

THE MAST ACADEMY TRUST



Meeting	Venue	Time	Date
Trust Board	Video Conference	6.30pm	Wednesday 8 th July 2020

Company ID	10357163
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Start of meeting	18:33
Close of meeting	20:27
Attendance	86%

Present		In attendance	
Name	Role	Name	Role
Andy Williams	Trustee	Melanie Humphreys	Clerk
Liz Godman	Trustee	Jason Field	CFO
Anthony Wilkinson	Trustee	Natasha Greenough	CEO
Martyn Jones	Chair of Trustees		
Tim Wade	Trustee		
Philip Oldfield	Trustee		
Apologies received		Absent without consent	
Name	Role	Name	Role
		Helen Jones	Trustee

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51	Apologies for absence, consent and declarations of interest	<p>The following Trustees were absent without consent and no apologies received:</p> <ul style="list-style-type: none"> Helen Jones <p>RESOLVED: There are no declarations of interest.</p>								
52	Notification of items to be brought up under Any Other Business	<p>RESOLVED: the following items were raised as any other business:</p> <ul style="list-style-type: none"> Risk register 								
53	Minutes for the meeting on 13 th May 2020	<p>RESOLVED: That the minutes of the meeting held on 13th May 2020 be agreed as a true record of the meeting and agreed by those in attendance for the 13th May 2020.</p> <p>An approval signature will be obtained at the next governing body meeting.</p> <p style="background-color: #fff9c4;">ACTION: Approval signature for the minutes of 13th May 2020 required at the next Trust Board that is held in school.</p>								
54	Matters arising	<p>The following items were discussed under matters arising.</p> <p>Any item not resolved will be carried over to the next meeting on the Trust Board on 6th October 2020.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: black; color: white;"> <th style="text-align: left;">Minute Reference</th> <th style="text-align: left;">Action</th> </tr> </thead> <tbody> <tr> <td style="background-color: #e0e0e0;">M37_13052020</td> <td>Approval signature for the minutes of 12th February 2020 required at the next Trust Board that is held in school.</td> </tr> <tr> <td style="background-color: #e0e0e0;">M38_13052020</td> <td> <p>Dr Williams to meet with careers lead in the Trust.</p> <p>Mrs Humphreys to scope out idea and liaise with Mr Wade and Trustees for feedback on Trust News.</p> <p><i>RESOLVED: Outline complete and gained feedback from Mr Wade. Outline available on teams for reference.</i></p> </td> </tr> <tr> <td style="background-color: #e0e0e0;">M39_13052020</td> <td>Mrs Humphreys to contact the applicant to arrange a</td> </tr> </tbody> </table>	Minute Reference	Action	M37_13052020	Approval signature for the minutes of 12 th February 2020 required at the next Trust Board that is held in school.	M38_13052020	<p>Dr Williams to meet with careers lead in the Trust.</p> <p>Mrs Humphreys to scope out idea and liaise with Mr Wade and Trustees for feedback on Trust News.</p> <p><i>RESOLVED: Outline complete and gained feedback from Mr Wade. Outline available on teams for reference.</i></p>	M39_13052020	Mrs Humphreys to contact the applicant to arrange a
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		<p>call with Mr Jones and Mrs Greenough. <i>RESOLVED: The call has taken place, the members are happy to support the appointment. Refer to item 55.</i></p>
		<p>Mr Wilkinson, Dr Williams and Mrs Jones to advise if they are interested in a further term of office once their current term ends by the next meeting on Wednesday 8th July 2020. <i>RESOLVED: Refer to item 55.</i></p>
		<p>Representation to be an agenda point in the meeting on Wednesday 8th July 2020. Items to discuss are new Trustees and renewal of terms of office. <i>RESOLVED: Completed. Refer to item 55.</i></p>
		<p>Succession planning to be an agenda point on the next meeting on Wednesday 8th July 2020. Items to discuss will be skills audit outcomes, new Trustee skills sets, succession planning and training required. <i>RESOLVED: Completed. Refer to item 56.</i></p>
		<p>Mrs Humphreys to email details of the NGA board training to Trustees for consideration. Trustees to advise their thoughts for further discussion as a board. Trustees to also indicate if they would wish to be considered for chair training. <i>RESOLVED: Completed. Refer to item 56.</i></p>
	M40_13052020	Re-opening of school: weekly progress to be

