

THE MAST ACADEMY TRUST



Meeting	Venue	Time	Date
Trust board	Scissett Middle School	6.30pm	Wednesday 13 th December 2023

DFE	10357163
-----	----------

Start of meeting	18:33pm
Close of meeting	20:20pm

Attendance	77%
------------	-----

Present		In attendance	
Name	Role	Name	Role
Philip Marshall	Chair of Trustees	Sorrel Hellewell	Clerk
Tim Wade	Trustee	Natasha Greenough	CEO
Liz Godman	Trustee	Jason Field	CFO
Philip Oldfield	Trustee	Sarah Walters	Executive Lead in Operations, Business & Efficiency
Jayne Done	Trustee		
Anthony Wilkinson	Trustee	Absent with Consent	
David Webster	Trustee	Name	Role
		Dorcas Atkinson	Trustee
		Absent without Consent	
		Name	Role
		Ben Lunt	Trustee

Item	Minutes								
17 Apologies for absent and consent	<p>RESOLVED: Apologies with consent were received from:</p> <ul style="list-style-type: none"> • Dorcas Atkinson – Trustee <p>RESOLVED: Absence without consent were from:</p> <ul style="list-style-type: none"> • Ben Lunt – Trustee 								
18 Declarations of interest	RESOLVED: There were no declarations of interest.								
19 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.								
20 Representation	<p>Mrs Hellewell confirmed Mrs Done’s statutory checks are complete and clear.</p> <p>RESOLVED: Mrs Done to be appointed as a Trustee from 13th December 2023 to 12th December 2027.</p>								
21 Notifications of items to be brought up under any other business	RESOLVED: There were no items brought up under any other business.								
22 Minutes for the meetings on 25 th October 2023.	RESOLVED: All agreed the minutes of the meeting held on 25 th October 2023 are approved as a true record of the meetings.								
23 Matters arising	<table border="1"> <thead> <tr> <th data-bbox="528 1391 762 1462">Minute Reference</th> <th data-bbox="762 1391 1385 1462">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="528 1462 762 1733">M8_25102023</td> <td data-bbox="762 1462 1385 1733"> <p>Mrs Hellewell to share governing body meeting dates for the rest of the academic year with Trustees. RESOLVED: Complete</p> <p>Trustees to let Mrs Humphreys know if they are interested in becoming a Trust appointed governor. RESOLVED: Complete</p> </td> </tr> <tr> <td data-bbox="528 1733 762 1839">M11_25102023</td> <td data-bbox="762 1733 1385 1839">Mrs Hellewell to send out event calendar to Trustees once available. RESOLVED: Complete</td> </tr> <tr> <td data-bbox="528 1839 762 2002">M15_25102023</td> <td data-bbox="762 1839 1385 2002">Mrs Hellewell to add Education & People and Finance, Audit & Risk Committee dates to the future dates for the meetings of the Trust Board. RESOLVED: Complete</td> </tr> </tbody> </table>	Minute Reference	Action	M8_25102023	<p>Mrs Hellewell to share governing body meeting dates for the rest of the academic year with Trustees. RESOLVED: Complete</p> <p>Trustees to let Mrs Humphreys know if they are interested in becoming a Trust appointed governor. RESOLVED: Complete</p>	M11_25102023	Mrs Hellewell to send out event calendar to Trustees once available. RESOLVED: Complete	M15_25102023	Mrs Hellewell to add Education & People and Finance, Audit & Risk Committee dates to the future dates for the meetings of the Trust Board. RESOLVED: Complete
Minute Reference	Action								
M8_25102023	<p>Mrs Hellewell to share governing body meeting dates for the rest of the academic year with Trustees. RESOLVED: Complete</p> <p>Trustees to let Mrs Humphreys know if they are interested in becoming a Trust appointed governor. RESOLVED: Complete</p>								
M11_25102023	Mrs Hellewell to send out event calendar to Trustees once available. RESOLVED: Complete								
M15_25102023	Mrs Hellewell to add Education & People and Finance, Audit & Risk Committee dates to the future dates for the meetings of the Trust Board. RESOLVED: Complete								

