

THE MAST ACADEMY TRUST



Meeting	Venue	Time	Date
Trust board	Scissett Middle School	6.30pm	Wednesday 16 th July 2025

DFE	10357163
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Start of meeting	18:30pm
Close of meeting	21:12pm

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	Jason Field	CFO
Ian Lakin	Trustee	Melanie Humphreys	EL: OG
Maureen Neill	Trustee		
Ben Lunt	Trustee	Absent with Consent	
Jayne Done	Trustee	Name	Role
		Absent without Consent	
		Name	Role
		Philip Oldfield	Trustee

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55	Apologies for absence and consent	RESOLVED: Apologies were not received from: Philip Oldfield – Trustee
56	Declarations of interest	RESOLVED: There were no declarations of interest. Mr Marshall noted Mrs Hellewell has emailed statutory forms to Trustees for completion.
57	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.
58	Presentation	Miss Barker presented 'Are you a big fish in a small pond or a small fish in a big pond' presentation to Trustees. Miss Barker noted the following points: - Small schools are unique and can face challenges. - The Trust are very supportive of small schools. The following slides were included in the presentation: What is the ripple effect? Birdsedge Best & Grange Moor is GREAT! - Look at what the schools offer - Make the schools where parents want to bring their children. - The schools reinforce the message that pupil's matter and deserve the best provision. Vision - The school's ethos and culture - Designing and driving a new curriculum - Shared leadership and subjects - Developing the wider school community - Both schools meet each week for training, allowing colleagues to moderate across both schools. The power of one – how one small action can cause ripples of positive change <u>Questions</u> Q: Do pupils from Grange Moor typically transition through the middle school system? A: Typically, only a small number of pupils from Grange Moor transition through the middle school system.

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	Q: Are there any implications for the Year 6 curriculum? A: No there isn't significant implications. The Assistant Head has prior experience teaching in a middle school setting and is well-equipped to deliver the Year 6 curriculum effectively. Q: How can we, as a Trust Board, better support you in your role? A: The Trust already provides valuable support, especially for small schools, including central services like HR advice. It's important to continue valuing and preserving the unique character of the school. One ongoing challenge is SEND provision, particularly due to limited funding, which is a national issue. <u>Next steps for Grange Moor Primary School</u> • A discussion has taken place with both governing committees regarding a shared committee and what this will look like. • Both governing committees feel a shared committee is a positive move. • An informal meeting will take place with both governing committees to look at completing a skills audit and to develop the school's development plan jointly. Q: Previously the school had two first choices for September 2025, what are the numbers now? A: The school are now expecting 10 new joiners. Eight joining reception and two in year joiners. The school has now opened tree tots so the school is hopeful they will also increase pupil numbers over the next coming years. Q: Does the Trust have a conversion date? A: No not yet but it's unlikely to be before January. The Trust have notified the DfE but a meeting with the local authority hasn't taken place yet. Mrs Greenough noted a conversation has taken place between herself and Miss Barker regarding her time between both schools and it has been agreed Miss Barker will work two days per week at each school and to have one day for headship. On behalf of the Trust Board, we would like to thank Miss Barker for all her hard work and support she has given and also to the wider team at Grange Moor for the progress that has been made in such a short space of time. Miss Barker left the meeting at 18:52pm
59 Representation	Mrs Humphreys reported that a letter had been sent out to all Trustees requesting nominations for the Chair and Vice chair. Articles 82 states that Trustees will elect a Chair and Vice chair each school year from its number. Nominations on the day will only be accepted where no written nominations have been received prior to the meeting.

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	The term period for the Chair and Vice chair elected this school year will be in place until the Trust Board meeting in July 2026. A nomination had been received by Mr Marshall to be Chair of Trustees. RESOLVED: Mr Marshall is elected as Chair of Trustees for the Mast Academy Trust from 16th July 2025 until the end of the academic year 2026. Mr Marshall took the Chair for the remainder of the meeting and the election of the Vice-Chair process. A nomination had been received by Mr Wade to be Vice- Chair of Trustees. RESOLVED: Mr Wade is elected as Vice-Chair of Trustees for the Mast Academy Trust from 16th July 2025 until the end of the academic year 2025. Mr Marshall noted Mr Wade has been supporting him within his vice chair role on several occasions where either the chair or vice chair needs to be present. Mr Marshall noted if any Trustees are interested in becoming chair, please speak with him, Mrs Humphreys or Mrs Greenough during the year to explore this further. Mrs Humphreys noted Trustees need to consider succession planning. Mr Marshall noted he is currently informally speaking with a potential new Trustee. They have had previous experience in being a governor in a local school. We still have vacancies within the Trust Board, including HR.
60 Notifications of items to be brought up under any other business	RESOLVED: There were no items brought up under any other business.
61 Minutes for the meetings on 21 st May 2025	Mrs Greenough noted she has two suggested amendments to the minutes. RESOLVED: All Trustees agreed the minutes of the meeting held on 21st May 2025 are approved as a true record subject to the Mrs Greenough's suggested amendments.

