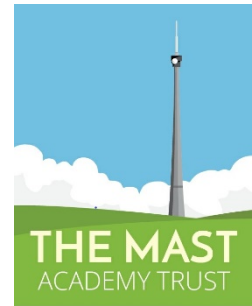


# THE MAST ACADEMY TRUST



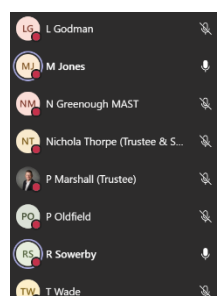
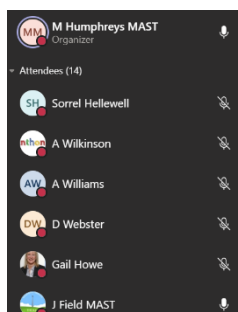
Meeting	Venue	Time	Date
Trust board	Virtual via Teams	6.30pm	Wednesday 10 <sup>th</sup> March 2021

DFE	10357163
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Start of meeting	18:32
Close of meeting	20:25

Attendance	92%
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Present		In attendance	
Name	Role	Name	Role
Martyn Jones	Trustee	Melanie Humphreys	Clerk
Andy Williams	Trustee	Sorrel Hellewell	Clerk apprentice
Richard Sowerby	Trustee	Natasha Greenough	CEO
Liz Godman	Trustee	Jason Field	CFO
Anthony Wilkinson	Trustee		
Philip Oldfield	Trustee	Absent with Consent	
David Webster	Trustee	Name	Role
Gail Howe	Trustee	Dorcas Atkinson	Trustee
Nicola Thorpe	Trustee		
Phil Marshall	Trustee	Absent without Consent	
Tim Wade	Trustee	Name	Role



Item	Minutes
38 Apologies for absent and consent	<p>RESOLVED: Apologies had been received</p> <ul style="list-style-type: none"> <li>Dorcas Atkinson was absent with consent</li> </ul>
39 Declarations of interest	<p>RESOLVED: No declarations of interest were declared.</p>
40 Representation	<p>Mrs Humphreys reported that a letter had been sent on the 12<sup>th</sup> February 2021 to all Trustees requesting nominations for Chair of Trustees and Vice chair of Trustees. Articles 82 states that Trustees will elect a Chair and Vice chair each school year from its number.</p> <p>The term period for the Chair and Vice chair elected this school year will be in place until the Trust Board meeting in July 2022 (date to be agreed).</p> <p>Nominations on the day will only be accepted where no written nominations have been received prior to the meeting.</p> <p>A nomination had been received by Mr Philip Marshall to be Chair of Trustees.</p> <p>A nomination has been received for Mr Marshall (if not elected as chair) and Mrs Atkinson to be Vice chair of Trustees. Mrs Atkinson is absent from the meeting, therefore her nomination cannot be considered.</p> <p>Mr Marshall was provided with the opportunity to speak in support of his nomination.</p> <p>A secret ballot followed.</p> <p>RESOLVED: Mr Marshall is elected as Chair of Trustees for the Mast Trust from 10<sup>th</sup> March 2021 until July 2022.</p> <p>RESOLVED: The Vice chair election will be deferred until Wednesday 26<sup>th</sup> May 2021. Mr Jones will support as Vice chair until Wednesday 26<sup>th</sup> May 2021.</p> <p><b>ACTION: Vice chair election to held at the next Trust Board meeting on Wednesday 26<sup>th</sup> May 2021 at 6.30pm.</b></p> <p>It was noted all Trustees thank Mr Jones and Mr Williams for all of their work and time whilst being Chair and Vice chair respectively.</p>
41 Notifications of items to be	<p>RESOLVED: There were no other items to be brought up from any other business.</p>