24

Organisation updates from collaborative team

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

- MAST AFR 31 August 2023
- The Mast Academy Trust 2023 – Draft Accounts presentation 07.12.23
- The Mast Data Analytics report 2023
- The Mast Academy Trust 22-23 (One Educations Internal Scrutiny Report)

Mrs Greenough noted the following points;

Education

- The conversion for Scholes Junior & Infant School was successful and they converted on 1st December 2023.
- A parent consultation took place at Grange Moor Primary School which went well and had a good turn out from parents.
- Peer reviews have been taking place over the last few weeks. Grange Moor has theirs this week and Birdsedge First School's had to be postponed and it will be taking place in January.
- The Trust was successful in the TCAF bid and has received £64,000. This money will be spent on additional training, funding to pay for development of mixed age planning and school improvement.
- Two schools from outside the Trust have been in contact to note they are interested in forming a relationship with the Trust. The Trust is open to having discussions with these schools and follow-up phone calls will take place.

Q: In relation to the two schools who are from outside the Trust, where did their referrals come from?

A: One school noted they were researching different Trusts and felt the Mast Academy Trust would fit well due to the ethos and values. The other school has previously worked with a school within the Trust.

Mr Field noted the following points:

- The accounts are ready to be submitted.
- The audit process went smoothly.
- There were audit findings which were positive and the auditors identified nothing of concern.
- The Trust Finance Controller did a fantastic job with the accounts and a lot of hard work was put into them.
- The Trust has £800,000 currently in reserves which is slightly higher than originally forecasted.
- The pension deficit has reduced in the accounts for 2023 to 0.
- Financially, the Trust is in a healthy position overall.

- Internal audit findings were uploaded into the meeting folder for Trustees to look at prior to the meeting.

Mr Field briefly went through the 'Fund balances 31st August 2023' document with Trustees.

Q: There is quite a big difference between Kirkburton Middle School and Scissett Middle School with finances, is this a concern?

A: It is a slight concern. Kirkburton Middle School budget this year is much tighter. In previous years Kirkburton have been paying 6.5% Trust contribution whilst waiting for their Ofsted inspection and they have had equipment breaking over the last few years.

Trustees noted their thanks to all the Finance team for all their hard work in relation to the accounts and the audit process.

Mr Field noted he had received comments relating to the accounts from Trustees following the Finance, Audit & Risk committee meeting.

Mr Field went through the external auditor's document 'Mast AFR 31 August 2023', which was uploaded into the meeting folder prior to the meeting.

Mr Field noted the accounts will be presented at the Members AGM meeting, which is being held on Wednesday 20th December 2023. Mrs Greenough and Mr Marshall will sign their parts on the accounts and the auditors will sign their parts. Once all signed, the accounts will be sent to the DfE and Company House.

Mrs Walters noted the following points:

- The Trust has secured a three year contract for grounds maintenance. The pricing is really good value for money for all five schools.
- A new gas contract has been signed off and will commence on 1st April 2024. This contract will see the Trust save around £23,000.
- The new electricity contract has an annual reduction of £51,000.

Update from Mrs Godman, for the Education & People Committee.

- The pay progression awards were approved.
- The scheme of delegation was approved following the termly review.
- Several policies were approved in the meeting.
- The committee received an update from the executive headteacher of the middle schools regarding KS2 outcomes.