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	<p>provided to the Trustees before 1st June 2020. A further video call to be arrange prior to the opening date to confirm plans in place.</p> <p><i>RESOLVED: Complete</i></p>
	<p>M44_13052020</p> <p>Add risk register as a standing item to all committee agendas going forward and once a year on the board.</p> <p><i>RESOLVED: This has been on all committee agendas, and reviewed at audit committee on 30th June 2020.</i></p>
	<p>M45_13052020</p> <p>Trustees to complete the skills audit by end of May to review in June, and discuss at next board on Wednesday 8th July 2020.</p> <p><i>RESOLVED: Five Trustees completed. Refer to item 56.</i></p>
<p>55 Trust Board representation</p>	<p><u>Recruitment of new Trustees</u></p> <p>Mr Jones provided an update on the progress of recruiting new Trustees.</p> <p>Mrs G Howe has been approved by the members to be appointed as a Trustee to the board with specialism in education and school improvement.</p> <p>RESOLVED: Trustees support the appointment of Mrs Howe subject to the required checks.</p> <p>ACTION: Mrs Humphreys to send Mrs Howe the appointment letter and progress induction. ACTION: Mrs Humphreys to obtain written resolutions from the members.</p> <p>It was noted a further five interested applications were in the progress of being interviewed and recommendations to further appointments will follow.</p>

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	<p><u>Trustees end of office in August/September 2020</u> The Trust Board were advised that the following Trustees term ends:</p> <ul style="list-style-type: none"> • Mr Jones on 1st September 2020 • Dr Williams on 1st September 2020 • Mr Wilkinson on 5th September 2020 <p>Mr Jones. Dr Williams and Mr Wilkinson were requested to advise if the wish to continue an additional term.</p> <p>The Trustees were requested to vote on the appointment of the named Trustees to return for a further term.</p> <p>RESOLVED: With unanimously agreement that all Trustees have been appointed for another term.</p> <ul style="list-style-type: none"> • Mr Jones will progress a further term from 2nd September 2020 to 1st September 2024 • Dr Williams will progress a further term from 2nd September 2020 to 1st September 2024 • Mr Wilkinson will progress a further term from 6th September 2020 to 5th September 2024 <p>It was noted that Mrs Jones term end is due on the 13th January 2020 and will be considered at the Trust Board meeting in the Autumn Term.</p>
56 Trust Board Succession Planning	<p>Mrs Humphreys used the 'Skills Audit Analysis June 2020' report which had been provided on teams prior to the meeting in their update.</p> <p>Mr Jones requested the two Trustees who had not completed the skills audit to complete.</p> <p>Mr Jones requested the Trustees to consider the role of chair and vice chair for the meeting on Tuesday 6th October 2020.</p> <p>It was noted that the recruitment taking place will strengthen the areas identified in the skills audit.</p>

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	<p>It was noted that any further training will be considered as part of the meeting on Tuesday 6th October 2020.</p>
<p>57 COVID-19 update</p>	<p>Mrs Greenough provided a verbal update following the government announcement on Friday 3rd July 2020 in relation to schools re-opening in September. The following points were provided:</p> <ul style="list-style-type: none"> • The guidelines get all children back to school • Concept of social distancing is different in schools from September. • The trust will balance the requirements around the education • There will be controls around finance and curriculum • The leaders are working with the bus companies and planning is commencing to see if it is logistically possible to have staggered start and finish times; if not the leadership are considering other measures that can be put in place to mitigate the risk • All staff can return to work; although the guidance is not very clear on pregnant colleagues • Vulnerable categories continue to be advised to social distancing ; this proves more difficult in the first schools, a little easier in the middle schools • Meetings are taking place with senior leaders • The Trust have written to parents about September and to thank our staff. <p>Q. Are we doing the overlay for vulnerable / shielding / self-isolating categories and mental health overlay?</p> <p>A. We are contacting the vulnerable staff requesting them to visit the site to complete the risk assessment for each person. We are also reminding all staff about access to our wellbeing</p>

service. The heart of our ethos is people, we are supportive to all staff.

Q. How do we assess someone who hasn't been in school and decides they don't want to come back into school?

A. We have to complete a scenario planning process with a balanced approach to the scenarios.

ACTION: Scenario planning with consistent processes for people who are in the vulnerable categories and are anxious about coming back to school. Ensure the risk assessment is updated with the framework to follow this process.

