

THE MAST ACADEMY TRUST

Company No: 10357136

DfE: 2094

Minutes of the Members' Annual meeting of the MAST Academy Trust held at 6.00 pm at Shelley First School on**Wednesday 12 December 2018**PRESENT

Chris Pickavance (Chair), Jason Field, Martyn Jones, Mrs D Knowles, Peter Laurence, Sue Lord, Carol McDermott, Natasha Greenough

In Attendance

Ms C Lodge (Minute Clerk)

The Chair welcomed everyone to the meeting and introductions took place around the table.

Item	Minute	Action
1. ELECTION OF CHAIR	Nominations for Chair were taken from the meeting. RESOLVED: That Mrs C Pickavance be elected as Chair for a period of one year.	
2. ELECTION OF VICE CHAIR	Nominations for Vice Chair were taken from the meeting. RESOLVED: That Mr Laurence be elected as Vice Chair for a period of one year.	
3. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	There were no apologies for absence.	
4. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS	Letter of Representation from accountants.	
	The Agenda was rearranged to allow for Jason Field's arrival.	

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5. MINUTES OF THE MEETING HELD ON 5 DECEMBER 2017	<p>These were not available to all those present and were read out by the Chair.</p> <p>RESOLVED: That the minutes of the meeting held on 5 December 2017 be approved and signed by the Chair as a correct record subject to the following amendments:</p> <p>Attendance - To correct the spelling to read Chris Pickavance.</p>	
6. MATTERS ARISING	<p>These were dealt with as the Minutes were read out:</p> <p>Q – With regard to Actions is there a Risk Plan undertaken by the Audit Board?</p> <p>A – This is gone through at each meeting.</p> <p>Q – Do we have a reserve?</p> <p>A – This is preferred to be between 3% - 5% and we hold more than this. The controls are strengthened now with a Financial Director - Andrea Mills - and Jason Field will go through the figures later in the meeting.</p> <p>Mrs Knowles reported that she had spent some time with the Heads regarding the top slice. Road Shows had taken place and a lot of consultation had taken place regarding the increase of the top slice from 2.5% to 4%, though some Trustees felt that this was not enough.</p> <p>It was noted that schools retain 0.5% of the budget in case this was needed.</p> <p>Q – Do we have to take on failing schools?</p> <p>A – The ratio is 2:1(good or outstanding : failing)</p>	
	Jason Field arrived at the meeting.	
7. RECEIVE THE COMPANY ACCOUNTS	<p>The Trustees Report had been extracted from the Accounts and members' attention was drawn to the key elements:-</p> <p>p 4 – To look at operational structure</p>	

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	<p>p 5 – To set pay and remuneration</p> <p>DATA</p> <p>p 7 –Strategic Report – Mrs Knowles had put together achievements and performances</p> <p>p 8 – Members were hands off but needed to know that there were 2 x good schools and 2 x outstanding schools. The Ofsted judgements for Shelley and Birdsedge were old judgements. All of the Heads had presented to the Board with data outcomes of Early Years, Phonics and KS1 but that the Middle School Year 6 outcomes were more complex. Comparisons to national figures were not great but there are a number of feeder schools, with 45% of children on entry working at a higher level. We are aware that the hard data looks like we are not performing well. Middle Schools measure on entry and on exit through GL. Progress is strong, though the last set of data was disappointing as the predictions did not meet reality. Lots of analysis has taken place, peer review started early this year, at the end of September/early October looking at safeguarding, leadership and management, outcomes, children’s work, classrooms and subject leaders. Strategic direction is strong with Scissett -Natasha’s school, Kirkburton was borderline last time but is now good and Birdsedge is still inadequate with concerns in all areas and this school has needed much of our guidance and support. There is lots of partnership working in all of schools, eg leadership and SENCO where provision is shared. We are not complacent as KS2 does need to improve and we are mindful of the entry to exit data.</p> <p>Q – Will this be the most up to data for any Ofsted visit?</p> <p>A – Yes.</p> <p>In school data there are some ‘reds’ and it is difficult with small cohorts too but Ofsted do understand this. Birdsedge did improve last year.</p> <p>Q – Has Shelley dipped this year?</p> <p>A – Yes but the data is still strong.</p>	

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	<p>Data is not the only story for Birdsedge and we have looked at start points and books from the end of Foundation Stage to the end of KS1 and, over time, the outcomes are strong.</p> <p>Q – Appreciating that this is not operational but will Trustees be able to ask questions?</p> <p>A – At the last Board meeting, Martyn Jones reported that the Heads had presented data and we do have Link Trustees in specialist fields, two of our Trustees being education specialists who do have an independent view. Mrs Knowles reported that there will be a ‘Mocksted’ in January by Jim McGrath). In the morning observations will take place and in the afternoon there will be meetings with key personnel. No judgements will be given but an indication of grade will be given.</p> <p>Q – Do the Trustees see information for each Year Group as this is important?</p> <p>A – The end of Foundation Stage, phonics, Year 2 and Year 6 data is given. The governors and members do see year group data but not Trustees. Each LGB is responsible for their values and their curriculum so that keeps the local feel and not a MAST Trust way. There are Trust Policies and now, through evolution, there will be a Standard and Effectiveness Committee.</p> <p>Q – Will this present progress year on year?</p> <p>A – Heads do have that information to present as there is data for each school from entry to exit. The point was raised that for non-education Trustees a simplified version of data would be more helpful.</p> <p>It was important that year group data was known as there are two things for all schools to get right, great outcomes and to be solvent. Those members present were confident that the Trust was providing a challenge and that they were well informed. The greatest risk is Birdsedge.</p>	
8. FINANCE	<p>Returning to Finance, Mr Field spoke to this item. He reported on this, highlighting:-</p> <ul style="list-style-type: none"> • Currently in a strong financial position • £0.5m - £0.75m reserve at the end of this year 	

