THE MAST ACADEMY TRUST

Meeting	Venue	Time	Date
Trust board	Microsoft Teams	5.00pm	Wednesday 15th July 2026

DFE	10357163

Start of meeting	17:04pm
Close of meeting	19:30pm

Attendance	86%

Present		In attendance	
Name	Role	Name	Role
Philip Marshall	Chair of Trustees	Sorrel Hellewell	Governance Professional
Tim Wade	Trustee	Natasha Greenough	CEO
Jayne Done	Trustee	Jason Field	CFO
Ian Lakin	Trustee	Gill Senior	Director of Inclusion
Maureen Neill	Trustee	Melanie Humphreys	EL:OG
Clare Slater	Trustee		
		Absent with Consent	
		Name	Role
		Katie Prescott	Trustee
		Absent without Consent	
		Name	Role

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73 Use of Owl Technology	Mr Marshall noted the use of OWL technology and noted the following points: • The Owl will support hybrid attendance (in-person and remote participation). • It will provide an audio-visual recording of the meeting. • It will enable AI-assisted transcription to support minute production. ○ Trustees were reminded to speak clearly to ensure accurate capture, avoid speaking over others and clearly state, decisions, actions and outcomes. • This will improve transcription accuracy and ensure audit clarity. • Recordings are processed in line with data protection requirements • Only the OWL device is permitted to record the meeting and Trustees and attendees must not use personal recording devices.
74 Apologies for absence and consent	RESOLVED: Apologies were received from: • Katie Prescott – Trustee
75 Declarations of interest	RESOLVED: There were no declarations of interest. The Chair reminded Trustees to inform Mrs Hellewell if they had any updates that needed to be made on the register of interests.
76 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.
77 Representation	Mr Marshall noted Mrs Godman's term ended on 26th May 2026 and Mrs Godman confirmed that she would not be renewing her term. Trustees noted their thanks for Mrs Godman's long term service and contributions. RESOLVED: Mrs Godman term ended as a Trustee on 26th May 2026. Mrs Hellewell confirmed all onboarding requirements for Katie had been completed, including DBS checks, induction activities and systems access. Mr Marshall noted the Trust continues to seek additional Trustees, particularly individuals with an education background.

<table>
<tr><th colspan="2">Item</th><th>Minutes</th></tr>
<tr><td>78</td><td>Notifications of items to be brought up under any other business</td><td>RESOLVED: There were no items brought up under any other business.</td></tr>
<tr><td>79</td><td>Minutes for the meetings on 20th May 2026</td><td>RESOLVED: All Trustees agreed the minutes of the meeting held on 20th May 2026 are approved as a true record subject to the below amendments.</td></tr>
<tr><td>80</td><td>Matters arising</td><td>
<table>
<tr><th>Minute Reference</th><th>Action</th></tr>
<tr><td rowspan="3">M66_20052026</td><td>The executive team to develop and deliver the formal rollout, including KPI refinement and alignment with organisational strategy.
RESOLVED: Complete</td></tr>
<tr><td>Mrs Humphreys to speak with IT to see if Sharepoint notifications can be specific to the late papers folder and to provide outcome feedback to Trustees.
RESOLVED: Complete</td></tr>
<tr><td>Defer committee and role allocation to the next board meeting which is taking place on 15th July 2026.
RESOLVED: Complete. Please refer to item 15.</td></tr>
<tr><td>M69_20052026</td><td>Mrs Hellewell to circulate the ‘2023/2024 MAT SARA (Sector Annual Report & Accounts) Academies Consolidated annual report and accounts’ document to trustee via email after the meeting.
RESOLVED: Complete</td></tr>
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<tr><td>81</td><td>Organisation updates from the collaborative team</td><td>The following documents were provided prior to the meeting for Trustee consideration:
July 2026 – Executive Report
LGC meeting summary – July 2026
Mrs Greenough noted the following points:
Continued engagement with the Local Authority regarding SEND provision and future hub/cluster developments.
Feedback from a DfE CEO roundtable indicating ongoing national ambition for all schools to join academy trusts.
Continuing concerns regarding falling birth rates, though middle school projections were becoming more positive due to improving Year 5 numbers.
<u>Scholes Junior & Infant School</u></td></tr>
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	• Phonics outcomes increased significantly to 89.5%. • Maths Times Table Check outcomes exceeded national averages. • Key Stage 2 attainment was expected to remain below national averages but reflected historic starting points for the cohort. • The current Headteacher at Scholes is stepping down as Headteacher and move to a Head of School role until leaving in December 2026. • Scholes would move into the small school's structure under Miss Barkers executive leadership. Q: How will Miss Barker's wellbeing and workload be monitored, given previous concerns regarding capacity? A: There will be Heads of School in each school, creation of a strategic SENCO role, Leadership development support through NPQ programmes and an increased focus on Miss Barker operating strategically rather than operationally. Mrs Done commented positively on Miss Barker's impact within Scholes, particularly the development of leadership capacity within the school. <u>Headline summary</u> • Trust phonics outcomes had increased by 9%. • Trust GLD outcomes remained significantly above national average. • Attendance remained a key concern at Scissett Middle School. • Disadvantaged Year 8 pupils represented the highest attendance risk group. <u>Statutory Updates</u> • An ACAS dispute remained ongoing in relation to a former employee. • One complaints hearing has taken place. <u>Finance Update</u> Mr Field noted the following points: • The Trust remained financially stable. • An estimated overall deficit of approximately £100k in 2025/26 was attributable to planned capital investment. • Reserves were expected to remain around £1 million. **Budget 2026-2029** Mr Field advised that national changes to teacher pay and pension arrangements had been announced after production of the budget papers. Revised funding arrangements were expected to improve the Trust's position by approximately £100,000 in 2026/27.

