

THE MAST ACADEMY TRUST



Meeting	Venue	Time	Date
Annual General Meeting	Scissett Middle School	3:00pm	Wednesday 20 th December 2023

Company ID	10357163
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Start of meeting	15:00pm
Close of meeting	16:30pm
Attendance	50%

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
Gail Howe	Member	Neil Baldwin	Auditors
		Lesley Kendrew	Auditors
Absent with Consent			
Name	Role		
Martyn Jones	Member		
Andy Williams	Member		
Nic Thorpe	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"> • Mr Williams was absent with consent. • Mr Jones was absent with consent • Mrs Thorpe was absent with consent. <p>RESOLVED: There were no declarations of interest.</p>
3	Minutes of meeting held on 14 th December 2022	<p>Mr Laurence thanked the Trust for organising the annual conference event, which was held in July. Mr Laurence noted the event was very informative and it was nice to meet governors and trustees within the Trust.</p> <p>RESOLVED: All agreed the minutes of the meeting held on 14th December 2022 are approved as a true record of the meeting.</p>
4	Statutory Accounts	<p>Mr Baldwin and Mrs Kendrew noted their thanks to Mr Field and the Finance team within the Mast Academy Trust for all the assistance they have provided to the Auditor's team.</p> <p><u>Final accounts presentation document</u></p> <p>Mr Baldwin and Mrs Kendrew talked through the document to Members and noted the following points:</p> <ul style="list-style-type: none"> • Pages 1 to 5 were read through in the meeting to ensure all details were correct. • On page 32 a discussion took place regarding income and expenditure. • Pages 34, 36, 44, 45, 48, 49, 50. 52. 53. 54, 57, 61, 65 and 67 were also discussed within the meeting. <p>Q: Why is the income more this year? A: This is due to capital grants, pupil premium and other grants the Trust have received.</p> <p>Q: What is schools supplementary grant? A: The grant helps provide support for the costs of the Health and Social Care Levy and wider costs.</p> <p>Q: Do you believe the 5% service charge is a fair amount? A: The 5% is a standard charge and covers everything</p>

that needs to be provided to ensure the schools run as they should be. The Trust provide other services which the schools can opt in and out of.

Q: What level of scrutiny do local governing bodies have regarding finance?

A: They attend budget setting meetings, have access to finance information, attend mid-year review meetings and they receive monthly management accounts. The Trust's scheme of delegation notes they are not responsible for finance but should be informed. They are responsible for the schools staffing structures.

Q: Do governors often ask questions?

A: Yes, they raise queries and ask questions in their local governing body meetings and are welcome to ask questions outside of those meetings.

Mr Baldwin summarised the key points of the Audits finding report:

- Pages 2, 3 & 4 – Audit summary
- Pages 5 & 6 - Audit status and expected opinion.
- Pages 7, 8, 9 & 10 – Identified Audit risks.
- Pages 11 & 12 – Internal Controls.
- Pages 13, 14 & 15 – Regularity assurance engagement findings.

Appendices

The following appendices are included and were summarised for Members:

- Appendix 1 - Audit adjustments and surplus reconciliation
- Appendix 2 - Unadjusted misstatements
- Appendix 3 - Keeping you informed.

Members noted credit to Mr Field and the Trust's Finance team for all their hard work.

There was an adjournment in the meeting for the accounts to be signed by Mrs Greenough and Mr Marshall.

Members noted their thanks to the auditors for all their work and for the smooth process.

Mr Baldwin and Mrs Kendrew left the meeting at 15.50pm.

<p>5</p> <p>Appointment / reappointment of auditors</p>	<p>It was noted Mr Field and Trustees would recommend continuing using BPH auditor's service.</p> <p>RESOLVED: Members all approve to continue with BHP auditor's service as auditors for the Trust.</p>
<p>6</p> <p>Report on quality of governance</p>	<p>Mrs Greenough noted the following points:</p> <p><u>Executive summary</u></p> <ul style="list-style-type: none"> • There was a change in leadership at Shelley First School. The headteacher left meaning an interim arrangement was put in place for an executive leadership structure across both first schools. • The Trust are going to reinstate a single headteacher at Shelley First School and the advert for this role is live today. • There is an executive headteacher across the middle schools, this is working well. There is alignment across both schools, both schools are producing good quality work and there is good collaboration. <p><u>Current challenges for the trust</u></p> <ul style="list-style-type: none"> • Key challenge is falling birth rates. This is especially high in the HD8 and HD9 areas. The middle schools are starting to see falling birth rates and the Trust will be monitoring this. • There are a lot of new housing developments in local areas to the Trust. Information packs of the schools within the Trust have been given to the new developments to hand out. <p><u>School standards</u></p> <ul style="list-style-type: none"> • Outcomes are strong. • Three schools within the Trust have had their Ofsted visit and all received an outcome of good with areas of outstanding. • Scholes Junior & Infant School which has recently joined the school are currently rated requires improvement. The school is working well within the Trust. • Grange Moor Primary School are currently in the process of applying to join the Trust. This process will take around 9 months due to delays within the local authority as they are back logged. • The year 6 outcomes were good and the results are the highest they have ever been. • Pastoral standards remain high.