Item	Minutes
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brought up under any other business											
42 Minutes for the meetings on 9 <sup>th</sup> December 2020 and 21 <sup>st</sup> January 2021 accounts approval	RESOLVED: All agreed the Minutes of the meeting held on 9 <sup>th</sup> December 2020 and 21 <sup>st</sup> January 2021 be approved as a true record of the meetings.										
43 Matters arising	<p>The following items were discussed under matters arising.</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="vertical-align: top;">09122020_ 23</td> <td> <p>Clerk to arrange a thank you gift to be sent to Mrs Jones.</p> <p>RESOLVED: Complete</p> </td> </tr> <tr> <td style="vertical-align: top;">09122020_ 26</td> <td> <p>Carry forward 'Chair of Trustees and Vice Chair election to be held on the Wednesday 10th March 2021.'</p> <p>RESOLVED: Refer to item 40</p> <p>Mrs Greenough to share Kirkburton Middle School Ofsted assurance letter with Trustees once available.</p> <p>RESOLVED: Complete</p> <p>Carry forward item 'Add section to KPI document on Trust improvement key priorities'.</p> <p>RESOLVED: Refer to item 44</p> </td> </tr> <tr> <td style="vertical-align: top;">09122020_ 28</td> <td> <p>Staff recognition to be included on the Staffing Committee agenda in February 2021.</p> <p>RESOLVED: Complete</p> <p>Finance Committee and Audit committee to be invited to a meeting with the external auditors to present their findings on the external audit.</p> <p>RESOLVED: Complete</p> </td> </tr> <tr> <td style="vertical-align: top;">09122020_ 35</td> <td> <p>Clerk to contact governance members with a DBS certificate older than 3 years and request their attention to completing a new DBS check and sign up for the update service.</p> <p>RESOLVED: In progress</p> <p>Equality review report to be included on the Staffing Committee agenda in February 2021.</p> </td> </tr> </tbody> </table>	Minute Reference	Action	09122020_ 23	<p>Clerk to arrange a thank you gift to be sent to Mrs Jones.</p> <p>RESOLVED: Complete</p>	09122020_ 26	<p>Carry forward 'Chair of Trustees and Vice Chair election to be held on the Wednesday 10th March 2021.'</p> <p>RESOLVED: Refer to item 40</p> <p>Mrs Greenough to share Kirkburton Middle School Ofsted assurance letter with Trustees once available.</p> <p>RESOLVED: Complete</p> <p>Carry forward item 'Add section to KPI document on Trust improvement key priorities'.</p> <p>RESOLVED: Refer to item 44</p>	09122020_ 28	<p>Staff recognition to be included on the Staffing Committee agenda in February 2021.</p> <p>RESOLVED: Complete</p> <p>Finance Committee and Audit committee to be invited to a meeting with the external auditors to present their findings on the external audit.</p> <p>RESOLVED: Complete</p>	09122020_ 35	<p>Clerk to contact governance members with a DBS certificate older than 3 years and request their attention to completing a new DBS check and sign up for the update service.</p> <p>RESOLVED: In progress</p> <p>Equality review report to be included on the Staffing Committee agenda in February 2021.</p>
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		RESOLVED: Complete
44	Standards, staffing and organisation	<p>The following documents were provided prior to the meeting for Trustee consideration:</p> <ul style="list-style-type: none"> <li>• March CEO report 2021</li> <li>• Trust Staffing Committee 25Feb21_draft v0.2</li> <li>• Trust SE Committee 25Feb21_draft v0.2</li> </ul> <p><u>CEO report</u></p> <ul style="list-style-type: none"> <li>• Executive summary</li> <li>• Current challenges for the trust</li> <li>• Trust-level KPIs</li> <li>• School-level internal assessment information</li> <li>• Staffing update</li> <li>• Summary of CEO's activity</li> </ul> <p>Trustees were invited to ask questions prior to the meeting on the 'pre meeting questions' document that was provided on Teams.</p> <p>Q: Please could you explain the attendance grid further re dates and how it compares to the local/national picture?  A: It is very difficult to do a national comparison due to the way the data is recorded in schools.</p> <p>All pupils who are at home due to Covid reasons (isolation; stay at home message) have an 'X' in the register which counts as a present mark. This means, that although only 13% of children are actually in school, attendance will still be very high. However, all of our schools have been taking lesson registers for live lessons and have chased any absence (and made alternative arrangements where necessary) which means that the children recorded as present have been actively engaged in learning.</p> <p>Although with national attendance figures there is normally a 12-month lag, there has been some interim data published on national attendance levels but this reflects the actual number of children in school buildings. Pupil attendance in state-funded schools was 19% on 4 March, up from 18% on 25 February.</p> <p>Attendance has increased steadily throughout the spring term from 14% on 13 January. Attendance was 28% in state-funded primary schools, 6% in state-funded secondary schools. If we compare this to December, attendance on 10<sup>th</sup> December was 85% with attendance in state-funded primary schools at 89%, and attendance in state-funded secondary schools at 80%.</p> <p>The DFE estimated that approximately 7-9% of pupils in state-funded schools did not attend school for COVID-19 related reasons on Thursday 10<sup>th</sup> December. This includes 0.2% of</p>

