

THE MAST ACADEMY TRUST



Meeting	Venue	Time	Date
Trust board	Scissett Middle School	6.30pm	Wednesday 12 th March 2025

DFE	10357163
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Start of meeting	18:33pm
Close of meeting	20:58pm

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
Ian Lakin	Trustee	Melanie Humphreys	EL: OG
Jayne Done	Trustee	Gill Senior	Safeguarding & SEND Lead
Philip Oldfield	Trustee	Absent with Consent	
		Name	Role
		Maureen Neill	Trustee
		Ben Lunt	Trustee
		Absent without Consent	
		Name	Role

Item	Minutes
20 Apologies for absence and consent	<p>The Chair of Trustees noted Transcribe will be used in the meeting. Trustees need to ensure that only one person speaks at a time, speak clearly and try to avoid using acronyms. If any actions are made, the action needs to be clearly stated by who and when it needs to be completed by. If there are any discussions that shouldn't be included in the minutes, this needs to be made clear.</p> <p>RESOLVED: Apologies with consent were received from:</p> <ul style="list-style-type: none"> • Maureen Neill – Trustee • Ben Lunt – Trustee
21 Declarations of interest	RESOLVED: There were no declarations of interest.
22 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.
23 Presentation	<p>Mrs Senior presented 'Current challenges facing safeguarding across the Trust' presentation to Trustees.</p> <p>The following slides were included in the presentation:</p> <ol style="list-style-type: none"> 1. Safeguarding within the Trust – Where we are now 2. Strengths 3. On the ground. What does this look like day to day 4. Safeguarding at scale, where are we now 5. Safeguarding – Current guidance 6. Communication 7. Responsibility and Accountability 8. Supervisor Chain 9. Consistency 10. Individual school safeguarding standards / profile & Trust Board – Trust wide strategic overview 11. Key performance indicator process 12. Continuous development 13. Developing the strategy – next steps <p>Q: The new self-assessment, who are you expecting to be involved in completing these?</p> <p>A: The leadership team of the school or the DSL primarily. The DSLs will be completing the assessment and discussions will take place with the headteacher to ensure DSLs are held to account.</p> <p>Q: The issues regarding reporting that have recently happened in a school. Would this new process help or prevent this issue happening again?</p>

Item	Minutes
	<p>A: Yes, it will do. What came out of the situation is that the whistleblowing policy works and staff were confident to use it. Colleagues will be able to use the system and dip sample cases.</p> <p>Q: Regarding key performance indicators, there will now be safeguarding data that governors can question? As previously in local governing body meetings it is minuted there are no incidents to report.</p> <p>A: Yes, it brings back accountability to the DSLs and Headteachers.</p> <p>Q: Do you feel having 25 DSLs within the Trust is enough? Are these numbers likely to grow?</p> <p>A: The numbers could potentially grow. Scissett Middle School have the most due to the fact they have the greatest number of pupils within the Trust.</p> <p>Mrs Greenough noted risks will never be eliminated completely. Unfortunately, any process is not watertight, but we take every action we can to mitigate risk.</p> <p>ACTION: Mrs Hellewell to send 'Current challenges facing safeguarding across the Trust' presentation to Trustees once available.</p> <p>ACTION: Mrs Godman to arrange a time to meet with Mrs Senior to discuss job descriptors.</p> <p>Q: Regarding the strategy how long do you believe the strategy is for?</p> <p>A: It's a three to five strategy but want to see over the next twelve to eighteen months how the strategy has been embedded.</p> <p>Trustees noted their thanks to Mrs Senior for her presentation.</p> <p>Mrs Senior left the meeting at 7:15pm.</p>
24 Representation	<p><u>Appointment of Trustee</u></p> <p>Mrs Humphreys noted Mr Lakin joined Scissett Middle Schools governing body in 2020 as a governor and then moved into the Middle Schools governing body. All the relevant checks and steps have taken place and members have signed written resolutions to confirm they are happy to appoint Mr Lakin as a Trustee.</p> <p>All Trustees confirmed they are happy to appoint Mr Lakin as a Trustee.</p> <p>RESOLVED: Mr Lakin to be appointed as a Trustee from 12th March 2025 to 11th March 2029.</p>

