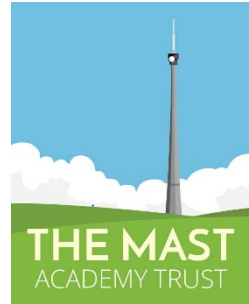


THE MAST ACADEMY TRUST



Meeting	Venue	Time	Date
Trust board	Virtual via Teams	6.30pm	Wednesday 26 th May 2021

DFE	10357163
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Start of meeting	18:31
Close of meeting	20:44

Attendance	83%
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Present		In attendance	
Name	Role	Name	Role
Martyn Jones	Trustee	Melanie Humphreys	Clerk
Andy Williams	Trustee	Sorrel Hellewell	Clerk apprentice
Tim Wade	Trustee	Natasha Greenough	CEO
Liz Godman	Trustee	Jason Field	CFO
Anthony Wilkinson	Trustee		
Philip Marshall	Trustee	Absent with Consent	
David Webster	Trustee	Name	Role
Gail Howe	Trustee	Richard Sowerby	Trustee
Nicola Thorpe	Trustee	Philip Oldfield	Trustee
Dorcas Atkinson	Trustee	Absent without Consent	
		Name	Role

Item	Minutes
56 Apologies for absent and consent	<p>RESOLVED: Apologies had been received</p> <ul style="list-style-type: none"> • Philip Oldfield was absent with consent • Richard Sowerby was absent with consent
57 Declarations of interest	<p>RESOLVED: No declarations of interest were declared.</p>
58 Confidentiality reminder	<p>Governors were reminded by Chair that a Trustee role is confidential and all information and documentation shared should be treated as such.</p>
59 Representation	<p>The clerk reported that a letter had been sent out on the 2nd May 2021 to all Trustees requesting nominations for the Vice chair of Trustees. Articles 82 states that Trustees will elect a Vice chair each school year from its number.</p> <p>The term period for the Vice chair elected this school year will be in place until the Trust Board meeting in July 2022.</p> <p>A nomination had been received by Mrs Thorpe and Mrs Atkinson to be Vice chair of Trustees.</p> <p>Nominations on the day will only be accepted where no written nominations have been received prior to the meeting.</p> <p>Mrs Thorpe and Mrs Atkinson were provided with the opportunity to speak in support of their nominations.</p> <p>A secret ballot followed.</p> <p>RESOLVED: Mrs Atkinson is elected as vice-chair of Trustees for the Mast Academy Trust from 26th May 2021 until the end of the academic year 2022.</p> <p>Mr Marshall expressed, on behalf of the Trust Board, their thanks to Dr Williams for his work as vice-chair previously and Mr Jones for his support for an interim period as vice-chair.</p>
60 Notifications of items to be brought up under any other business	<p>RESOLVED: The following items were raised for any other business.</p> <ul style="list-style-type: none"> • Approval for a new centralisation module for the finance system. • Proposed donation from a developer
61 Minutes for the meetings on 10 th March 2021 and 4 th May 2021	<p>RESOLVED: All agreed the Minutes of the meeting held on 10th March 2021 and 4th May 2021 be approved as a true record of the meetings.</p>