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	<p>pupils with a confirmed case of coronavirus. 0.4% of pupils with a suspected case of coronavirus and 6.6-7.3% of pupils self-isolating due to potential contact with a case of coronavirus. All children, who are self-isolating will have an 'X' in the register (present) and therefore, we can estimate that attendance for state funded schools will have been around 92% in December - 96% in Primary and 87% in Secondary.</p> <p>Q: What does the current GL/assessment data indicate and how is this compared to statistic neighbours and national?  A: The attainment data shows that progress has been made. Less progress has been made in year 4, this will be looked at in peer reviews next term. Year 6 also have not made as much progress, and again this will be looked at in the peer reviews.</p> <p>Q: Data is missing for SFS Y1 is this an error or omitted purposely?  A: Following Standards and Effectiveness Committee, the data was reviewed with the schools. Due to the age of the children, the data has been collated differently so it had been excluded from the evaluation. Rather than ask the school to recollect, we will gather the data post moderation after Easter.</p> <p>Further opportunity was provided for questions from Trustees to the CEO.</p> <p>Q: How do you feel things are going since the children have all returned back to school?  A: Things are going well, attendance is good. Middle schools have all done Covid testing and parents have been very supportive. The majority of children seem quite happy, some are struggling but teachers are assessing these children and putting support in place that is needed. We will be doing more assessments after Easter to see if there are any more gaps.</p> <p>Q: How are all the staff feeling?  A: Staff are tired and are concerned about the nationwide press realises on summer schools. The well-being survey showed all staff but 3 said they were happy in their school. We are still being mindful around this situation.</p> <p>It was noted that Special Educational Needs and Disability (SEND) is a Trust wide priority.</p> <p><u>Summary by Chair of the Staffing Committee: 25<sup>th</sup> February 2021</u></p> <p>In Mrs Atkinson's absence Mr Wilkinson gave a brief summary from the Staffing Committee:</p> <ul style="list-style-type: none"> <li>• Absence and attendance levels across the Trust</li> <li>• HR provision across the Trust</li> <li>• Recognition scheme for staff</li> </ul>
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	<ul style="list-style-type: none"> <li>• Equalities report and recruitment processes</li> </ul> <p>Q: Is there a plan to increase the response rate for the well-being survey? Can the status of the survey be raised?</p> <p>A: The response rate was disappointing for some groups/schools, but does allow us to ascertain the general feelings of staff. It may be worthwhile returning to the annual survey at the end of the academic year and definitely raising the profile of it as it is important in accordance with our values.</p> <p>It was noted that Birdsedge First School had already completed a well-being survey that was provided by their governors and it was further noted that the responses will be discussed in the pastoral and well-being development group.</p> <p><u>Summary by Chair of the Standards and Effectiveness Committee: 25th February 2021</u></p> <p>Mrs Godman gave a brief summary from the Standard and Effectiveness Committee:</p> <ul style="list-style-type: none"> <li>• The younger children seem to be doing well as do years 7 &amp; 8.</li> <li>• Years 4 &amp; 6 had already been mentioned in the CEO report.</li> <li>• There are some issues relating to SEND. This is partly because there is a replacement SENCo at Kirkburton Middle School and Scissett Middle School and the SENCo has left at Shelley First School. SEND is identified as a focus for the summer term.