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62 Matters arising	Minute Reference	Action
	M42_21052025	Mrs Hellewell to upload the equalities presentation into the meeting folder. RESOLVED: Complete
63 Organisation updates from collaborative team	The following documents were provided prior to the meeting for Trustee consideration: • CEO and executive report July 2025 • CFO update 250717 • KPI and HT reporting 24_25 • Budget 25 – 28 • Draft committee minutes • Management accounts • Procurement MUGA replacement • Y6 2025 SATs Middle School data Mrs Greenough noted the following points: <u>Reflection on 2024-25 and general updates</u> • There was a positive Ofsted outcome at Scissett Middle School. • Academic outcomes across the schools are broadly in line with national averages. • All schools are in secure positions, though the educational framework is shifting towards a stronger focus on teaching and learning. • The Trust is proactively introducing new strategies and processes to align with these changes. • Financial management has been a success across the Trust. • All schools reported positive outturns, and the overall financial position is strong. • Key priority for 2025–26 is improving teaching and learning. • A six-strand strategy has been developed, with training prepared for Phase 1 and pre-learning materials will be distributed in August. • GL assessment scores will be used to analyse progress and identify gaps. • A Vulnerable Pupil Strategy is launching to address increasing SEND and EHCP needs. • A new Safeguarding Strategy is also due to launch in the autumn term. • Inclusion Hubs are being established at Scissett Middle School and Kirkburton Middle School, with experienced staff appointed. • A development session on parental engagement is scheduled for November. <u>Changes nationally</u> • Children’s Wellbeing and Schools Bill	