62 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;">10032021_M40</td> <td> <p>Vice chair election to held at the next Trust Board meeting on Wednesday 26th May 2021 at 6.30pm.</p> <p>RESOLVED: Refer to item 59</p> </td> </tr> <tr> <td style="vertical-align: top;">10032021_M46</td> <td> <p>Business Model and strategy meeting to be arranged by the clerk at the start of the summer term.</p> <p>RESOLVED: Refer to item 65</p> </td> </tr> <tr> <td></td> <td> <p>Trust improvement plan meeting to be arranged by the clerk at the start of the summer term.</p> <p>RESOLVED: Refer to item 65</p> </td> </tr> <tr> <td style="vertical-align: top;">10032021_M50</td> <td> <p>Trustees to advise Mrs Humphreys the visits they would like to complete in the summer term.</p> <p>RESOLVED: Trustee days planned for end of summer term 2021.</p> </td> </tr> </tbody> </table>	Minute Reference	Action	10032021_M40	<p>Vice chair election to held at the next Trust Board meeting on Wednesday 26th May 2021 at 6.30pm.</p> <p>RESOLVED: Refer to item 59</p>	10032021_M46	<p>Business Model and strategy meeting to be arranged by the clerk at the start of the summer term.</p> <p>RESOLVED: Refer to item 65</p>		<p>Trust improvement plan meeting to be arranged by the clerk at the start of the summer term.</p> <p>RESOLVED: Refer to item 65</p>	10032021_M50	<p>Trustees to advise Mrs Humphreys the visits they would like to complete in the summer term.</p> <p>RESOLVED: Trustee days planned for end of summer term 2021.</p>
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63 Standards, staffing and organisation	<p>The following documents were provided prior to the meeting for Trustee consideration:</p> <ul style="list-style-type: none"> • May 2021 CEO report • 10173549 Kirkburton Middle School final (Ofsted report) <p>The CEO report covered:</p> <ul style="list-style-type: none"> • Executive summary • Current challenges for the Trust • Trust-levels KPI's • School level internal assessment information • Staffing update • Summary of CEO's activity <p>Mrs Greenough gave a brief explanation regarding her CEO report. The following points were noted:</p> <ul style="list-style-type: none"> • Peer reviews, SEND reviews and B11 reviews have been completed within the schools. • There are rapid improvement plans in place in two of the schools. • During the lockdown period self-isolating children are marked as present, vulnerable children that were not in school during lockdown closures are marked as absent. • Kirkburton Middle School has had an Ofsted monitoring visit – the report is shared in the supporting documents
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- The assessment data trend is going upwards in general, The remote provision was of a very high quality in the spring term.

Trustees were invited to ask questions prior to and during the meeting:

Q: You noted the Trust averages for the year groups but shouldn't the Trust average be all of the children and not in year groups?

A: At the end of the academic year, we will do the average for all of children. This was done in this way as it allows us to see the current position in the schools.

Q: KPI averages in maths years 1, 7 and 8 are on target. Year 3 to 6 are below national average - is there anything we need to consider from a Trust level?

A: The first set of data was in September and identified the focus cohorts. The peer reviews focused on Maths across the first schools, findings were strong. Year 6 has been challenging around writing, as they haven't had as much time to practise their writing during lockdown closure. The middle schools have the same curriculum in English. They have writing catch up programmes which focus on particular skills at set times. The first schools have also worked together on their curriculum.

Q: What are your thoughts around the deficits within the schools?

A: We knew Shelley First School would be in deficit this year and Kirkburton Middle School and Scissett Middle School deficits are mainly due to Covid costs and supply cover costs. All of our schools have brought in surpluses since we have formed as the Mast Trust.

Q: Which year are you using for current attainment data for national average? It is difficult to compare cohorts from previous years due to Covid.

A: 2019 national average. For KS2 and KS3 pupils we will be doing GL assessments to see their progress.

Q: What are the insurance implications of the additional initiatives?

A: Birdsedge First School wish to run a toddler group after half term and a summer school in the holidays and the RPA insurance will cover those. We are considering summer schools in both the middle schools for year 5 children who will be going up to year 6 this next academic year. The RPA insurance will cover them also.

Q: What is the attendance data for the vulnerable groups please?

A: Attendance for children classed as 'vulnerable' which includes children with a health care plan will be lower as these groups were advised not to working remotely so were marked as absent if parents chose to keep them at home during lockdown. They