</li> <li>• There has been an increase in exclusions at Kirkburton Middle School; this is part of having a challenging year 7 and there was homophobic language incidents at Scissett Middle School in year 6, which is being addressed.</li> <li>• The talent matrix was discussed; this is a very useful tool for across the trust.</li> </ul> <p><u>Key points and matters arising for Board awareness from Committees.</u></p> <table border="1" data-bbox="529 1662 1385 2002"> <tr> <td data-bbox="529 1662 1385 1742"><b>Resolutions from the Staffing Committee meeting (25<sup>th</sup> February) for note at the Trust Board on 10<sup>th</sup> March</b></td> </tr> <tr> <td data-bbox="529 1742 1385 1886"><i>RESOLVED: Staff recognition to be explored with a strategy proposal for next academic year. Trustees supported personal letter from the Trust picking out those who deserve recognition.</i></td> </tr> <tr> <td data-bbox="529 1886 1385 2002"><i>RESOLVED: The risks were reviewed for staffing committee, discussed and adjusted within the document to be noted at the Trust Board.</i></td> </tr> </table>	<b>Resolutions from the Staffing Committee meeting (25<sup>th</sup> February) for note at the Trust Board on 10<sup>th</sup> March</b>	<i>RESOLVED: Staff recognition to be explored with a strategy proposal for next academic year. Trustees supported personal letter from the Trust picking out those who deserve recognition.</i>	<i>RESOLVED: The risks were reviewed for staffing committee, discussed and adjusted within the document to be noted at the Trust Board.</i>
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Item	Minutes
	<p><i>RESOLVED: The staffing committee agree there is no requirement to update the scheme of delegation in relation to the committee.</i></p> <p><b>Resolutions from the Standards and Effectiveness Committee meeting (25<sup>th</sup> February) for note at the Trust Board on 10<sup>th</sup> March</b></p> <p><i>RESOLVED: The risks were reviewed for standards and effectiveness committee, discussed and adjusted within the document to be noted at the Trust Board.</i></p> <p><i>RESOLVED: The standards and effectiveness committee agree there is no requirement to update the scheme of delegation in relation to the committee.</i></p>
45 Audit and finance	<p>The following documents were provided prior to the meeting for Trustee consideration:</p> <ul style="list-style-type: none"> <li>• CFO Audit Report 01032021</li> <li>• CFO Report 230221 (FC)</li> <li>• MAST_AC minutes 01MAR21_draft v0.1</li> <li>• MAST_FC minutes 23Feb21 v0.1</li> </ul> <p>Mr Field and the Chair of the Audit and Finance Committees were asked to provide a brief summary of the meetings.</p> <p><u>Audit Committee</u></p> <ul style="list-style-type: none"> <li>• The risk register was reviewed and the audit risks were looked at.</li> <li>• Discussed future timing of meetings in regards to audit committee meet after all other sub committees.</li> <li>• Putting in place the internal scrutiny programme</li> <li>• GDPR and H&amp;S; GDPR audits have been completed recently and H&amp;S audits are planned in the summer term.</li> <li>• An ICT equipment audit has been completed.</li> <li>• A Cyber security Pilot is planned with two schools - Shelley First School and Kirkburton Middle School.</li> <li>• The wider programme of non-financial controls.</li> </ul> <p>Mr Oldfield gave a brief summary as Chair of the Audit Committee:</p> <ul style="list-style-type: none"> <li>• There is a good structured plan of work going forward</li> <li>• It was encouraging to hear from site manager and the rest of team.</li> <li>• There is a potential ICT issue with a large expenditure in the future to consider.</li> </ul>

