

THE MAST ACADEMY TRUST



Meeting	Venue	Time	Date
Trust board	Virtual on Microsoft Teams	6.30pm	Wednesday 10 th July 2024

DFE	10357163
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Start of meeting	18:00pm
Close of meeting	19.40pm

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

Item	Minutes
70 Apologies for absent and consent	<p>It was noted two members Mr Jones and Mrs Howe joined the Trust Board meeting this evening.</p> <p>It was noted Mr Oldfield and Mrs Done will be joining the meeting as soon as they can.</p> <p>RESOLVED: Apologies with consent were received from:</p> <ul style="list-style-type: none"> • Dorcas Atkinson – Trustee
71 Declarations of interest	RESOLVED: There were no declarations of interest.
72 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.
73 Representation	<p>Mr Oldfield and Mrs Done joined the meeting at 18.10pm.</p> <p>Mrs Humphreys noted Mrs Atkinsons term is due to end on 13th September 2024.</p> <p>Mrs Atkinson confirmed she would like to renew her term for 4 years.</p> <p>There was a vote with Trustees and all Trustees approved Mrs Atkinson to renew her term as a Trustee for another 4 years.</p> <p>RESOLVED: Mrs Atkinson to be appointed as a Trustee from 14th September 2024 to 13th September 2028.</p> <p>Mrs Humphreys noted Mr Websters term is due to end on 13th September 2024. Mr Webster has noted he is willing to extend his term until 20th December 2024.</p> <p>RESOLVED: All Trustees approve for Mr Webster to extend his term until 20th December 2024.</p> <p>Mrs Humphreys noted Mr Wilkinsons term is due to end on 5th September 2024.</p> <p>Mr Wilkinson confirmed he would like to renew his term for 4 years.</p> <p>There was a vote with Trustees and all Trustees approved Mr Wilkinson to renew his term as a Trustee for another 4 years.</p> <p>RESOLVED: Mr Wilkinson to be appointed as a Trustee from 6th September 2024 to 5th September 2028.</p>

Item	Minutes
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	<p>Q: What is the reasoning for the rule of Trustees should only be appointed as a Trustee for two terms (8 years).</p> <p>A: It's to keep the Trust Board fresh. It is there as guidance and elements of turn. Each Trust Board are different, but this isn't a regulation.</p> <p>Mrs Humphreys noted Mr Marshall's term is due to end on 8th December 2024 and there isn't a meeting until end of this date.</p> <p>Mr Marshall confirmed he would like to renew his term for 4 years.</p> <p>There was a vote with Trustees and all Trustees approved Mr Marshall to renew his term as a Trustee for another 4 years.</p> <p>RESOLVED: Mr Marshall to be appointed as a Trustee from 9th December 2024 to 8th December 2028.</p> <p>It was agreed to defer the chair / vice chair nominations until the next Trust Board meeting, which is taking place in the Autumn term.</p> <p>Mrs Humphreys noted the Trust are currently in discussions with a current governor who has shown interest in becoming a Trustee. The governor has skills in Finance and his governor term is due to end in November.</p> <p>Mr Marshall noted the governor has been invited to the next Trust Board meeting in the Autumn term.</p> <p>It was noted there is still one vacancy on the board for someone with an education background. If any Trustees knows anyone who would potentially like to join the Trust Board, please put them in contact with the Trust.</p>				
74	<p>Notifications of items to be brought up under any other business</p> <p>RESOLVED: There were no items that were brought up under any other business.</p>				
75	<p>Minutes for the meeting on 23rd April 2024 and 22nd May 2024.</p> <p>RESOLVED: All agreed the minutes of the meeting held on 23rd April 2024 and 22nd May 2024 are approved as a true record of the meeting.</p>				
76	<p>Matters arising</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #444; color: white;">Minute Reference</th> <th style="background-color: #444; color: white;">Action</th> </tr> </thead> <tbody> <tr> <td>M57_22052024</td> <td>Mrs Greenough to look at developing a SEND handbook for the Trust. RESOLVED: This will be ready for next year.</td> </tr> </tbody> </table>	Minute Reference	Action	M57_22052024	Mrs Greenough to look at developing a SEND handbook for the Trust. RESOLVED: This will be ready for next year.
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Organisation updates from collaborative team

The following documents were provided prior to the meeting for Trustee consideration:

- Trust Update
- Budget for approval
- Management accounts
- Committee draft minutes
- SRMA report

Mrs Greenough presented a PowerPoint called Outcomes and went through each slide.

Q: Earlier on in the year, which subject was focused on more, Maths or English?

