

THE MAST ACADEMY TRUST



Meeting	Venue	Time	Date
Trust board	Scissett Middle School	6.30pm	Wednesday 11 th December 2024

DFE	10357163
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Start of meeting	18:55pm
Close of meeting	20:52pm

Attendance	75%
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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	Jason Field	CFO
David Webster	Trustee	Melanie Humphreys	EL: GPC
Jayne Done	Trustee		
Ben Lunt	Trustee		
		Absent with Consent	
		Name	Role
		Maureen Neill	Trustee
		Philip Oldfield	Trustee
		Absent without Consent	
		Name	Role

Item	Minutes
1 Apologies for absent and consent	<p>RESOLVED: Apologies with consent were received from:</p> <ul style="list-style-type: none"> • Maureen Neill – Trustee • Phil Oldfield – Trustee
2 Declarations of interest	<p>RESOLVED: There were no declarations of interest.</p>
3 Confidentiality reminder	<p>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.</p>
4 Representation	<p>Mr Marshall noted this would be Mr Webster’s final Trust Board meeting as he is resigning on 20th December 2024.</p> <p>Mr Marshall thanked Mr Webster for all his support and the service he has provided to the Trust over the last four years.</p> <p>RESOLVED: Mr Webster will resign as a Trustee as of 20th December 2024.</p>
5 Election of Vice Chair	<p>Mrs Hellewell reported that a letter had been sent out on the 22nd November 2024 to all Trustees requesting nominations for Vice-Chair. Article 82 in the Trust’s Articles of Association states that Trustees will elect a 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 Vice chair elected this school year will be in place until the Trust Board meeting in July 2025.</p> <p>A nomination was received on the day from Mr Wade to be Vice-Chair of Trustees.</p> <p>RESOLVED: Mr Wade is elected as Vice-Chair of Trustees for the Mast Academy Trust from 11th December 2024 until the end of the academic year 2025.</p>
6 Notifications of items to be brought up under any other business	<p>RESOLVED: There were three items brought up under any other business.</p> <ul style="list-style-type: none"> • Proposed adjustment to disciplinary policy • Dates for a disciplinary meeting • Executive leadership pay approval

Item	Minutes
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7	Minutes for the meetings on 10 th July 2024 and 16 th October 2024	RESOLVED: All agreed the minutes of the meeting held on 10 th July 2024 and 16 th October 2024 are approved as a true record of the meetings.				
8	Matters arising	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #555; 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>	Minute Reference	Action		
Minute Reference	Action					
9	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"> CEO and Executive report December 2024 The Mast Academy Trust SEF 2024 – 25 Trust Improvement Plan ambitions 24_25 MAST FARC minutes 28th Nov24 Trust Education & People Committee 15Oct24 <p>Mrs Greenough noted the following points;</p> <p><u>Executive summary</u></p> <ul style="list-style-type: none"> There is currently no data to report as the schools won't receive this until January. The government has recently removed the TCAF (Trust Capacity Fund) grant which academies use to apply for when they take on another school. Several CIF bids have been applied for. Site development work has taken place and been completed over the summer. The Trust site team have completed a lot of this work which has been cost effective and they have done a great job. <p><u>National updates – The Educational landscape</u></p> <p>There are significant changes are currently taking place and these include:</p> <ul style="list-style-type: none"> A requirement that all schools including academies teach the national curriculum. Strengthening multi agency work to safeguard children. Requirement for every primary school to have a free breakfast club. Limiting the number of branded uniforms and PE pieces schools can require. LA s will be required to keep a list of Children not in School. QTS (Qualified Teacher Status) Requirements for schools and Local Authorities to work together on SEND, admissions and place planning. Serious colleague misconduct. 				

- Ofsted / Inspection changes.

Q: How many colleagues does the Trust employ who are unqualified teachers?

A: There is one colleague, but they do have a lot of teaching experience and are completing the assessment only route.

Mrs Greenough noted Kirkburton Middle School are due an Ofsted inspection next year.

Current challenges for the Trust

- Falling birth rates is a current challenge. Pupils' numbers have been looked into from last year to this year and the middle schools have stabilised and Birdsedge First School have increased. Grange Moor Primary School numbers are less than last year. The Trust are looking to reduce the Pan numbers at Birdsedge and Scholes.

School standards

- Phonics, Key Stage 2, Year 6 Writing and Year 6 Reading outcomes were discussed along with the pastoral data.
- A recent peer review took place in one of the schools and behaviour came out as a concern. This was regarding the management of a class and the colleague in the class. This colleague has now left and a new colleague will start in January.