ACTION: Staffing Committee to meet in late August (prior to school opening in September) to review the individual risk assessments following the framework. Including the scale this impact has on those people who haven't been in school, and scale of impact based on new grouping and curriculum on those in school.

RESOLVED: The board agree to meet to consider the school risk assessments sign off.

ACTION: External sign off of the risk assessment to take place with the Health and Safety consultant followed by a video conference with the board to agree sign off a risk assessment prior to opening.

Safeguarding

It was noted that measures continue to be in place; there was an opportunity to bring back the current Y7 & Y8 that are extremely vulnerable.

It was further noted that a training day has been scheduled for Friday 4th September where safeguarding training will take place alongside further updates from the Trust.

Mrs Greenough provide an update on the COVID19 case that occurred on Shelley Frist

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	<p>School on 23rd June 2020. It was noted the fantastic support was provided from the leadership team at Shelley First School in particular Mrs Walters.</p> <p>The executive team and Trustees express their thanks to the school and Mrs Walters.</p>
<p>58 Trust self-evaluation (SEF) and action plan</p>	<p>Mrs Greenough used the 'The Mast Academy Trust Self Evaluation and Improvement Planning overview' report, which had been provided on Teams prior to the meeting, for the update. The report contains:</p> <ul style="list-style-type: none"> • Overview of Priorities and performance • Self-evaluation against the IOS capacity Improvement Planning Evaluation Criteria <p>It was noted that this document is for our own self-evaluation.</p> <p>The Trustees advised further consideration in the evaluation of:</p> <ul style="list-style-type: none"> • Staffing attendance; further investigations, using different approaches, to measure the causes. • Governance development to be added into further points • Ensure KPIs are SMART. <p>It was noted that KPIs would form a dashboard for the Trustees to consider at each of the board meetings. Further KPIs could then be considered in the boards sub-committees.</p> <p>ACTION: Trustees to look at 'The Mast Academy Trust Self Evaluation and Improvement Planning overview' and provide feedback by Friday 17th July 2020 to Mrs Greenough.</p> <p>ACTION: Detailed KPI document to be sent for trustees for further consideration.</p>
<p>59 CFO report including budget for 2020_21</p>	<p>Mr Field had provided a number of documents for Trustee consideration prior to the meeting.</p> <ul style="list-style-type: none"> • MAST - FD report Final 080720 FV

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	<ul style="list-style-type: none"> • Trust Consolidated budget 202021 • Trust MA period 9 201920 <p>The following points were noted in addition to the content of the report for 19_20:</p> <ul style="list-style-type: none"> • The revenues are on track • Reserves are maintained similar to the levels of last year • The risks still associated are: COVID19 related (trips, cleaning costs) two schools are considered a finance risk. • Capital plans are in place over the summer <p>The following points were noted in addition to the content of the report for 20_21:</p> <ul style="list-style-type: none"> • The collaborative charge increases across the schools • Balanced budgets are forecast for most of the schools, with a short term deficit for Shelley First School. Birdsedge First School will move to a deficit in future years. • The overall funding increase is 3.8%; this has a bigger impact for middle schools in particular • Forecast to carry forward reserves • Budget is based on returning to normal; it is not without risks. • Catch up funding is not considered within the budget as this is still unclear <p>Mr Jones advised the Finance Committee recommend the budget for 20_21.</p> <p>RESOLVED: Budget is approved by the Trustees for 2020_21.</p>
60 Trust Review items for ratification	<p>Mrs Humphreys had provided a number of documents for Trustee consideration prior to the meeting.</p> <ul style="list-style-type: none"> • Scheme of delegation • Terms of reference for all Trust and their governing body meetings • Service level agreement <p>Mrs Humphreys requested ratification of the listed documents from the Trustees.</p>