Trustees were invited to ask questions prior to the meeting on the 'pre meeting questions' document that was provided on Teams.

Q: Has the Trust previously considered using a single external audit for GDPR as a way of quality assuring the work done internally?

A: Yes this has been considered; it is an additional cost for each school of around £500 plus. This is therefore covered by a series of visits from the CFO on an annual basis. We are potentially expanding the trained resource in the Trust.

#### Finance Committee

- Financial returns have all been submitted on time and are completed.
- Reforecast has been completed which demonstrated a deficit that is a significant adverse to budget. This is due to the pandemic.
- The funding letters have been received which indicates an average funding increase by 3.9%, and this will enable budget setting.
- There is a pay freeze of staff earning over £24,000.
- The Trust is in a good financial position for next academic year.
- The procurement strategy and the key priorities were considered.

Mr Webster gave a brief summary as Chair of the Finance Committee:

- Regarding the £100,000 spent around staff absences, some of this may be recoverable through insurance.
- The capital plan and procurement plan had been approved.

Q: How we got any news if there will be an increase in pension contribution?

A: This has been covered by a grant in a previous year and has been consolidated into the core grant. There is an evaluation of the local governor pension scheme in the future but nothing imminently. The large majority of grants are secure.

#### Key points and matters arising for Board awareness from Committees.

#### **Resolutions from the Finance Committee meeting (23<sup>rd</sup> February) for note at the Trust Board on 10<sup>th</sup> March**

*RESOLVED: It was noted the EFSA requirements have been submitted to the required deadlines.*



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	<i>RESOLVED: The procurement strategy is approved by the Finance committee, the suggested points by the Finance Committee must considered in the final document.</i>
	<i>RESOLVED: The capital plan for 2020-21 approach is considered by the Finance committee and will be approved subject to prioritisation and further submission of the Finance Committee.</i>
	<i>RESOLVED: Trustee support the proposal to commence condition estates survey.</i>
	<i>RESOLVED: The risks were reviewed for finance committee, discussed and adjusted within the document to be noted at the Trust Board.</i>
	<i>RESOLVED: The Finance committee approve the addition of the CIF approval process in the scheme of delegation with recommendation to the board for adoption.</i>
	<i>RESOLVED: The Committee requests an update to the forecast by included in the CFO report to the Trust Board on 10<sup>th</sup> March 2021.</i>
	<b>Resolutions from the Audit Committee meeting (1<sup>st</sup> March) for note at the Trust Board on 10<sup>th</sup> March</b>
	<i>RESOLVED: Trustees approve the actions to be taken for 2020/21 with regard to the internal scrutiny programme.</i>
	<i>RESOLVED: Trustees approve the Health and Safety scorecard and its relaunch post COVID across our schools.</i>
	<i>RESOLVED: Audit Committee require assurance of controls at their meetings going forward.</i>
	<i>RESOLVED: The risks were reviewed for audit committee, discussed and adjusted within the document to be noted at the Trust Board.</i>
	<i>RESOLVED: The audit committee approve the addition of the website updates process in the scheme of delegation with recommendation to the board for adoption.</i>
	<i>RESOLVED: The advisory section of information security policy should be reviewed; subject to this the policy is ratified, alongside the policies listed, by the Audit Committee to note at the Trust Board.</i>
46 Trust Strategy	<p>The following documents had been provided to Trustees prior to the meeting for information:</p> <ul style="list-style-type: none"> <li>• Business Model and Strategic Plan 2020_2023</li> <li>• Mast Trust Improvement Plan TIP 20 21 updating</li> </ul>

Item	Minutes
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	<p>Trustees were invited to ask questions prior to the meeting on the 'pre meeting questions' document that was provided on Teams.</p> <p>Q: Should we create a clearer idea of how we will measure our achievement of the goal? Should each goal have clear success criteria which we can RAG rate as well as the actions?  A: We have KPI's that we are developing alongside the strategy. We do review this on an ongoing basis and try and align these KPI's with the success of the goals and actions in the Strategy</p> <p>Q: Do the schools work with their local pyramid or EYFS network in the LA? Could expertise wider than the Trust be drawn on this way for moderation and goal setting?  A: Yes, but much of the network work has been paused due to Covid 19.</p> <p>Q: Has the Trust previously considered purchasing a SEND toolkit that would acutely focus upon the 4 main areas of need and give SEND pupils meaningful assessment outcomes and next steps targets for EHCP IEPs?  A: This is definitely something we could look at. Next year, one of our focuses will be around SEND provision and this may be a useful starting point.</p> <p>RESOLVED: Trustees wish for separate meetings to discuss these documents in detail.</p> <p><b>ACTION: Business Model and strategy meeting to be arranged by the clerk at the start of the summer term.</b></p> <p><b>ACTION: Trust improvement plan meeting to be arranged by the clerk at the start of the summer term.</b></p>
47 Risk Register	<p>The 'Mast_RiskRegister_SpringT1_academic year 20_21' was shared with Trustees prior to the meeting for review and discussion.</p> <p>It was noted in items 44 and 45 that the Board Committees have approved their risks in the register.</p> <p>RESOLVED: The risks at Board level were discussed and approved.</p> <p>RESOLVED: The adjustments to the register by the Board Committees were noted.</p> <p>Q: Staff well-being has been raised numerous times and children attainment. What should be the process so this is discussed with Board?  A: This is a discussion item and the risk of staff well-being will be incorporated into the CEO report and informed at the Trust Board.</p>

