

## THE MAST ACADEMY TRUST



| Meeting     | Venue                  | Time   | Date                                |
|-------------|------------------------|--------|-------------------------------------|
| Trust board | Scissett Middle School | 6.30pm | Wednesday 24 <sup>th</sup> May 2023 |

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| DFE | 10357163 |
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| Start of meeting | 18:30 |
| Close of meeting | 19:50 |

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| Attendance | 63% |
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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           | Sarah Walters          | Executive Lead in Operations, Business & Efficiency  |
| David Webster   | Trustee           |                        |  |
|                 |                   | Absent with Consent    |  |
|                 |                   | Name                   | Role   |
|                 |                   | Philip Oldfield        | Trustee  |
|                 |                   | Dorcas Atkinson        | Trustee  |
|                 |                   | Anthony Wilkinson      | Trustee  |
|                 |                   | Absent without Consent |  |
|                 |                   | Name                   | Role   |
|                 |                   |                        |  |

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| 57               | Apologies for absent and consent   | <p>RESOLVED: Apologies with consent were received from:</p> <ul style="list-style-type: none"> <li>• Mrs Dorcas Atkinson – Trustee</li> <li>• Mr Philip Oldfield – Trustee</li> <li>• Mr Anthony Wilkinson – Trustee</li> </ul>   |                  |        |              |  |
|------------------|--|---|------------------|--------|--------------|--|
| 58               | Declarations of interest   | RESOLVED: There were no declarations of interest.   |                  |        |              |  |
| 59               | 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.  |                  |        |              |  |
| 60               | Representation   | <p>Mr Marshall noted he has been appointed as a Trust Appointed governor at Birdsedge First School from 18<sup>th</sup> May 2023 to 17<sup>th</sup> May 2024.</p> <p>RESOLVED: All Trustees approve for Mr Marshall to be a Trust appointed governor at Birdsedge First School for one year.</p> <p>Mr Marshall noted there is still a vacancy on the Trust Board for an education Trustee. Conversations have been taking place with a potential Trustee and Trustees will be updated with any progress in due course.</p>   |                  |        |              |  |
| 61               | 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"> <li>• Two factor authentication</li> <li>• Update on job titles in the collaborative team</li> </ul>  |                  |        |              |  |
| 62               | Minutes for the meetings on 29 <sup>th</sup> March 2023.   | RESOLVED: All agreed the minutes of the meeting held on 29 <sup>th</sup> March 2023 are approved as a true record of the meetings.  |                  |        |              |  |
| 63               | Matters arising  | <p>The following items were 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="vertical-align: top;">M41_29032023</td> <td> <p>Mrs Hellewell to upload the Middle School development Spring / Summer 2023 presentation into the meeting folder.<br/>RESOLVED: Complete</p> <p>Mrs Hellewell to upload the Key Stage 2 outcomes and beyond presentation into the meeting folder.<br/>RESOLVED: Complete</p> </td> </tr> </tbody> </table> | Minute Reference | Action | M41_29032023 | <p>Mrs Hellewell to upload the Middle School development Spring / Summer 2023 presentation into the meeting folder.<br/>RESOLVED: Complete</p> <p>Mrs Hellewell to upload the Key Stage 2 outcomes and beyond presentation into the meeting folder.<br/>RESOLVED: Complete</p> |
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| M41_29032023     | <p>Mrs Hellewell to upload the Middle School development Spring / Summer 2023 presentation into the meeting folder.<br/>RESOLVED: Complete</p> <p>Mrs Hellewell to upload the Key Stage 2 outcomes and beyond presentation into the meeting folder.<br/>RESOLVED: Complete</p> |   |                  |        |              |  |

| Item | Minutes |
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|    | M49_29032023  | Mrs Greenough to email Trustees some potential dates for a meeting for Trustees to meet to look at the Trust's strategy.<br>RESOLVED: Complete   |
| 64 | <p>Organisation updates from collaborative team</p> | <p>The following documents were provided prior to the meeting for Trustee consideration:</p> <ul style="list-style-type: none"> <li>• Collaborative team update for Board May 2023</li> <li>• Balance sheet report period 8 April</li> <li>• Cashflow report period 8</li> <li>• Pd 8 – Consolidated Management Accounts</li> </ul> <p>Mrs Greenough noted the following points from May 2023 operational update:</p> <p><u>Educational update</u></p> <ul style="list-style-type: none"> <li>• Mrs Akhtar will be leaving Shelley First School as headteacher in the summer term, due to a job opportunity in another country.</li> <li>• Due to the timing of the decision, it was too late to post an advert out to replace the headteacher role at Shelley First School. It has been agreed by all relevant parties for Mrs Waddington to become an executive headteacher across both first schools for an interim period.</li> </ul> <p><u>Growth</u></p> <p>Mr Marshall noted there is a school which is interested in joining the Trust and another school which has been given the opportunity to potentially join via the sponsorship process.</p> <p>Mrs Humphreys and Mrs Greenough had a meeting with a school outside of the Trust to offer support and guidance. The Trust's School Improvement Officer is currently offering support once every fortnight.</p> <p>Q: Does the Trust see any potential issues with two schools joining at the same time regarding capacity etc.?<br/>A: No, the Trust don't anticipate any issues regarding capacity and there are provisions available that the Trust can buy in to help.</p> <p>Q: What has the response been from the schools regarding potential joining the Trust?<br/>A: Staff and governors are aware and are slightly anxious which is expected but they are also positive.</p> <p>Q: By bringing in two new schools to the Trust, what effect will this have on the new organisational structure?<br/>A: A meeting has taken place to look at different options and look at the Trust's capacity etc and it's been noted the growth won't have any negative effect on the new organisational structure.</p> |