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	RESOLVED: All documents are ratified for use.																
61 Committee reports	<p>Minutes can be found in the committee channel folders on teams of:</p> <ul style="list-style-type: none"> • Staffing Committee – 15th June 2020 • Standards and Effectiveness – 24th June 2020 • Audit Committee – 30th June 2020 <p>RESOLVED: Trustees to review the minutes and any questions can be referred to the chair of that Committee.</p>																
62 Policies	<p>The Medical Referrals policy has been reviewed by the Safeguarding Lead for the Trust. With Mrs Godman’s approval it is requested that the Trustees Ratify the Medical Referrals policy.</p> <p>RESOLVED: Trustee ratify the Medical referrals Policy.</p>																
63 Any other business	<p><u>Risk register</u></p> <p>Mr Field had shared the ‘Mast Risk register version 8 summer 2020 Board’ prior to the meeting for consideration.</p> <p>The following points were noted:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Risk number</th> <th style="text-align: left;">Action</th> </tr> </thead> <tbody> <tr> <td>51</td> <td>maintain current risk level</td> </tr> <tr> <td>49</td> <td>maintain current risk level</td> </tr> <tr> <td>48</td> <td>Rolling out in September – risk level move to medium</td> </tr> <tr> <td>50</td> <td>maintain current risk level</td> </tr> <tr> <td>21</td> <td>maintain current risk level</td> </tr> <tr> <td>46</td> <td>maintain current risk level</td> </tr> <tr> <td>52</td> <td>maintain current risk level</td> </tr> </tbody> </table> <p style="background-color: #fff9c4;">ACTION: Risk levels to be revised as indicated on 48</p> <p>Q. Have we had any contact about Kirkburton Middle School with the RSC? A. Not about the Ofsted report at KMS, only about COVID19</p>	Risk number	Action	51	maintain current risk level	49	maintain current risk level	48	Rolling out in September – risk level move to medium	50	maintain current risk level	21	maintain current risk level	46	maintain current risk level	52	maintain current risk level
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	<p>RESOLVED: The risk around safeguarding to be managed at standards and effectiveness committee but also include on board agendas.</p> <p>ACTION: Safeguarding risk to be included for assurance at board meetings.</p> <p>ACTION: Trustees to advise any further high risks to add to the register.</p> <p>It was noted that the risk register will be reviewed annually for the controls and updated termly throughout the year.</p> <p>ACTION: Risk register to be a standing item on all board meetings to review any changes to board level risks.</p> <p><u>Notes of gratitude</u> Mrs Greenough expressed her thanks to the Trustees for their support.</p> <p>Mrs Greenough expressed her thanks for the support and continued hard work of Mr Field and Mrs Humphreys, they have both made a significant contribution to the Trust this year.</p> <p>The Trustees also extend their thanks to Mrs Greenough and offer their congratulations that she will become full time CEO in the next academic year.</p>
64 Future date for meetings of the Trust Board	<p>RESOLVED: The following dates are identified for upcoming meetings:</p> <ul style="list-style-type: none"> • Tuesday 6th October 2020 at 6.30pm • Wednesday 9th December 2020 at 6.30pm • Wednesday 10th March 2021 at 6.30pm • Wednesday 26th May 2021 at 6.30pm • Wednesday 14th July 2021 at 6.30pm <p>The location will be confirmed nearer the dates of the meetings if social distancing requirements continue.</p>
65 Agenda, minutes and related papers	<p>RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the Trust.</p>

Summary of Actions

Minute Reference	Action
08072020_M53	Approval signature for the minutes of 13 th May 2020 required at the next Trust Board that is held in school.
08072020_M54	Approval signature for the minutes of 12 th February 2020 required at the next Trust Board that is held in school.
	Dr Williams to meet with careers lead in the Trust.
08072020_M55	Mrs Humphreys to send Mrs Howe the appointment letter and progress induction.
	Mrs Humphreys to obtain written resolutions from the members.
08072020_M57	Scenario planning with consistent processes for people who are in the vulnerable categories and are anxious about coming back to school. Ensure the risk assessment is updated with the framework to follow this process.
	Staffing Committee to meet in late August (prior to school opening in September) to review the individual risk assessments following the framework. Including the scale this impact has on those people who haven't been in school, and scale of impact based on new grouping and curriculum on those in school.
	External sign off of the risk assessment to take place with the Health and Safety consultant followed by a video conference with the board to agree sign off a risk assessment prior to opening.
08072020_M58	Trustees to look at 'The Mast Academy Trust Self Evaluation and Improvement Planning overview' and provide feedback by Friday 17 th July 2020 to Mrs Greenough.
	Detailed KPI document to be sent for trustees for further consideration.
08072020_M62	Risk levels to be revised as indicated on 48
	Safeguarding risk to be included for assurance at board meetings.
	Trustees to advise any further high risks to add to the register.
	Risk register to be a standing item on all board meetings to review any changes to board level risks.