Item	Minutes
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25	Notifications of items to be brought up under any other business	RESOLVED: There were no items brought up under any other business.				
26	Minutes for the meetings on 11 th December 2024	RESOLVED: All agreed the minutes of the meeting held on 11 th December 2024 are approved as a true record of the meetings.				
27	Matters arising	<table><tr><th>Minute Reference</th><th>Action</th></tr><tr><td>M11_11122024</td><td>Mrs Hellewell to email Trustees the development session slides. RESOLVED: Complete</td></tr></table>	Minute Reference	Action	M11_11122024	Mrs Hellewell to email Trustees the development session slides. RESOLVED: Complete
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M11_11122024	Mrs Hellewell to email Trustees the development session slides. RESOLVED: Complete					
28	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">• Autumn term TIP update_trustees• CEO and Executive report March 2025• Summary of LGC meetings in the Autumn term 2024• Multi-academy trust – Isio actuarial support illustration• WYPF 2025 valuation – Multi-academy Trusts FAQs version 2• Cashflow report period 5• Consolidated Mas – Pd5 24-25 board• Consolidation Balance Sheet report 05_03_2025• Middleschools_COGandlink trustee_Dec 2024• SJIS link trustee Term 1 2425• Kreston-UK-Academies-Benchmark-Report-2025• Trust Education & People Committee 04Feb2025 <p>Mrs Greenough noted the following points;</p> <p><u>Executive summary</u></p> <ul style="list-style-type: none">• Grange Moor Primary School Ofsted report is now available and is a positive report.• The school remains in a partnership with the Trust and this has been agreed to continue for another year.• The Trust are moving to a new Management Information System (MIS). The new system can break down data easier and allows the data to be more visually pleasing.• Scissett Middle School has recently been inspected. Verbal feedback during the inspection was positive and the draft report has been received.• Pupil numbers are strong in both the middle schools, but the first and primary schools' numbers will leave the schools quite vulnerable.				

Item	Minutes
	<ul style="list-style-type: none"> • There are two national consultations currently which are Ofsted and DfE frameworks. • DfE consultation proposed changes to intervention and support in maintained schools and academies. • The Regional Improvement for Standards and Excellence (RISE) teams are regional teams that provide school improvement support to schools with attention needed. • Ofsted consultation is regarding what the new framework will look like. There are new areas that are being added in and other areas that are being broken down. <p>Q: What is the rationale for sending a RISE team into a school and what happens if it doesn't change the school, does the school then have to academise?</p> <p>A: The RISE teams can try and influence a school but cannot force change. If a school is forced to academise then the trust can put support in place and hold the correct people to account.</p> <p>Q: How quickly will the consultations take to come into practice?</p> <p>A: Ofsted will start inspecting in the revised framework at beginning of November.</p> <p><u>Ratification of the appointment of Scholes Junior & Infant School Headteacher</u></p> <p>The Trust Board discussed the appointment of the new headteacher at Scholes Junior & Infant School. The selection process was thorough and included a robust evaluation of candidates over two days. The first day involved activities in the school, followed by a long discussion about which candidates would proceed to the second day. The second day included further assessments and interviews.</p> <p>The Trust Board confirmed the appointment of Mrs Pugh as the new headteacher. The decision was based on her strong alignment with the school's ethos and the trust's values.</p> <p>RESOLVED: Trustees unanimously agree to ratify Mrs Pugh as the new headteacher at Scholes Junior & Infant School.</p> <p><u>Governance numbers</u></p> <p>Mrs Humphreys discussed the current numbers of governors across the schools. There has been some positive interest in the middle schools, however, middle schools have the most vacancies and remains a concern.</p> <p>Birdsedge is now oversubscribed with the recent appointment of two parent governors. A discussion took place regarding if the current trust appointed governor should continue beyond May, given the improved numbers and capabilities within the committee.</p>

Item	Minutes
	<p>Mr Marshall noted the assumption was that he would step away once the governance numbers and capabilities were stable. Given the current situation, it seems appropriate to continue until May and then step down.</p> <p>Mrs Humphreys noted there is a need to appoint a link trustee for Shelley, as the previous link trustee resigned. This appointment is required to ensure proper governance and support for the school.</p> <p>Mr Lakin showed interest in being the Link Trustee for Shelley First School but has requested for further information prior to making a decision.</p> <p>ACTION: Mrs Humphreys to have a discussion with Mr Lakin regarding the Link Trustee role at Shelley First School.</p> <p><u>Finance update</u></p> <p>Mr Field noted the following points:</p> <ul style="list-style-type: none"> • The historic finance position within the Trust was green, it is currently amber and is predicted red for the future. • The Trust currently has over 8% of revenue reserves. • It was noted in the Kreston report that 31% of Trusts have got less than 5% in reserves. • Overall, the Trust is in a good financial position and this year is looking positive. • The current year surplus is £105,000. • Period 6 management accounts are currently in the stage of being verified by the finance team. • The schools haven't contributed to any CIF bids this year. • Minor capital works have been completed by the site team within the Trust. • The middle schools are driving the financial success. • Primary and first schools are facing challenges with falling pupil numbers. • The number of reception children for 25/26 are as followed: <ul style="list-style-type: none"> - Shelley First School (27 pupils) - Scholes Junior & Infant School (11 pupils) - Birdsedge First School (5 pupils) - Grange Moor Primary School (7 pupils) • Birdsedge First School funding will increase next year due to previous pupil numbers. • The carpets on the MUGA's at Scissett Middle School and Kirkburton Middle School both need replacing. Kirkburton have got some sports development funding that can be used towards the costs. • There are upcoming changes to national insurance which will see an increase of staff costs. The Trust are unsure as to whether this will be fully funded.