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	<ul style="list-style-type: none"> • The conversation has taken place re the £6m income • Now there is a reserve, thought needs been to be given to not gathering any more • Need to spend this on the children's education • We have been prudent because of a number of risks • Teacher pension scheme rising from 16.4% to 23% which is 3% of expenditure • We have to forecast for 3 years but yet the government forecasts for 18 months • There will be a balanced budget next year • The figures for Year 2 and Year 3 are on a worst case scenario • At the end we will still be in a surplus cumulatively • Our Auditors are happy, their Report stating that sound financial systems are in place • This will be another interesting year with 4% central capacity funding • Birdsedge numbers are down from 78 to 64 so plans will need to be made <p>Q – Why are the numbers falling? A – Parental choice and some children are being taken out of that school.</p> <p>TEACHING SCHOOL</p> <p>Mr Field reported that the teaching school has a statutory accounts note in the annual accounts and reports of the Mast Academy Trust. The decision was taken to keep this separately. There are some straight in and straight out figures but there is a surplus of £273k. A meeting has taken place with the Governance Team of the Teaching School.</p> <p>Q – Who are the auditors? A - Mazars are the internal and external auditors. They are separated with different personnel undertaking the different audits to ensure due diligence.</p> <p>Q – Do they look at a range of things, eg health and safety?</p>	

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	<p>A –They look at financial controls. We have our own internal team, including Site Managers and staff, for health and safety and the plan is to get this externally verified.</p> <p>RESOLVED: That Mr Field be thanked for his clear and comprehensive Report.</p> <p>The Chair reported that Birdsedge felt well supported. It was noted that one of the Business Managers would be retiring in April and that the individual strengths of each of the Business Managers would be looked at across the Trust.</p>	
9. APPOINTMENT OF AUDITORS	RESOLVED: That Mazars be appointed Auditors for the next year.	
10. TRUSTEE ATTENDANCE AT MEETINGS	<p>Members noted attendance details in p 13 of the document. There were a couple of anomalies which were explained by one resignation and one person having a contract working abroad for this period.</p> <p>Last year was an extraordinary year and we are now working towards one meeting per quarter. The Audit Committee meet three times per year and the Standards and Effectiveness Committee is to be introduced this year. Management accounts are sent regularly to Mr Jones.</p> <p>Q – Have meetings always been quorate? A - Yes.</p>	
11. FORMALISE TRUSTEE APPOINTMENTS	<p>RESOLVED: That the appointment of Andrea Mills be formalised.</p> <p>There are two other new Trustees to welcome Liz Godman (Inclusion) and Baljit Birring (Diversity).</p>	

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<p>12. INFORMATION REGARDING THE CEO APPOINTMENT – SCHOOL GROWTH POSITION</p>	<p>The members were sad regarding Mrs Knowles' decision. The rigorous Selection Panel process had appointed Natasha Greenough as CEO. This was a new opportunity for her to build on her Middle School management. A substantial amount of work has been undertaken over the last couple of years and it was an opportunity for her to build on this. Mrs Knowles would be in situ for transition until the end of January.</p> <p>Q – How does a Head of School, a CEO and a Teaching School manage all these roles?</p> <p>A – This was not sustainable. There are strong personnel in post, eg two Assistant Heads in this school. It is a challenge but there are excellent opportunities for staff development. There is an opportunity now to look at Birdsedge and there will be LLE support with Mrs Knowles one day per week in January.</p> <p>Someone needs to take on the growth strategy as we were conservative in the beginning. Looking at more of a Hub Model, Spring Grove, our partner Teaching School, brings much needed diversity and it is a primary school with a Year 6 which fits in with our growth plan, as an NLE we supported Fixby too and Working Party conversations are taking place. All this will need due diligence. We need to ensure Birdsedge gets better and to bring Spring Grove on board.</p> <p>Q – Do we need a replacement Head at Birdsedge?</p> <p>A – It is a small school and we may be able to share a Head. Interim measures are in place for the school. As vacancies occur there is a need to look at parity and that the offer to children is equal. A Staffing Review will be undertaken by Mrs Greenough and Mr Field after three months to look at central resources. Accountability is much closer to the schools in a MAST.</p> <p>Q –Who undertakes Compliance and Data Protection?</p>	

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	<p>A – Mr Field does and he also works for another Trust two days per week. The sharing of skills and resources across the four schools may be beneficial rather than post holders working on a broad job.</p> <p>RESOLVED: That all the staff be commended for coming such a long way in a short time.</p>	
13. QUESTIONS FOR TRUSTEES	<p>These had been dealt with satisfactorily throughout the meeting.</p> <p>However, following the resignation of a Trustee, the weak area was still marketing. The back office work was appreciated by the LGB as that work can be taken off the Heads. The identity of the MAST also needs to be built on. Already we were taking the lead on initiatives, eg GDPR and are working collaboratively on disadvantaged children with the Writing Project.</p>	
14. ANY OTHER BUSINESS	<p><u>Letter of Representation from Accountant</u></p> <p>RESOLVED: that this be dated 12 December 2018 and be signed off by the Chair of the Trustees.</p>	
15. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS	<p>RESOLVED: That the next meeting be Monday 11th December 2019.</p>	
16. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY	<p>RESOLVED: That no part of the minutes be excluded from the copy to be made available.</p>	

The Chair closed the meeting at 7.40pm