Item	Minutes
	<ul style="list-style-type: none"> • A discussion took place regarding staff sickness strategy and it was noted absences have dropped from 57 colleagues last year to 10 colleagues in the summer term. <p>Update from Mr Oldfield, for the Finance, Audit & Risk committee.</p> <ul style="list-style-type: none"> • Several policies were approved in the meeting. • The annual accounts were presented in the meeting by the auditors. • A discussion took place regarding £3,000,000 worth of CIF bids that have been submitted. The bids are for 100% of the cost, with no school or Trust contributions. The schools haven't made any contributions to the successful bids this year.
25 Safeguarding	<p>Mrs Greenough noted there is no current update needed to be noted.</p> <p>Mrs Godman noted she was due to attend a safeguarding visit at Scissett Middle School but this visit has been postponed until January 2024.</p>
26 Trustee updates	<p><u>Visits including assurance visits</u></p> <p>Mr Marshall noted he attended Scholes Junior & Infant School parent consultation with Mrs Greenough.</p> <p><u>Training attended</u></p> <p>Mrs Hellewell noted Cyber security training is due for completion by 26th December 2023 and requested for all Trustees to complete this training by the due date.</p> <p><u>Upcoming training</u></p> <p>Mrs Hellewell noted there are several training courses available for Trustees to complete on the NGA website. All the training courses are listed in the term 2 section of the training spreadsheet, which is uploaded into the training folder on Teams.</p>
27 Focus item	<p><u>New Schools – Scholes Junior & Infant School and Grange Moor Primary School</u></p> <p>Trustees completed an exercise where they looked through the schools websites and GIAS (Get Information About School), read parent survey results, and looked through the schools outcomes.</p> <p>A discussion took place with Trustees to discuss their findings and ask any questions they have.</p> <p>Mrs Greenough noted birth rates are declining in the HD8 &</p>

Item	Minutes
	<p>HD9 area.</p> <p>Q: If Grange Moor Primary School wanted to join the Trust, whose decision is it currently? A: Initially it would be the Grange Moor governors' decision to join but the Trust can say no if Trustees felt it would not be the right decision.</p> <p>Q: When does the Trust anticipate Scholes Junior & Infant School will be next inspected by Ofsted? A: It will be around the Autumn term in 2026. When inspected the inspector will not consider their previous outcome. The school could potentially request an early inspection if they felt they were ready.</p> <p>Q: Now Scholes have officially joined the Trust will they start to use Mast branding on their website etc.? A: Their website is currently being developed for them to move across to the Mast template.</p> <p>Q: Are there any safeguarding issues at either school that the Trust are aware of? A: No there is not. Safeguarding reviews are taking place and it was noted the single central record is managed well at Scholes Junior & Infant School. No safeguarding concerns were highlighted in either school's Ofsted report.</p> <p>Mrs Greenough noted there has been a number of savings in contracts for Scholes Junior & Infant School since joining the Trust and quality improvements will be made. The new catering contract is due to start from 1st April 2024 and the school has also saved around £10,000 with their new staff absence insurance.</p> <p>Q: Is there an update regarding the field at Junior & Infant School and what has the Trust decided to do with it? A: The Trust has the lease and it has been agreed in principle that the local cricket club will maintain the field and use it for training purposes.</p>
28 Risk Register	<p>The 'Mast_RiskRegister_AutumnT1_academic year 23_24' was shared with Trustees prior to the meeting for review and discussion.</p> <ul style="list-style-type: none"> • Risk ID 90 – impact increased to a 5, risk is now a high level. – review of wording and add additional wording. • Risk ID 91 – probability decreased to a 2, risk remains a medium level. • Risk ID 98 – probability decreased to a 2, risk is now a low level. • Risk ID 105 probability decreased to a 3, risk is now a medium level.