Mrs Done noted she conducted a SEND visit at Scholes Junior & Infant School in May, there were several actions that came out of the visit. Mrs Done has completed another visit in November and noted the actions have been completed.

Highlighted school – Scissett Middle School

- Scissett Middle School are due Ofsted anytime.
- There are only five schools in the UK who take children from year 6 to year 8. Scissett Middle School are the highest performing school in the UK within this category.
- Outcomes are strong and all pupils listen to a year group story read by their tutor four times a week.

Governance numbers

Mrs Greenough noted the following points:

- There are three vacancies within the Trust Board.
- The Middle Schools currently have five vacancies, co-opted and staff.
- Shelley First School have two vacancies, co-opted and staff.
- Birdsedge First School have no vacancies.

- Scholes Junior & Infant School have two parent vacancies.

Finance update

- The carried forward surplus of £800,000 was from the start of the year and the end of the year.
- The Trust has around 8.5% of reserves.
- There is a summary of each school in the report.
- The Trust are strong in terms of cash flow. There is around £1,300,000 of cash in the bank being invested.
- Scholes Junior & Infant School is in a cumulative deficit and the Trust is keeping a close eye on this.
- The outlook for this year is more positive.
- The government has provided a grant to cover the cost of the pay awards which will be largely beneficial.
- There are lots of forecasting work to be completed.
- The Trust Financial Business Partner now works part time and will only be working with the Middle Schools.
- The business manager at Scholes Junior & Infant School is now stepping into a full Trust role and will be the First and Primary schools Financial Business Partner.
- There are a few issues on the horizon that the Trust are aware of. These include national insurance changes and the grant funding hasn't been determined yet.

Procurement

- There are several procurement exercises taking place. These include photocopiers, legionella testing, phone systems and management information system.
- The Trust are moving to a new management information system which is called Arbor. Arbor will hold all key information for pupils, planning for the curriculum, holds various other information and is a core system for the schools.
- Arbor is a single platform and will be implemented over the next couple of months.
- The Trust are re tendering for the catering contract and are receiving support from a framework provider. The current catering provider is interested in re tendering.

Mr Field noted the Trust will need Trust Board approval for the catering contract outside of the scheduled Trust Board meetings. The Trust will need to get a group of Trustees together to approve the contract.

RESOLVED: All Trustees noted approval for the catering contract award will be approved and signed using Adobe signature outside of a formal meeting.

Mr Field noted Mrs Humphreys will be taking on procurement moving forward as part of her new role. Contract registers will be managed by Mrs Humphreys, but the estates contracts will stay

with the Head of Estates and they will coordinate with Mrs Humphreys.

Trust Self Evaluation Summary

- The summary table of priorities for 24/25 are in the report and any arising risks are also in the report.

RESOLVED: Trustees approve the Trust Improvement Plan 24_25.

RESOLVED: Trustees approve the SEF 2024_2025 document.

Link trustee and Chair meetings

Mr Lunt noted he is currently in the process of booking his meeting with the Chair of Governors at Birdsedge First School.

Mrs Godman noted she met with the Chair of Governors at the Middle Schools and noted the following points:

- A discussion took place regarding the notes of visits.
- Questions were raised regarding the process of the meeting.
- The governing committee is short of governors.
- Governors and the Headteacher are trying different way to try and recruit new governors.

Mrs Done noted she met with the Trust Safeguarding and SEND Lead to look at the changes of leadership in SEND and gave a brief explanation of her visit.

Mrs Godman noted she is meeting with the Trust Safeguarding and SEND Lead in January to discuss safeguarding across the Trust and to discuss how as a Trustee can she receive all the relevant information for all the schools within the Trust.

Mrs Greenough noted Safeguarding reviews are now completed as part of the peer review. There are currently no concerns in any of the schools. There has been a slight issue relating to the single central record management. There are some gaps in some of the single records and actions have been put in place to ensure these are completed.

An external resource can go into the schools to conduct an external / interview review. Kirkburton Middle School has an external review booked in for January to look at pastoral standards, behaviour etc.

Mrs Greenough noted within the KPI report, safeguarding is RAG rated. The Trust can explore whether more detail needs to be put in the comment section and Mrs Godman can have access to all the schools KPI reports.