A: Maths been a key target for several years. The middle schools have worked with first schools around supporting them on how to understand maths effectively. The Trust knew there was going to be gaps as the cohort this year is weaker than the previous year. cohort than the year below. The schools need to look at why the results are low and what plans need to be put in place.

Q: How far adrift are we from pre covid national average?

A: This would be difficult to assess. 85% of ARE in individual areas but the challenge is testing greater depths.

Q: what was the reaction from the teachers regarding the results?

A: The results only came in yesterday, but some conversations have taken place and the middle schools are disappointed as their results are lower than anticipated but Scholes JI are pleased with theirs are they are more positive than previous years.

Q: What is your assessment of the risk of the perception of the Trust?

A: The risk is quite low. Phonics has come down, but the Trust is small, we have sponsored a school, which this school has showed improvements. Clearer actions are being put in place to ensure results are higher moving forward.

Financial performance

- All papers are in the meeting folder.
- The Trust are forecasting a small deficit, but this should improve by the end of the year.
- Some capital projects are being funded by the Trust.
- There were three CIF bids won this year, with the value of around £650,000. These include a boiler upgrade, electric upgrade, new fencing.
- The site team are taking on minor capital projects over summer, which has helped the schools to keep the costs down.
- There is £750,000 left in reserves at year end. Which is around 8% of income of reserves and is well within our reserves range.

Budgets

- Budgets and figures were presented and discussed in detail at the latest Finance, Audit & Risk Committee meeting in June.
- Over the next three years the Trust is forecasting a surplus in revenue terms.
- Scissett Middle School are losing their large year group, but the lag funding makes a greater surplus next year.
- The replacement of Windows 11 will be taking place.
- There have been staffing restructures at Scholes Junior & Infant School and the Middle Schools.
- The Trust are trying to avoid inflation and are looking at different ways to reduce energy costs.

Q: Pay rise assumptions, do you think these will be accepted?

A: This will depend on the government policy. The Trust have put in assumptions of 3% for teachers pay but will have to wait to see what grant funding is given.

Q: Regarding the impact Grangemoor Primary School could have on the Trust, how does this flow through?

A: The Trust will receive a grant of £25,000 for conversations costs. The Trust has put in a bid for TCAF funding and there might be more funding the Trust could apply for. The TCAF funding hasn't been put into the budget forecast and as the Trust currently awaiting the outcome of this bid. There is a new executive headteacher and assistant headteacher appointed at the school. The size of the schools mean it shouldn't impact the trust as an organisation.

Trustees noted congratulations to all on the finances and budgets that have been presented.

The Finance, Audit & Risk Committee are happy to recommend the budgets for 2024/2027.

RESOLVED: The Trust Board are happy to approve the budgets that has been presented to the board for 2024_2027.

SRMA report

- The final report is in the meeting folder
- Any recommendations that were noted the Trust were already doing or have completed them.
- A re-visit will be conducted in six months.

Update from Mr Wade Chair of the Finance, Audit & Risk Committee.

- There was nothing significant to note but the finances are on track and well done to all colleagues involved with the Trust's finances.

Item	Minutes
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78 Safeguarding	Mrs Greenough noted there is no safeguarding of significance to report.
79 Trust evaluation and direction	<p><u>SEF</u></p> <p>The SEF document was in the meeting folder, prior to the meeting and was discussed thoroughly.</p> <p><u>Trust Improvement Plan</u></p> <p>The Trust Improvement Plan was in the meeting folder, prior to the meeting.</p> <p>Q: Are there any concerns regarding the Trust Improvement Plan? A: There have been some items that have been agreed to be put aside.</p> <p><u>Strategic focus for next year</u></p> <p>Mrs Greenough noted the Strategy document runs out in 2025.</p> <p>The focuses for the Trust are as followed:</p> <ul style="list-style-type: none"> • Cycle two of wider curriculum and peer reviews taking place next year. • Revisit reading culture • SEND • Middle leadership in primary schools <p>It was noted Maths remains a priority but is quite specific to the schools and not the Trust.</p>
80 Trustee updates	<p><u>Visits including assurance visits</u></p> <p>Mrs Done noted she conducted a SEND Trustee visit at Scholes Junior & Infant School and went through her visit into further detail in the meeting.</p> <p>Mrs Done noted she will arrange a follow up visit to ensure actions have been taking place regarding SEND at Scholes Junior & Infant School.</p> <p><u>Skills Audit 2024 outcomes</u></p> <p>Mrs Hellewell noted there are a few minor gaps but there were no concerns raised. One gap is Ofsted, and this should be a focus. A session can be provided to the Board regarding Ofsted.</p> <p><u>Governance change video</u></p>