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Trustees sought clarification regarding the approval process given the revised government announcements.

Mr Field proposed that Finance, Audit & Risk Committee members receive delegated authority to approve the final budget once revised national funding calculations had been incorporated.

RESOLVED: The Board approved the delegation of authority to members of the Finance, Audit & Risk Committee to approve the final 2026-2029 budget following receipt of revised funding calculations.

ACTION: Mr Field to update budget projections following government funding announcements and circulate final papers to Finance, Audit & Risk Committee members for approval.

Additional Risks Identified

- Reduction in PE and Sport Premium funding from April 2027.
- Expanded Free School Meal eligibility generating significant administrative workload ahead of the October Census.

Academy Trust Handbook 2026

Mr Field highlighted key updates including:

- Increased transparency requirements for MAT financial arrangements.
- New publication requirements relating to pooled funding and central charges.
- Changes to procurement expectations, including energy, agency staffing and MIS procurement.

Operational Update

Mrs Humphreys noted the following points:

- Strong estates compliance across the Trust.
- Significant summer capital projects across multiple schools, which include:
  - Significant provision improvements at Birdsedge
  - Decoration, re-carpeting and flooring works at Shelley
  - Installation of a new all-weather pitch surface at Kirkburton Middle School.
  - Commencement of a Trust-wide redecoration programme beginning with Scissett Middle School
- Four key sustainability objectives had been established for the forthcoming academic year and would form the basis of future work.
- A sustainability competition had been held across Trust schools, encouraging pupils to consider behaviour changes that could positively impact environmental sustainability.

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	Mrs Humphreys, Mrs Greenough and Mr Marshall had attended presentations from pupils at Scholes Junior & Infant School, where children showcased sustainability campaign ideas developed through the competition. The winning school's proposal focused on behaviour change initiatives and provided practical ideas for how sustainability awareness could be further promoted across the Trust. • Delivery preparations for Martyn's Law requirements. • Transition to Primary Technology as the Trust IT managed service provider. A discussion took place regarding the challenges associated with recruiting and retaining Chairs of Local Governing Committees, including at Scholes Junior & Infant School. It was noted that succession planning remains a significant governance risk across the Trust and considered whether alternative governance models may be required where governing committees are unable to appoint a Chair. Trustees agreed that governance capacity and succession planning should continue to be monitored through the Trust's governance review process.
82 Small schools structure change	<u>Small Schools Structure Change</u> Mrs Greenough presented proposals to: • Place Scholes within the Small Schools structure. • Move to an Executive Headteacher model across three schools. • Introduce Head of School roles in each school. • Temporarily increase the Executive headteacher's leadership salary from L18 to L20 pending a full benchmarking review. Q: How significant is the salary increase? A: The increase was approximately £4,000 and around a 5% uplift. Q: Would governance arrangements also change across the schools? A: Governance arrangements would remain unchanged initially but would be reviewed at Christmas alongside the effectiveness of the new model. RESOLVED: The Trust Board approved the revised Small Schools leadership structure, the Executive Headteacher model across three schools, temporary movement of Donna from Leadership Range 18 to Leadership Range 20 and a future benchmarking review to go through the Education & People Committee.
83 Safeguarding	Mrs Senior presented safeguarding and inclusion information onscreen in the meeting and noted the following points: • Strong safeguarding compliance across all schools.