Item	Minutes
	<p>Update from Mr Lunt, for the Education & People Committee:</p> <ul style="list-style-type: none"> • Several policies were approved in the meeting. • The risk register was looked at. • KPI's looked good. • The committee approved the Scheme of Delegation. • Approval of a new staffing role took place. • A discussion took place regarding DBS checks for Trustee. It was agreed in the committee meeting to propose for Trustees and governors to enrol on the update service. <p>RESOLVED: All Trustees approve that all Trustees who renew their terms must have another DBS check and will enrol for the update service.</p> <p>Update from Mr Wade, for the Finance, Audit & Risk committee.</p> <ul style="list-style-type: none"> • Mr Wade was elected as Chair for the academic year. • The Trust finance team have done a great job regarding the audits. • A discussion took place regarding Grange Moor Primary School and progress with the conversion and being a partner school.
10 Safeguarding	<p>Mrs Greenough noted there is no current update needed to be note.</p> <p>The single central record was brought up as there were areas with missing information in three out of five schools. This is due to new colleagues taking over the single central record and it not being updated when colleagues have moved between different schools within the Trust.</p> <p>There is currently one open disciplinary which could lead to possible gross misconduct. This is relating to the management of safeguarding.</p> <p>All admin colleagues have had training regarding the single central record.</p> <p>Q: How long have the Trust known that there are gaps in the single central record? A: There has been a change in the admin teams between the last academic year and this academic year.</p> <p>Q: A regular reviews of single central record taking place? A: Headteacher must check the single central record each term. The Trust Safeguarding and SEND Lead will also check the school's single central record.</p>
11 Trustee updates	<u>Training attended</u>

Item	Minutes
	<p>Mrs Hellewell noted all Trustees and Governors have completed their Cyber security training.</p> <p>Mrs Hellewell noted training has been provided to governors as part of their local governing committee meeting. Some of this training was 'Being Strategic', 'Governor's training' and 'Quality of Education'.</p> <p>Mr Marshall noted there was a development session held in November which focused on Disadvantaged and Vulnerable children.</p> <p>ACTION: Mrs Hellewell to email Trustees the development session slides.</p> <p><u>Link trustee (Shelley First School)</u></p> <p>Mrs Humphreys noted Shelley First School currently hasn't got a Link Trustee. A discussion took place regarding the vacancy.</p> <p><u>Other</u></p> <p>Mr Marshall noted he attended a DfE stakeholder event.</p> <p>Mrs Humphreys noted the Trust are currently trialling transcribing meetings and using Microsoft Copilot to create minutes. This process is currently working well.</p> <p>Mrs Hellewell noted she has created a summary sheet relating to the local governing committee meetings that have recently taken place. The document will be shared with Trustees.</p> <p><u>Events calendar</u></p> <p>Mrs Hellewell noted an event calendar will be created for next terms events and distributed to Trustees.</p>
12 Statutory and non-statutory requirements completion	Mrs Hellewell noted all statutory and non-statutory requirement forms have been completed by all Trustees and Governors.
13 Risk Register	<p>The 'Mast_RiskRegister_Autumn_24_25' was shared with Trustees prior to the meeting for review and discussion.</p> <p>Mrs Humphreys noted there have been no significant movements within the risk register this term.</p> <p>The following risks are currently the highest risks within the risk register for Trust Board, Education & People Committee and Finance, Audit & Risk Committee:</p> <ul style="list-style-type: none"> • Risk ID 57, 61, 90, 96, 103 and 110.

Item	Minutes
	<p>Mrs Humphreys noted the Trust are proposing a new risk register format. The new risk register will now have treat, tolerate, transfer and terminate which will focus on specific risks and allow Trustees to identify the main risks. The new risk register should be ready to start to use at the next Trust Board meeting.</p> <p>RESOLVED: All Trustees approve the proposed new risk register.</p>
<p>14 Scheme of Delegation</p>	<p>The 'Mast Academy Trust SoD Academic Year 24_25' was shared with Trustees prior to the meeting for review and discussion.</p> <p>Mrs Humphreys noted there is a proposed adjustment to change the number of financial delegators to CEO and CFO regarding contracts. The CEO and CFO can approve central contracts and financial decisions up to the value of £75,000. Currently it is only the CEO who can approve these.</p> <p>RESOLVED: All Trustees ratify the adjusted Scheme of Delegation.</p>
<p>15 Policy update</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 Governor school visits • The Mast Academy Trust Colleague Absence Policy • The Mast Academy Trust Admission Policy • The Mast Academy Trust Attendance Policy • The Mast Academy Trust Code of Conduct • The Mast Academy Trust Exclusions Policy • The Mast Academy Trust Financial Regulations Manual • The Mast Academy Trust Grievance Policy • The Mast Academy Trust Pay Policy 24_25 addendum • The Mast Academy Trust Pay Policy • The Mast Academy Trust Whistleblowing Policy • The Mast Equalities Statement • The Mast Academy Trust Equality Policy • The Mast Academy Trust Safeguarding Policy • The Mast Academy Trust Disciplinary Policy • Business <p>RESOLVED: The policies listed above were noted by the Trust Board.</p> <p>Mrs Humphreys noted the Mast Academy Trust Admissions policy went into consultation and was sent out to the Local Authority, parents, feeder schools and put on the website. There were no comments or suggestions noted.</p>