Item	Minutes
	<p>Mrs Humphreys noted an adjusted to the scheme of delegation to reflect the new governance structure will be in place from September.</p> <p><u>Governance committee and trust appointed links for each school for academic year.</u></p> <p>Safeguarding – Mrs Godman SEND – Mrs Done Careers – propose to integrate into middle school link</p> <p><u>Link trustee to each school</u></p> <p>Middle Schools – Mrs Godman Shelley First School – Mr Wilkinson Birdsedge First School / Grangemoor Primary School – Mr Lunt Scholes Junior & Infant School - Mrs Done</p> <p><u>Committees</u></p> <p>Education & People Committee; Mrs Godman, Mr Wilkinson, Mrs Done, Mrs Atkinson and Mr Lunt.</p> <p>Finance, Audit & Risk Committee; Mr Oldfield, Mr Marshall, Mr Wade and Mr Webster.</p>
81 Risk Register	<p>The 'Mast_RiskRegister_SummerT3_academic year 23_24' was shared with Trustees prior to the meeting for review and discussion.</p> <ul style="list-style-type: none"> • The top 10 highest risks were discussed in the meeting. <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>
82 Scheme of Delegation	<p>Mrs Humphreys noted the following points regarding the scheme of delegation;</p> <ul style="list-style-type: none"> • The scheme of delegation has gone through committees and been approved. <p>RESOLVED: All Trustees ratify the adjusted Scheme of Delegation.</p>
83 Annual review of procedures	<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 2024 • MAST Education & People Committee ToR 2024

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	<ul style="list-style-type: none"> • MAST Finance Audit & Risk Committee ToR 2024 • MAST LGB ToR Sept 2024 • Mast Academy Trust Service Level Agreement 2024_25 • Emergency Decision Making Protocol_review 2024 <p><u>Terms of reference</u></p> <p>Mrs Humphreys noted there have been adjustments made in line with the academy handbook.</p> <p>RESOLVED: All Trustees ratify the terms of reference documents for the next academic year 24/25.</p> <p>Mrs Humphreys noted role descriptors have been put in the folder. Safeguarding role descriptor needs to be made more specific for governing body. Once these role descriptors have been completed, they will be re circulated.</p> <p>RESOLVED: All Trustees confirm they are happy with all role descriptors.</p> <p><u>Service Level Agreement</u></p> <p>Mrs Humphreys noted the service level agreement is still being worked through and there are a few minor adjustments regarding how budgets work etc. This document will be shared for approval at a later date.</p> <p><u>Emergency decision making protocol.</u></p> <p>Mrs Humphreys noted there has been no changes and the Trust are proposing to move the document to as required or 5 yearly cycle.</p> <p>RESOLVED: Trustees approve the Emergency Decision Making Protocol as it is currently outlined.</p>
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84 Policy update	<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 Managing Staff Reduction Policy • The Mast Academy Trust School Uniform Policy • The Mast Academy Trust Colleague Absence Policy • The Mast Academy Trust Complaints Policy and Procedures • The Mast Academy Trust Data Protection Policy • The Mast Academy Trust Family and Parental Leave Policy
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Item	Minutes
	<ul style="list-style-type: none"> • The Mast Academy Trust Flexible Working Policy • The Mast Academy Trust Hate Crime Appendix • The Mast Academy Trust Medical Referrals Policy • The Mast Academy Trust Online Safety Policy • The Mast Academy Trust Safer Recruitment Policy • The Mast Academy Trust Working from home Policy • The Mast Academy Trust Expenses Policy • The Mast Academy Trust Disciplinary Policy <p>RESOLVED: The policies listed above were noted by the Trust Board.</p>
85 Important documents to note	Mrs Humphreys noted nothing significant has come out for Keeping Children Safe in Education and the updated version should be available in Summer. The version issued in May had very few changes and it did not need to go out to consultation.
86 Any other business	RESOLVED: There were no items brought up under any other business.
87 Future dates for meetings of the Trust Board	<p>Mrs Hellewell noted future dates for 24/25 meetings will be sent out in due course.</p> <p>Mrs Humphreys noted the library will not be available to hold meetings in the Autumn term and all meetings are likely to move to Kirkburton Middle School.</p>
88 Agenda, minutes, and related papers to be excluded from published version	RESOLVED: Matters discussed in item 77 have been excluded from the minutes for confidentiality reasons.

Summary of Actions

Minute Reference	Action