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	• Employment Bill • New Ofsted Framework (from 1 November 2025) • Only HMI will lead inspections • Ofsted inspectors won't be trained until October <u>Pastoral data</u> • Pastoral data is generally positive • There has been a spike in recorded physical assaults, largely due to literal recording practices. • Resource provisions are being established to support pupils with high needs. Q: Should the Trust Board be concerned about the number of physical assaults recorded at Kirkburton Middle School? A: The recent increase in recorded physical incidents is primarily linked to a small group of pupils who joined the school in Year 7 with complex needs. These pupils are experiencing challenges with social interaction, which has led to some behavioural issues. The school is actively addressing this through targeted support and inclusion strategies. Q: How do Kirkburton Middle School's behaviour and exclusion figures compare to national averages? A: Comparative national data will be available in November via the inspection dashboard. Middle schools are benchmarked against secondary schools, which typically have higher exclusion rates. Whilst the figures are slightly below the national average, they are still higher than the Trust would like. To address this, the Trust is establishing inclusion provisions across its middle schools. An experienced Inclusion Leader has been appointed and there are plans to enable flexible movement of pupils between schools to access appropriate support and reduce exclusions. <u>Attendance</u> • Whole Trust attendance is at 95%, above the national average for primary schools. • Persistent absence is at 11.59%, below pre-COVID national averages. • Unauthorised absences (e.g. term-time holidays) account for 1.3%. • Scissett Middle Schools attendance is flagged as an emerging risk. <u>Outcomes</u> Phonics • Birdsedge First School tracked at 73%. All expected pupils passed; others continue to receive support. • Shelley First School and Scholes Junior & Infant School met national averages. • Scholes Junior & Infant School achieved its highest phonics results to date.
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	- Phonics provision will be reviewed for rigour and consistency. SATs & Progress - Middle schools SATs are broadly in line with national averages. - Middle Schools are awaiting GL scores to determine whether gaps are due to entry-level or in-year learning. - Kirkburton Middle School have showed improvement in Maths. Q: Have we struck the right balance between educational outcomes and financial management? A: While some outcomes could have been stronger, we have solid curriculum frameworks in place across our schools. The next step is to enhance the quality of teaching and learning to ensure those frameworks translate into improved results. We've made significant progress in securing key areas, but we recognise that this is part of a longer journey. Importantly, we must continue to operate within our financial means. We cannot submit or approve budgets that project a deficit. Some schools are undergoing structural changes to support long-term sustainability: - Shelley First School is forecasting a £30,000 deficit due to the strategic employment of an inclusion worker. This investment is necessary to create the capacity needed to establish a more effective support structure. - Scissett Middle School is taking a similar approach, employing an inclusion worker to help build the systems and structures required to meet increasing pupil needs. We are actively identifying which schools may face the greatest challenges in the coming year and are working to develop tailored solutions. A key focus will be on improving pedagogy to ensure high-quality teaching across the Trust. Our goal is to remain proactive and forward-thinking in our planning. Q: What do we know about the new Ofsted framework and potential inspections of multi-academy trusts? Will these be linked to school inspections? A: Ofsted has introduced a process known as MATSEs (Multi-Academy Trust Summary Evaluations). These are not formal inspections but may occur when a cluster of schools within a trust is inspected within a short timeframe. At present, there is limited information available about how these evaluations will be conducted or whether they will evolve into formal trust-level inspections. However, it is expected that the Department for Education (DfE) will increase its oversight powers, enabling it to hold trusts accountable for more than just financial performance, including educational outcomes and governance.
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	<u>MUGA replacements</u> The business case has been included in the meeting folder. The Trust need the Trust Boards approval of the MUGA surface replacement project in principle. There is further work still required before the procurement can proceed. The Trust Head of Estates is currently reviewing alternative surface options to ensure suitability for school use. The estimated costs are: • Kirkburton Middle School: £130,000 • Scissett Middle School: £90,000 Trustees noted that appointing the same supplier for both schools is likely to be more cost-effective and operationally efficient. RESOLVED: Trustees approved the proposal in principle, subject to final review. Mrs Humphreys noted the final business case will be brought back to the board for formal approval once all details are confirmed. <u>CFO update</u> • A £200,000 revenue surplus has been achieved. • Significant capital investments are underway, including: • Laptop replacements • Guttering upgrades • £550,000 in CIF projects were successful. • There are two CIF bid appeals. Mr Field presented the budgets proposals for 25/28 summary table to Trustees in the meeting. Mr Field discussed the figures to Trustees within the meeting. Q: What approach has been taken regarding pay in the budget? A: The Trust has based its budget on the most recent national pay offers and funding allocations. This includes a 3.2% pay increase for support staff and a 4% pay increase for teaching staff. These increases are partially supported by the School Budget Support Grant, although the grant does not fully cover the additional costs. Despite this, the Trust is in a more manageable financial position due to careful planning. Meetings with external auditors have confirmed that the Trust is managing these pressures in a strategic and sustainable way. <u>Budget approval and ratification</u> Mr Field noted the following points:
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	• The Finance, Audit and Risk Committee recommend approval of the budgets that have been proposed to board. • The Trust finances are in a good position. • The Finance, Audit and Risk Committee noted their thanks to the trust finance team and wider teams who managed the budgets for all their hard work this year. The Finance, Audit & Risk Committee are happy to recommend the budgets for 2025/2028. RESOLVED: The Trust Board are happy to approve the budgets that has been presented to the board for 2025_2028. <u>Summary by chair E & P</u> Mrs Godman noted the following points: • All the main points from the committee meeting have been noted in the agenda. • The risk register, appraisal process, scheme of delegation, terms of reference and several policies were approved in the meeting. <u>Summary by chair FARC</u> Mr Wade noted all points from the Finance, Audit & Risk Committee have been covered in the agenda.
64 Safeguarding	Mrs Greenough noted the following points: • There have been 12 bullying incidents recorded across the Trust. • There have been 47 discrimination incidents recorded with 24 identified as racist. • There have been 123 child on child incidents recorded. • The Trust have managed two allegations against staff. These resulted in two referrals to the Local Authority Designated Officer (LADO). • One complaint reached stage two but has now been resolved. • Audits took place in the Autumn term. • Training has been implemented regarding Safer recruitment and management of the Single Central Record (SCR). • There are 50 pupils across the Trust with attendance below 80%. 31 of these pupils have SEND needs. • From September, the Trust will begin reporting on: - Pupils under Child Protection Plans. - Pupils under Child in Need Plans. - Pupils supported through Team Around the Family (TAF). • This data will be centralised and accessible via the safeguarding systems.