Item	Minutes
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48	Scheme of delegation	<p>‘The Mast Academy Trust SoD draft Mar 2021’ was shared with Trustees prior to the meeting for review and discussion.</p> <p>It was noted that the Executive team had provided recommendations for amendments to the Scheme of Delegation prior to the meeting.</p> <p>RESOLVED: The approval by the Board Committees in the adjustment to the Scheme of Delegation is noted.</p> <p>Adjusted terms of reference had been provided to Trustees that reflected the changes to the Scheme of Delegation and policy management.</p> <p>RESOLVED: The terms of reference amendments are approved.</p>
49	Governance Training	<p>The following document had been provided to Trustees prior to the meeting for information:</p> <ul style="list-style-type: none"> <li>• Trust Governors training attendance sheet</li> </ul> <p>RESOLVED: A number of Trustees have attended training, and confirmation will be provided to the clerk for the training register to be updated.</p>
50	Trustee visits	<p>It was noted that no visits have been completed by Trustees since the last meeting.</p> <p>Mrs Humphreys recommended Trustees to contact her to arrange any visits in the end of summer term.</p> <p><b>ACTION: Trustees to advise Mrs Humphreys the visits they would like to complete in the summer term.</b></p>
51	Policies	<p>The following policies were noted as approved and ratified at the Board Committees:</p> <ul style="list-style-type: none"> <li>• Covid 19 Policy addendum March 2021</li> <li>• The Mast Academy Trust Financial Regulation Manual</li> <li>• The Mast Academy Trust Admissions Policy 2022_23</li> <li>• The Mast Academy Trust Bereavement Policy Jan2021</li> <li>• The Mast Academy Trust Capital and Revenues Reserves Policy Feb 2021</li> <li>• The Mast Academy Trust Charging and Remissions Policy Feb 2021 v3.0</li> <li>• The Mast Academy Trust Complaints Policy and Procedures Feb 2021 v3.1a</li> <li>• The Mast Academy Trust Disciplinary Policy Dec20</li> </ul>

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	<p>v3.0</p> <ul style="list-style-type: none"> <li>• The Mast Academy Trust Exclusions Policy March 2021 v1.0</li> <li>• The Mast Academy Trust Executive Leadership Pay Policy Oct20 v1.0</li> <li>• The Mast Academy Trust Health and Safety Policy March 2021 v4.0</li> <li>• The Mast Academy Trust Information Security Guidance For Staff March 2021 v2.0</li> <li>• The Mast Academy Trust Investment Policy Feb 2021 v4.0</li> <li>• The Mast Academy Trust LAC Policy JAN2021 v1.0</li> <li>• The Mast Academy Trust Managing serial or unreasonable complaints v1.0 Jan 2021</li> <li>• The Mast Academy Trust NQT Induction v2.0 Jan 2021</li> <li>• The Mast Academy Trust Pay Policy v3.0 October 2020</li> <li>• The Mast Academy Trust Safeguarding Policy October 2020 v5.1</li> <li>• The Mast Academy Trust SEND Policy v3.0 Jan 2021</li> <li>• The Mast Academy Trust Supporting Pupils With Medical Needs Jan 2021 v3.0</li> <li>• The Mast Academy Trust ICT and internet acceptable use March 2021 v2.0</li> <li>• The Mast Equalities Statement Dec 2020 v3.0</li> <li>• The Mast Safeguarding and child protection Policy 8<sup>th</sup> March 2021_COVID addendum</li> <li>• The Mast Trust Equality Policy Dec 2020 v3.0</li> </ul> <p>RESOLVED: The policies listed above were noted by the Trust Board.</p>
<p>52 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"> <li>• KCSIE 2021 update</li> <li>• Keeping children safe in education 2020 update January 2021</li> </ul> <p>RESOLVED: Trust Board noted receipt of these documents</p>
<p>53 Any other business</p>	<p>RESOLVED: There were no 'any other business' items identified.</p>
<p>54 Future dates for meetings of the Trust Board</p>	<p>RESOLVED: That future meetings of the Trust Board would take place on:</p> <ul style="list-style-type: none"> <li>• Wednesday 26th May 2021 at 6.30pm</li> <li>• Wednesday 14th July 2021 at 6.30pm</li> </ul>

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	It is hoped that the meetings can be held in the school. This will be determined nearer the time based on the current guidance for COVID-19.
55 Agenda, minutes and related papers to be excluded from published version	RESOLVED: An area in item 44 has been excluded from the minutes.

## Summary of Actions

Minute Reference	Action
10032021_M40	Vice chair election to held at the next Trust Board meeting on Wednesday 26 <sup>th</sup> May 2021 at 6.30pm.
10032021_M46	Business Model and strategy meeting to be arranged by the clerk at the start of the summer term.
	Trust improvement plan meeting to be arranged by the clerk at the start of the summer term.
10032021_M50	Trustees to advise Mrs Humphreys the visits they would like to complete in the summer term.