Operations update for Board

- The Trust's site manager has resigned and has now started a new job outside of the Trust.
- A new site manager has been appointed.
- There was a focus around PPM and waste management contracts but due to the new appointment and the contracts working well, these procurements won't be taking place this year.
- Staff absence insurance will be looked at this year.
- Shelley First School and Kirkburton Middle School were both successful in bid for funding through 'connect the classrooms'. Results for Birdsedge First School should be back by the end of week.
- There were seven CIF bids this year and only one bid was successful. The successful bid is for a CCTV system at Kirkburton Middle School.
- A meeting took place with the Local Authority to discuss the new playground at Scissett Middle School. It was noted in the meeting that the money allocated for the playground has been spent and they have also spent money, which was for the replacement of the MUGA, to cover the ongoing costs.
- There is opportunity for the Trust to potentially bid for more section 106 money.
- A company is attending the school shortly to look at the MUGA, to see whether it needs replacing completely or if the carpet needs replacing.

Q: If the LA spends all the section 106 money and the Trust are unsuccessful in receiving any extra money, what happens next?

A: The MUGA won't be able to be used and the school will have to pay around £90,000 to fix it. The Trust will look at all options that are available, grants etc and work out a plan on how's best to move forward.

Q: How old is the MUGA?

A: Just over 10 years.

Finance update

- Finances are currently quite difficult to predict and are challenging.
- It's predicted teachers will have a 4.5% pay increase, which the government are wanting Trusts to use extra funding to cover these costs.
- Energy usage has decreased in the schools but costs are remaining the same.
- Scissett Middle School and Shelley First School have more challenge with their funding.

Q: Has there been more strike days announced?

A: Two unions are currently in ballot and another will be entering a ballot shortly. It looks like there could be more strike days in the autumn term but there also could potentially be more in the summer term.

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|                    | <p><u>Budget setting</u></p> <ul style="list-style-type: none"> <li>All meetings are booked in for all schools and documents have been uploaded in the relevant folders.</li> </ul>   |
| 65 Safeguarding    | Mrs Greenough noted there are two safeguarding live cases and these are being dealt with correctly.   |
| 66 Trustee updates | <p><u>Assurance visits</u></p> <p>Mr Marshall gave a brief explanation about his visit with Mrs Walters and the Trust Site Manager looking at Health and Safety processes. This is linked to item 67.</p> <p><u>Upcoming training</u></p> <p>Mrs Hellewell noted the following training session will be taking place shortly;</p> <ul style="list-style-type: none"> <li>Monday 5<sup>th</sup> June 2023 – Wider Curriculum training. The focus will be Arts &amp; Culture, Technology, Careers, PE &amp; RE.</li> <li>Annual conference will be held on Wednesday 19<sup>th</sup> July 2023. The focus at the conference will be training.</li> </ul> <p><u>Training attended</u></p> <p>Mr Marshall noted he has completed his annual safer recruitment training.</p> <p><u>Other training attended</u></p> <p>It was noted Mrs Atkinson has attended the middle schools’ local governing body meeting in May as part of a peer review focus.</p> <p>Mr Marshall noted he attended Shelley First School’s charity assembly and he attended the middle schools’ local governing body meeting in May as part of a peer review focus.</p> <p><u>Skills audit 2023</u></p> <p>Mrs Humphreys noted Skills Audit 2023 form has been sent out to all Trustees. This form will need completed by 31<sup>st</sup> May 2023.</p> <p>The skills audit results will help identify any learning links that need to help cover any gaps that were identified. Training for next year will be a mix of face to face and virtual.</p> <p><u>Governance Diversity Data</u></p> |