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	• Successful external safeguarding reviews at Kirkburton and Birdsedge. • Delays to Local Authority safeguarding reviews due to capacity constraints. **Attendance** Attendance remained a priority, particularly at Scissett Middle School. **Bullying and Safeguarding Recording** • Further staff training would be delivered regarding correct CPOMS categorisation. • Most reported bullying incidents were found to be isolated incidents of unkindness rather than sustained bullying. **Peer-on-Peer Abuse** An increase had been identified at Kirkburton Middle School. **Reduced Timetables** Trustees discussed increasing parental requests for reduced timetables. Q: Should a Trust-wide public position be communicated due to increased discussion on social media. A: Revised attendance guidance would make expectations clear and reiterate reduced timetables as a safeguarding matter requiring strong evidence and oversight. **Suspensions** Suspension rates may increase in 2026/27 due to a firmer approach to persistent refusal to attend lessons despite agreed support plans.
84 Board committee reports	It was noted Mr Field and Mrs Humphreys covered Finance and Operations updates in previous agenda item. Mr Wade confirmed the following points from Finance, Audit & Risk Committee: • Strong assurance had been received across finance and operations. • The Trust remained in a strong position. • Appreciation was recorded for the work of executive leaders and central teams.
85 Development session discussion	Mr Marshall reminded Trustees that the recent governance development session had focused on stakeholder engagement, including identifying key stakeholders, evaluating existing

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	engagement arrangements and considering opportunities to strengthen communication and engagement activities across the Trust. It was noted that Local Governing Committees had considered stakeholder engagement within their own groups and had produced stakeholder mapping documents identifying key stakeholder groups, methods of engagement and opportunities for interaction. The Chair reported that a Trust Board stakeholder engagement document had also been prepared following the development session. As only one Trustee had been present during the Trust Board exercise, Mrs Hellewell had supported the Chair in the completion of the document to ensure it reflected current Trust Board stakeholder engagement arrangements. Trustees reviewed the Trust Board stakeholder engagement document and were invited to suggest any additions, amendments or omissions. No amendments were proposed.
86 Trustee duties and responsibilities	<u>Committee Memberships 2026/27</u> **Education & People Committee** • Mrs Done • Mrs Neill (Chair) • Mrs Prescott • Vacancy **Finance, Audit & Risk Committee** • Mr Wade • Mr Lakin (Chair) • Mrs Slater • Mr Marshall **Link Roles** • Safeguarding – Mrs Neill • SEND – Mrs Done • Estates – Mrs Slater • FARC Link Trustee – Mr Wade • Link Trustee for supported schools – Mrs Done • Careers – Mrs Neill • E & P Link Trustee – Mrs Prescott Mr Marshall noted that one to one catch up with Trustees have recently been taking place.
87 Risk Register	

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	The 'Mast_ RiskRegister_Summer 25_26_ academic year' was shared with Trustees prior to the meeting for review and discussion. • Reduction in Risk 103 due to effective mitigation measures. • Addition of governance recruitment risk (Risk 117). • Addition of governance flexibility risk (Risk 118). Mr Lakin queried whether recent pay announcements would reduce the risk of industrial action. Mrs Greenough confirmed the NEU still intended to ballot due to concerns regarding unfunded elements of the pay award. RESOLVED: The risks at board level were reviewed, discussed, and approved. RESOLVED: Trustees ratified the risk register for the end of the academic year.
88 Scheme of Delegation	Mrs Humphreys noted the following points regarding the scheme of delegation: • There were amendments approved by the Finance, Audit & Risk Committee relating to capital planning responsibilities. RESOLVED: Trustees ratified the adjusted Scheme of Delegation.
90 Policy update	Mrs Hellewell noted several policies was reviewed and ratified by committees, which included: • Finance, Audit & Risk policies. • Education & People policies. • School-level policies. • Uniform Policy amendments approved by Local Governing Committees. • Incident Plan approval previously delegated to the Chair.
91 Important documents to note	<u>Keeping Children Safe in Education 2026</u> Mrs Senior advised: • Final guidance had now been published. • Safeguarding training materials would be updated. • Trust safeguarding policies would be revised during the summer. <u>Academy Trust Handbook</u> • New governance, procurement and transparency expectations. • Supporting documents had been published on the day

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	of the meeting. <u>Suspensions and Exclusions Guidance</u> Mrs Senior noted revised statutory guidance and the requirement for Local Governing Committees to keep related policies updated. Mr Field noted supplementary documents have been added to the meeting today and apologised for the short notice, but the papers were only published today.
92 Meeting dates 26/27	Mrs Hellewell noted the following points: • Proposed meeting dates have been circulated and will be sent out on Friday. • Statutory annual forms would be distributed during the summer with a return deadline of 5th September 2026. ACTION: Mrs Hellewell to send out meeting dates for 2026/27 on Friday 17th July 2026.
93 Any other business	RESOLVED: There were no items brought up under any other business. Mrs Greenough thanks Trustees for their support and challenge throughout the year and to Mr Marshall for his work as Chair of the Trust Board. Trustees noted their thanks to all staff and the executive team for their hard work this academic year.
94 Agenda, minutes, and related papers to be excluded from published version	RESOLVED: Matters discussed in item 81 have been excluded from the minutes for confidentiality reasons.

Summary of Actions

Minute Reference	Action
M81_15072026	Mr Field to update budget projections following government funding announcements and circulate final papers to Finance, Audit & Risk Committee members for approval.
M92_15072026	Mrs Hellewell is to send out meeting dates for 2026/27 on Friday 17th July 2026.