm (Annual Conference) • Wednesday 25th October 2023 at 6.30pm – Trust Board • Tuesday 21st November 2023 at 6pm – Development focus session • Wednesday 13th December 2023 at 6.30pm – Trust Board • Wednesday 20th December 2023 at 3pm – Members • Tuesday 23rd January 2024 at 6pm – Governor face to face training • Tuesday 19th March 2024 at 6pm – Development focus • Wednesday 20th March 2024 at 6.30pm – Trust Board • Wednesday 22nd May 2024 at 6.30pm – Trust Board • Monday 3rd June 2024 at 6pm – Wider Curriculum Training • Wednesday 10th July 2024 at 6.30pm – Trust Board <p>Mrs Humphreys noted the Trust training dates are reserved dates in case training needs to be added in. Governors and Trustees will be using NGA learning link for training.</p>
<p>91 Agenda, minutes, and related papers to be excluded from published version</p>	<p>RESOLVED: A matter discussed in items 81 and 82 has been excluded from the minutes for confidential reasons.</p>

Summary of Actions

Minute Reference	Action
M81_12072023	Mrs Godman to send drafted Transgender Policy to the Education & People Committee once available.
M82_12072023	Mrs Hellewell to send out the skills audit form to Trustees who haven't currently completed it.
	Link Trustee roles for academic year 23/24 to be confirmed at the next meeting, which is being held on 25 th October 2023.
M83_12072023	Defer the Trust Strategy until the next meeting, which is due to take place Wednesday 25 th October 2023.
	Trustees to let Mrs Greenough know if they have comments regarding the SEF document by Monday 17 th July 2023.