Item	Minutes
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	RESOLVED: All Trustees approve for the Mast Academy Trust Admissions Policy to be published.
16 Important documents to note	<p>The following documents had been provided to Trustees prior to the meeting for information:</p> <ul style="list-style-type: none"> • KCSIE_2024 • Summary table of responsibilities for school attendance • Working together to improve school attendance • Academy Trust Handbook
17 Any other business	<p>RESOLVED: There were three items brought up under any other business.</p> <p><u>Dates for a disciplinary meeting</u></p> <p>Tuesday 7th January 2025 at 9.30am with Mrs Done, Mrs Godman and Mr Wade.</p> <p>Tuesday 14th January 2025 at 9.30am with Mr Wade, Mr Lunt and Mrs Godman.</p> <p>Mrs Godman volunteered to chair the meeting.</p> <p><u>Amendments to the Disciplinary policy</u></p> <p>Mrs Greenough noted the current disciplinary policy states that if a colleague is dismissed on the grounds of misconduct, a reference isn't provided. This has been discussed in detail and the Trust are proposing to amend this to state that if a colleague is dismissed on the grounds of misconduct, a reference will be provided for the purposes of safer recruitment but it won't be a character reference.</p> <p>RESOLVED: All Trustee approve for the Disciplinary Policy to be amended as per above.</p> <p><u>Executive leadership pay approval</u></p> <p>Mr Marshall noted executive leadership appraisals have taken place. Appraisals were slightly different this year as previously Executive Team colleagues would have three or four new objectives agreed for the current year which they would need to complete. This year their performance will be measured against the relevant professional standards instead. This does not, however, apply to the CEO, for whom objectives have been set as usual.</p> <p>Mr Marshall shared some national benchmark data relating to executive salaries within Academy Trusts.</p>

Item	Minutes
	<p><u>CEO appraisal</u></p> <p>Mr Marshall noted Mrs Greenough’s appraisal was conducted by himself, Mrs Godman and Mrs Done.</p> <p>Within the appraisal meeting Mrs Greenough’s performance in relation to the objectives set for 23/24 and her leadership of the Trust more generally were discussed.</p> <p>It was concluded within the appraisal meeting that Mrs Greenough had satisfactorily achieved her objectives.</p> <p>Four new objectives were set for 2024/2025.</p> <p>Mr Marshall provided information relating to both the performance appraisal and the new objectives.</p> <p>RESOLVED: All Trustees approve the CEO’s performance appraisal for 23/24.</p> <p>Mr Marshall noted on behalf of the Trust Board, thanks to Mrs Greenough, Mr Field and Mrs Humphreys for all their work in the last academic year. The Trust have had another excellent year.</p>
<p>18 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"> • Tuesday 21st January 2025 at pm – Education & People Committee • Wednesday 12th March 2025 at 6.30pm – Trust Board • Thursday 27th March 2025 at 6pm – Finance, Audit & Risk Committee • Tuesday 6th May 2025 at 6pm – Education & People Committee • Wednesday 21st May 2025 at 6.30pm – Trust Board • Thursday 3rd July 2025 at 6pm – Finance, Audit & Risk Committee • Wednesday 16th July 2025 at 6.30pm – Trust Board • Wednesday 17th September 2025 at 6pm – Annual Conference
<p>19 Agenda, minutes, and related papers to be excluded from published version</p>	<p>RESOLVED: Matters discussed in item 9 have been excluded from the minutes for confidentiality reasons.</p>

Summary of Actions

Minute Reference	Action
M11_11122024	Mrs Hellewell to email Trustees the development session slides.