Item	Minutes
	<p>Q: Is there a risk the formulas won't work in the Trust's favour? A: The formula will be based on pupil numbers.</p> <p>Q: Is there lobbying for funding changes? A: There is a lot of lobbying happening through unions. The confederation of School Trusts is also involved.</p> <p>Q: As a Trust when we look at financial ability in three to five years, is there a point where we need to look at the viability of some of the schools? A: A comparison of small schools has taken place and it showed that only four schools were in surplus positions. The Trust have planned for this.</p> <p>Mr Field noted there are other Trusts who are turning away growth projects are they currently can't take on the financial risk.</p> <ul style="list-style-type: none"> • Budget setting guidance has been issued • Finance and Operations meetings have been taking place where discussions took place to look at the school's three-year plan and the current performance. • The SRMSA has been completed and there hasn't been anything to report in term of any negative responses. <p>RESOLVED: Trustees agreed and approved the submission of the Schools Resource Management Self-Assessment return.</p> <p><u>Pension</u></p> <ul style="list-style-type: none"> • The pension scheme is due for its valuation which takes place every three years. • It is currently 17.9% for the Trust. • The proposal is for a group of multi academy trusts to get together to lobby to potentially reduce the employers' contributions by up to 50% over the next three years. • There is no guarantee that the pension fund will adopt the proposed changes. <p>RESOLVED: Trustees approve the deferral of the decision regarding LGPS pension scheme and for a further discussion to take place at the Finance, Audit & Risk Committee meeting.</p> <p>Mr Field noted feedback on IT service levels is being collected during the finance and operations meetings. IT services are generally seen as effective across all school. Regular updates and reports will be provided as part of the strategy element.</p> <p><u>Procurement</u></p> <p>Mrs Humphreys noted the catering procurement timeline is tight and the Trust will need trustees to convene on 7th April to ratify the procurement of catering. There needs to be a minimum of three trustees to attend the meeting.</p>

Item	Minutes
	<p>Mrs Humphreys noted she will send out a meeting invite to all Trustees and Trustees to accept the invite if the can attend.</p> <p>RESOLVED: Trustees agreed to convene on 7th April 2025 via Teams to ratify the procurement of catering due to the tight timeline.</p> <p>Mr Field confirmed the academy accounts return has been submitted and published on time.</p> <p><u>Update from Mrs Done for the Education & People Committee:</u></p> <ul style="list-style-type: none"> The SEND policy is currently in review. A meeting has been arranged with Mrs Senior to look at some areas of the policy that need amending and then it will be approved. <p>Mrs Humphreys noted the Finance, Audit & Risk Committee convenes on Thursday 27th March 2025.</p> <p><u>Update from link Trustees</u></p> <p>The update from link trustee reports is in the meeting folder.</p> <p><u>LGC summary – ratifications and actions</u></p> <p>Mrs Humphreys noted she had provided a summary of all Local Governing Committees meetings which were held in the Autumn term. The summary provides what topics have been discussed, any actions taken from the meeting and the meeting minutes.</p> <p><u>Trust Improvement Plan</u></p> <p>The Trust Improvement plan was provided in the summary documents folder.</p>
29 Safeguarding	<p>Mrs Godman noted she conducted a safeguarding assurance visit with Mrs Senior and she was also involved in a safeguarding review at Kirkburton Middle School, where a follow up investigation took place.</p>
30 Trustee updates	<p><u>Visits including assurance visits</u></p> <p>Mrs Done and Mrs Godman noted they have both completed visits in the Autumn and Spring term.</p> <p>Mrs Godman's visit was focused on Equality, Diversity and Inclusion in the middle schools.</p> <p>Mrs Godman noted Trustees need to understand the importance of obligations under the Equality Act 2010.</p>