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|                                      | <p>Mrs Humphreys noted the DfE have issued statutory guidance regarding governance diversity data but haven't suggested in detail how the data will be used. A form will be sent out in the Autumn term. The Trust needs to have a clear understanding on what the DfE expectations are and to ensure the Trust complies with GDPR. The Trust does want to encourage diversity on the trust board and governing body boards.</p> <p>Q: Does the Trust anticipate any issues with this?<br/> A: If the Trust were operating in a more ethnically diverse geographical area, it could be but due to where the Trust are based it is not considered to be a problem currently.</p>  |
| <p>67 Trust focus and discussion</p> | <p><u>Estates and Health &amp; Safety</u></p> <p>Mrs Walters noted the following points on Health and Safety Management</p> <ul style="list-style-type: none"> <li>• Health and safety management framework is in place.</li> <li>• The health and safety policy was changed around two years ago.</li> <li>• There is a risk management handbook in each school and an electronic version is also available. These handbooks help to ensure the school's compliance with health and safety requirements.</li> <li>• There are systems in place to ensure the Trust site manager reviews the handbooks each month.</li> <li>• Deep dives take place on health and safety across the Trust. Three areas are selected and walked through.</li> <li>• All risk assessments are on the same template to ensure consistency.</li> <li>• A portal on Teams has been created for all colleagues to have access to it. Template risk assessments are in the portal on teams for teachers to have access to.</li> <li>• The Trust has implemented a compliance system called Parago. All tests and checks are on this system.</li> <li>• Annual internal audits take place and are issued as part of the KPI report, which is sent out every half term.</li> <li>• External audits take place every three years.</li> <li>• An estate strategy was created about 18 months ago.</li> <li>• Both middle schools have had their CDC 2 check and the first schools' checks are due in 2024/2025.</li> <li>• The Trust investigated into having a full condition report but the cost of this is currently £20,000.</li> <li>• IT now have asset mapping and have got asset registers and these are RAG rated.</li> <li>• Asset management plans are created each year and information from the plans are pulled into the school's capital programme.</li> </ul> <p>Mr Marshall noted in his assurance visit it was clear the implementation of the Parago system has been well received. There is further potential use and development of the system and</p> |

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|  | <p>the system enables more efficient work management from staff and oversight of the site team.</p> <p>Mr Marshall noted it would be useful to have a further update for Finance, Audit &amp; Risk committee in a year's time of the Trust's estates and health and safety.</p> <p><u>Questions</u></p> <p>Q: Could the risk register potentially be put on the Parago system?</p> <p>A: No, the Parago system is more around health and safety and compliance and not risks.</p> <p>Q: Is there anything from the DfE perspective that the Trust are missing?</p> <p>A: No there isn't. The Trust needs to ensure proactivity.</p> <p>All Trustees noted how pleased they are with the Trust's estates and health &amp; safety processes and practices.</p> |
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| <p>68</p> <p>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"> <li>• Change of date for budget forecast return to 31<sup>st</sup> August</li> <li>• Industrial action</li> <li>• Academies Regulatory and Commissioning Review</li> <li>• Trust quality descriptions April 2023</li> <li>• Shelley First School Ofsted Outcome letter</li> <li>• NGA changing the length of the school day.</li> </ul> <p>RESOLVED: Trust Board noted awareness of these documents.</p> <p>All Trustees noted their thanks and acknowledgement to all staff and pupils at Shelley First School for a brilliant Ofsted outcome.</p> <p>Mrs Greenough noted 'changing the length of the school day' made no difference to any of the schools in the Trust as they are already open for the required time.</p> |
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| <p>69</p> <p>Any other business</p> | <p>RESOLVED: There were two items brought up under any other business.</p> <p><u>Two factor authentication</u></p> <p>Mrs Humphreys noted two factor authentication is already used with staff and IT have requested this is extended to all Trust users. Mrs Hellewell will email out instructions on how to use two factor authentication shortly. It will be mandatory that all</p> |
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|   | <p>governors and trustees to download and use two factor authentication when using their Mast email accounts.</p> <p><u>Update on job titles in the collaborative team</u></p> <p>Mrs Greenough noted grades reviews in the Trust have recently been approved and two job titles have changed. Mrs Humphreys' job title is now Executive Lead for Governance, People &amp; Communication and Mrs Walters' job title has changed to Executive Lead in Operations, Business &amp; Efficiency.</p>  |
| <p>70 Future dates for meetings of the Trust Board</p>                              | <p>RESOLVED: That the next meeting of the Trust Board would take place on:</p> <ul style="list-style-type: none"> <li>• <i>Monday 5<sup>th</sup> June 2023 at 6pm (Wider curriculum training)</i></li> <li>• <i>Wednesday 14<sup>th</sup> June 2023 at 6pm (Strategy meeting)</i></li> <li>• <i>Wednesday 12<sup>th</sup> July 2023 at 6.30pm (ACM)</i></li> </ul> <p><i>Mrs Humphreys noted this meeting will contain Chair, Vice Chair, and committee preferences.</i></p> <ul style="list-style-type: none"> <li>• <i>Wednesday 19<sup>th</sup> July 2023 at 6pm (Annual Conference)</i></li> </ul> |
| <p>71 Agenda, minutes, and related papers to be excluded from published version</p> | <p>RESOLVED: A matter discussed in item 64 has been excluded from the minutes for confidential reasons.</p>  |



## Summary of Actions

| Minute Reference | Action |
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