Item	Minutes
	<ul style="list-style-type: none"> • Risk ID 103 & 104 are high risks and are maintaining a high levels. <p>RESOLVED: The risks at board level were reviewed, discussed, and approved.</p> <p>Q: Why is the payroll system such a high risk? A: Originally when the risk was reviewed the Trust felt it was a high risk but now there are actions in place to mitigate the risk. More colleagues have been trained on the system, confidence has grown whilst using the system. The Trust has had discussions regarding whether payroll is sitting with the right team and is looking at moving payroll to another team with the Trust by April next year. There have been some issues with the system, which has damaged some colleagues' confidence whilst using the system.</p> <p>Q: What is the situation with HR currently? A: The HR partner secondment has ended and they have asked to return to their original position. The Trust will look to advertise the HR role in the new year. Currently there is a colleague who is helping with HR and they have nearly completed their CPD level 5.</p> <p>Mrs Walters noted she has received positive feedback from colleagues who have used the new payroll system from an employee perspective.</p>
29 Scheme of Delegation	Mrs Hellewell noted there are no updates following a termly review of the Scheme of Delegation.
30 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 Statement of allegations of abuse against staff • The Mast Academy Trust Guest Speaker Policy • The Mast Academy Trust Exclusions Policy • The Mast Academy Trust ECT Induction Policy • The Mast Academy Trust Equalities Statement • The Mast Academy Trust Substance Misuse Policy • The Mast Academy Trust Intimate Care Policy • The Mast Academy Trust Admissions Policy • The Mast Academy Trust Pay Policy Addendum • The Mast Academy Trust Code of Conduct • The Mast Academy Trust Staff Grievance Policy • The Mast Academy Trust Transgender Policy • The Mast Academy Trust Financial Regulations Manual • The Mast Academy Trust Privacy Notice Governors and Trustees • The Mast Academy Trust Privacy Notice Pupils • The Mast Academy Trust Privacy Notice Visitors and Contractors

Item	Minutes
	<ul style="list-style-type: none"> • The Mast Academy Trust Privacy Notice Workforce • The Mast Academy Trust Whistleblowing Policy • The Mast Academy Trust Business Continuity and Disaster Recovery Policy • The Mast Academy Trust Procurement Policy <p>RESOLVED: The policies listed above were noted by the Trust Board.</p>
<p>31 Important documents to note</p>	<p>The following documents had been provided to Trustees prior to the meeting for information:</p> <p><u>Articles of Association</u></p> <p>Mr Field noted the following points:</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. • The Articles of Association will go to Members next week for final approval. <p>RESOLVED: Trustees approve the Articles of Association as noted in the meeting.</p> <p><u>SRMSA (School Resource Management Self-Assessment Tool checklist</u></p> <p>Mr Field noted the SRMSA has been completed and the Trust is compliant with all questions.</p> <p>RESOLVED: Trustees approve for the SRMSA to be submitted.</p>
<p>32 Any other business</p>	<p>RESOLVED: There were no items brought up under any other business.</p> <p>Mrs Greenough noted the local authority (Kirklees Council) is currently experiencing a bad financial situation. A meeting took place yesterday with a colleague from the local authority to discuss whether the financial situation would have any effect to the Trust regarding SEND.</p> <p>The local authority did note that they are looking at EHCP’s as they are long delays within the processes and are working to look at new models. This could potentially need to be added to the risk register and will be discussed in the next executive team meeting, when looking through the risk register.</p>

Item	Minutes
<p>33 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"> • Wednesday 20th December 2023 at 3pm – Members • Tuesday 23rd January 2024 at 6pm – Governor face to face training - CANCELLED • Tuesday 27th February 2024 at 4pm – Education & People Committee • Thursday 29th February 2024 at 6pm – Finance, Audit & Risk Committee • 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 • Tuesday 11th June 2024 at 4pm – Education & People Committee • Thursday 20th June 2024 at 6pm – Finance, Audit & Risk Committee • Wednesday 10th July 2024 at 6.30pm – Trust Board • Wednesday 18th September 2024 at 6pm – Annual Conference
<p>34 Agenda, minutes, and related papers to be excluded from published version</p>	<p>RESOLVED: Matters discussed in item 27 have been excluded from the minutes for confidentiality reasons.</p>

Summary of Actions

Minute Reference	Action