	<p><u>Governance and leadership update</u></p> <ul style="list-style-type: none"> • A consultation process took place and there has been a restructure in governance as the Trust have merged the middle schools governing bodies. The merge has gone well. <p><u>Strategic plan</u></p> <ul style="list-style-type: none"> • A new objective 'being environmental conscious' has been added. This suggestion came from the pupil parliament. • The Trust's growth plan is on track. • There have been two schools who have contacted the trust, who are wanting to collaborate. • The Trust's self-evaluation document has been updated. <p>Q: Is there a risk to keeping BFS open as they have such small numbers? A: Currently no as the school is financially strong, they have received a positive Ofsted outcome and the pupil intake numbers are increasing.</p> <p>Q: How have the schools managed to get the persistent absences numbers down? A: The schools have looked at why the children are absent and what methods can be used to try and encourage them back into school. Some of the absences are children who have gone on holiday within term time.</p> <p>Mr Marshall noted the following points:</p> <ul style="list-style-type: none"> • The First schools currently have joint local governing body meetings. • The Trust Board have two new Trustees. One is an IT professional and the second is an education specialist. • There is still a vacancy on the Trust Board but the Trust don't feel this isn't a current issue. • There used to be four board committee's and now they have been combined to two committees, which are Finance, Audit & Risk committee and Education & People Committee. • There are six board meetings taking place this year which includes a strategy event. Where the Trust Board looked at the growth plan, sustainability and the strategy plan. • All governors and trustees have access and look at risks. Several risks that are currently on the risk register are finance, RACC which hasn't been an issue for the Trust, industrial action throughout the
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	<p>year, growth regarding the pressure on executive team.</p> <ul style="list-style-type: none"> • Light due diligence has taken place regarding Grange Moor Primary School. • A presentation of a topic was introduced to the Trust Board meetings last calendar year. The presentation is allocated 15 minutes at the beginning of the meeting. These presentations are informative and Trustees find them useful. • Each local governing body has a Trust appointed governor within their team. By having a trust appointed governor in each local governing body it enables a link between the Trust, Trust Board and the local governing bodies. • Trustees were given time to look through Scholes Junior & Infant School and Grange Moor Primary School data and finance information. This gave Trustees a deeper understanding about the schools. • An external governance review will be taking place in the Spring term. • A development session took place where quality of governance was looked at and making sure governance roles fit. <p>Q: Are finance and audit committees allowed to be merged as they are looking at their own work?</p> <p>A: Trustees are marking the work of the management team. This has been investigated to see if it was right decision to make and no problems have occurred so far. The trust handbook notes the chair of Trustees can't be a chair of a committee and the Trust needs to have £50,000,000 before the committees need to be separated.</p>
<p>8 Resolutions</p>	<p><u>Resolution to change the articles of association</u></p> <ul style="list-style-type: none"> • The main change is that the wording 'Clerk' has been taken out and replaced by 'governance professional.' • The Trust has not adopted the full changes included in the current model articles as they are not a requirement and it would cost more money to do this. <p><u>Trustee appointments / resignations</u></p> <p>Mr Ben Lunt was appointed as a Trustee as of 3rd January 2023 and Mrs Jayne Done was appointed as a Trustee as of 13th December 2023.</p> <p><u>Members appointments / resignations</u></p>

	<p>Mrs Sue Lord resigned as a member on 3rd February 2023.</p> <p>Mrs Thorpe was appointed as a member on 27th February 2023. Written resolutions were obtained from all members dated 27th February 2023.</p> <p>Mrs Howe was appointed as a member on 27th February 2023. Written resolutions were obtained from all members dated 27th February 2023.</p> <p>Mr Williams was appointed as a member on 6th March 2023. Written resolutions were obtained from all members dated 6th March 2023.</p>
9	<p>Any other business</p> <p>RESOLVED: There were no items brought up under any other business.</p>
10	<p>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> <p>Members noted thanks to Mrs Greenough, Mr Field, Mrs Humphreys and Mrs Hellewell for all their hard work throughout the year.</p>