Item	Minutes
	<p>ACTION: Mrs Hellewell to add a training session regarding statutory duties around equality on to the next Trust Board meeting agenda, which is being held on Wednesday 21st May 2025.</p> <p><u>Training attended</u></p> <p>The Trust held a training session in November 2024 which focused on disadvantage children. Several Trustees attended this session.</p> <p>Mrs Humphreys noted she had sent an email to Trustees to gather interest in attending CST training. There are four sessions which are spread over four weeks. These sessions are being held in May and November and will be held via webinar online.</p> <p>Mrs Humphreys will send out dates to Trustees once confirmed.</p> <p>Mr Marshall noted any assurance visits need to be arranged. Trustees can liaise with Mrs Hellewell who can arrange visits on behalf of Trustees.</p>
31 Focus item	<p><u>25_30 Trust Strategy</u></p> <p>The Trust Board had a strategy session in the autumn term and the executive team have made some amendments to the strategy.</p> <p>The five strategic priorities are:</p> <ol style="list-style-type: none"> 1. High quality providers of education 2. Financial and operational value and sustainability 3. Safeguarding 4. Equality of opportunity 5. Partnerships and communities <p>A discussion took place regarding where the Trust's current position is within the strategy and the growth timeline.</p> <p>Q: What is the nursery funding looking like? A: Funding is not known yet. The government funding currently is lower than it should be. Having a nursery in school will bring children into the school at a young age and will bring families into the school earlier.</p> <p>Mrs Greenough noted Scissett Middle School is currently trialing the National breakfast club.</p> <p>Q: What are the next steps? A: Trustees to review bullet points and provide the executive team with feedback. The executive team will develop phase one and phase two plans based on approved priorities. Once Trustees have made comments and the executive team have</p>

Item	Minutes
	<p>reviewed the strategy document it will come back to the next board meeting.</p> <p>ACTION: Mrs Humphreys to send Trustees the link to the 25_30 Strategy document.</p> <p>ACTION: Trustees to read and make comments on the 25_30 Strategy document by 31st March 2025.</p> <p>ACTION: The 25_30 Strategy document to be included in the next Trust Board meeting which is being held on Wednesday 21st May 2025 for discussion.</p>
32 Risk Register	<p>The 'Mast_RiskRegister_Spring_24_25' was shared with Trustees prior to the meeting for review and discussion.</p> <p>Mrs Humphreys noted the risk register has moved to the new format. The updated risk register includes a policy that outlines the process of managing risks. The main risks that are currently being treated and are considered high are as followed:</p> <ul style="list-style-type: none"> • Risk ID 61 – Finance spending review • Risk ID 90 – Growth • Risk ID 94 – SEND • Risk ID 96 – Unpaid Pay • Risk ID 103 – Grant funding <p>Mrs Humphreys noted there are some risks that the Trust are suggesting to be archived.</p> <p>RESOLVED: The risks at board level were reviewed, discussed, and approved.</p>
33 Scheme of Delegation	<p>Mr Marshall noted there are no updates to the Scheme of Delegation.</p>
34 Policy update	<p>The following policies were noted as approved and ratified at the Board Committees:</p> <ul style="list-style-type: none"> • Behaviour_parent_carers_visitors 2025 • Colleague Capability Policy 2025 • Executive Leadership Pay Policy 2025 • Media Communication Policy 2025 <p>RESOLVED: The policies listed above were noted by the Trust Board.</p>

Item	Minutes
<p>35 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"> • School resources management self-assessment checklist • Ofsted consultation document • DfE consultation document <p>RESOLVED: The Trust Board noted receipt of the documents.</p> <p>Mrs Humphreys noted the employment rights bill has gone into its final review and voting.</p>
<p>36 Any other business</p>	<p>RESOLVED: There were no items brought up under any other business.</p>
<p>37 Future dates for meetings of the Trust Board</p>	<p>RESOLVED: That the next meetings of the Trust Board will be taking place on:</p> <ul style="list-style-type: none"> • Thursday 27th March 2025 at 6pm – Finance, Audit & Risk Committee • Tuesday 11th June 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>38 Agenda, minutes, and related papers to be excluded from published version</p>	<p>RESOLVED: Matters discussed in item 28 have been excluded from the minutes for confidentiality reasons.</p>

Summary of Actions

Minute Reference	Action
M23_12032025	Mrs Hellewell to send 'Current challenges facing safeguarding across the Trust' presentation to Trustees once available.
	Mrs Godman to arrange a time to meet with Mrs Senior to discuss job descriptors.
M28_12032025	Mrs Humphreys to have a discussion with Mr Lakin regarding the Link Trustee role at Shelley First School.
M30_12032025	Mrs Hellewell to add a training session regarding statutory duties around equality on to the next Trust Board meeting agenda, which is being held on Wednesday 21 st May 2025.
M31_12032025	Mrs Humphreys to send Trustees the link to the 25_30 Strategy document.
	Trustees to read and make comments on the 25_30 Strategy document by 31 st March 2025.
	The 25_30 Strategy document to be included in the next Trust Board meeting which is being held on Wednesday 21 st May 2025 for discussion.