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65	Trustee updates
	<u>Progress against the external review governance recommendations</u> Mrs Humphreys noted the following points: • The Trust Board self-evaluation progress review July 2025 document is in the meeting folder. • The following areas have been highlighted for further discussion and consideration: - Strategy / engagement - LGB structures - Scheme of Delegation - Papers to the board and committees - Succession and training - Other Mrs Humphreys asked Trustees where they would like to go from here. Mrs Godman noted the amount of documentation to pre read prior to the meetings can sometimes be challenging especially when there are several meetings take place within several days. If Trustees have any suggestions that they can think of, on how documentation could be streamlined please let Mrs Humphreys know. Trustees discussed the timing of meetings in relation to the presentation of Key Stage 2 data. Trustees agreed that this discussion and analysis should be moved to the autumn term, allowing sufficient time for reflection and planning. In September, a shared KCSIE (Keeping Children Safe in Education) presentation will be delivered across all Local Governing Committees (LGCs) to ensure consistency and compliance. Trustees emphasised the importance of ensuring awareness of training opportunities across LGCs. It was noted that governance has come a long way, and further progress could be supported by offering a menu of CPD options for governors to choose from. Trustees discussed the importance of securing attendance at governance development sessions. These sessions were described as high-quality and valuable avenues for learning and collaboration. Chairs of LGCs were encouraged to take ownership by ensuring 1–2 governors per committee attend each session. The annual governance conference will be used to reinforce expectations and promote shared responsibility. Mr Marshall noted several trustees have participated in panel activities, including HR and complaints panels, since the last board meeting.

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66	Planning for new year 25/26
	<u>Meeting schedule – daytime meetings</u> Trustees discussed moving board and committee meetings to earlier times. It was agreed a 5:00pm start is workable for most Trustees. <u>Link Trustee roles</u> Safeguarding – Mrs Godman SEND – Mrs Done It was agreed Finance, Audit & Risk Committee link trustee roles will be agreed in the Autumn term. <u>Link trustee to each school</u> Middle Schools – Mrs Godman Shelley First School – Mrs Neill Birdsedge First School / Grangemoor Primary School – Mr Lunt Scholes Junior & Infant School - Mrs Done <u>Committees</u> Education & People Committee; Mrs Godman, Mrs Done, Mr Lunt and Mrs Neill. Finance, Audit & Risk Committee; Mr Oldfield, Mr Marshall, Mr Wade and Mr Lakin.
67	Risk Register
	The 'Mast_RiskRegister_Spring 24_25_ academic year 24_25' was shared with Trustees prior to the meeting for review and discussion. Mrs Humphreys noted the risk register has gone through both committees and any high risks for the Trust Board are highlighted. RESOLVED: The risks at board level were reviewed, discussed, and approved. RESOLVED: Trustees ratified the risk register for the end of the academic year.
68	Scheme of Delegation
	Mrs Humphreys noted the following points regarding the scheme of delegation: • The scheme of delegation has gone through committees and been approved. • A new clause was added to the Scheme of Delegation requiring approval for schools with reserves below 5%. This change was approved by the Finance

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	Committee and ratified by the Trust Board during the meeting. RESOLVED: All Trustees ratify the adjusted Scheme of Delegation.
69 Annual review of procedures	The following documents were provided on Teams prior to the meeting for Trustees' information: • MAST Board of Trustees ToR Sept 2025 • MAST Education & People Committee ToR 2025 • MAST Finance Audit & Risk Committee ToR 2025 • MAST LGB ToR Sept 2025 Mrs Humphreys noted the terms of references for the Trust Board and its committees have been reviewed. The Owl device will be used to transcribe meetings instead of relying on Mrs Hellewell to clerk meetings. A note will be added to meeting agendas to indicate that the meeting is being recorded by the Owl and additional guidance will be provided for meetings that run beyond an hour, including tips on usage. ESOLVED: All Trustees ratify the terms of reference documents for the next academic year 25/26.
70 Policy update	Mr Marshall noted several policies was reviewed and ratified by committees.
71 Important documents to note	Mrs Humphreys noted the following documents were uploaded prior to the meeting: • Academy Trust governance guide 2025 • Academy Trust handbook 2025_ effective from 1st September 2025 • AHT Schedule of Musts 2025 • Dfe trusts publications summary • Financial support and oversight for academy trust guidance • Keeping children safe in education 2025 Mrs Humphreys noted the following points: • In the Academy Handbook there has been significant changes in IT which the Trust will consider next year. • An AI policy is in development. • A climate action plan has been created • The Trust sustainable lead is the Trusts Head of Estates.

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72 Any other business	RESOLVED: There were no items brought up under any other business.
73 Future dates for meetings of the Trust Board	RESOLVED: That the next meetings of the Trust Board will be taking place on: • Wednesday 17th September 2025 at 6pm – Annual Conference • Thursday 6th November 2025 at 4pm – CST governing a school programme • Thursday 13th November 2025 at 4pm – CST governing a school programme • Thursday 20th November 2025 at 4pm – CST governing a school programme • Thursday 27th November 2025 at 4pm – CST governing a school programme
74 Agenda, minutes, and related papers to be excluded from published version	RESOLVED: Matters discussed in item 63 have been excluded from the minutes for confidentiality reasons.

Summary of Actions

Minute Reference	Action