Item	Minutes
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	<p>had to be recorded as authorised absence even if they were accessing work at home.</p> <p>Q: What will number on roll be at Birdsedge in September 2021? A: There is funding for 54, there is 43 likely to be on roll as a result of 17 leaving year 5 and 5 predicted in reception.</p> <p>Q: Have you identified any further training needs for governors (or trustees) which you plan to cover in future sessions? A: We have some training identified around national changes such as the new framework for children in Early Years (reception). We will finalise the training plan once boards have had their annual configuration meetings. It is worth noting that most training has been recorded and is available for Governors/Trustees on Teams and the Executive Administrator has also directed colleagues to training provided outside of the Trust.</p> <p>Q: Do you expect schools to be able to catch up on their H&S training in this school year or not until the next school year? A: Headteachers were reminded at the beginning of May and will be working with staff to complete these before the end of the summer term.</p> <p>The following points were noted regarding the development groups:</p> <ul style="list-style-type: none"> • The well-being charter was finalised and will be considered at the Staffing Committee for approval before publication. • The pupil charter is the focus for next academic year. • The curriculum group considered the lowest 20% of readers. Governors are reviewing the provision in place for these pupils.
64 Audit and finance	<p>The following documents were provided prior to the meeting for Trustee consideration:</p> <ul style="list-style-type: none"> • CFO report 260521 • Period 8 2020 cash flow • Trust Capital planning tool Feb 2021 • Trust MA period 8 202021 • System balance sheet period 8 • Documents relating to catering procurement <p>The CFO report covered:</p> <ul style="list-style-type: none"> • Purpose • Finance update • Financial performance and year to date and full year forecast • Operations update • Actions requested

Mr Field reviewed the CFO report, including the following:

- Finance Overview
- Financial performance year to date and Full year forecast
- Budget progress
- Operations overview
- Site management
- IT
- Procurement
- HR Working Party
- GDPR

It was further noted:

- There is a deterioration in the forecast, additional funding will be received for the testing activity in the middle schools.
- There is an in year deficit deterioration. Reserves are in a strong position
- A mutual fund is paid into for sickness absence. There are still claims to be made relating to sickness absence and this will be fully reported by the end of the year.
- Health and well-being services have been accessed by staff, a breakdown of this has been requested.
- Funding has been received for summer schools in the middle schools. Plans are being finalised for this.
- Balanced budgets are planned for all schools next year - budget approval will be sought at the Finance Committee on the 15th June 2021

Mr Field noted his thanks to the Trust Operations Officer for her support in the production of the report and the improvements she has implemented since starting in the role.

Trustees were invited to ask questions prior to and during the meeting:

Q: How is the insurance claim progressing for staff absence?

A: This is not a final position, we still have at the last reporting point over £18k in our mutual fund and further claims are ongoing and being reported. We are charged an admin fee and any claims that exceed the mutual fund will still be paid out according to the insurance criteria as they are covered by additional insurance after the mutual fund is exhausted. A further up to date statement has been requested.

Q: How are Headteachers feeling about the provision for IT?

A: Headteachers are relieved to have a central point of contact and a service level in place. There are a number of improvements planned, as there is work to do on the delivery of projects and customer service. We are having monthly operational and termly strategic meetings with the heads to

assess this and will conduct a customer survey over the coming months.

Q: Are applications for capital funding made by the school or by the Trust? How are successful bids shown in our financial accounts?

A: Applications to funding bodies such as the LA and Sports England are normally submitted with the support of the Trust central team. For Department for Education (DfE) grant such as Condition Improvement Fund (which are the largest Capital grants we receive) these are submitted via a Trust appointed 'no win no fee' consultant in line with Government guidance. The grants are shown as capital grant income in our accounts in line with the Academy Accounts Direction guidance.

Catering Contract

Trustees are asked to review recommendations on catering and approve the decision to proceed with the catering contract.

Mr Field gave an overview of the catering procurement progress and advised the significant involvement of the Trust Operations Officer in the tender and procurement process.

The following was noted:

- A framework tender process has been followed which is compliant with the required process.
- Strict criteria were applied on the expectation of school meals, the food standards and the catering staff.
- Presentation by the three shortlisted companies to bid, scoring on 50% quality and 50% cost.

It is recommended to the Board of Trustees that the catering contract for the Mast Academy Trust is awarded to Academy Catering.

Trustees noted that the quality and nutrition for the children is the top priority and the primary driver and the cost saving is secondary.

Q. Did we speak to other schools who use the three suppliers?

A. References were received from other academies that use the service. Academy Catering received the best references. We did receive food samples, but could not have the full range currently. Academy Catering also provide education for the schools on food and nutrition, which we have not experienced with our current catering supplier. They also provide a choice of uniform and marketing.

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	<p>Q. Has a trial period been built in? A. There is risk in changing a food supplier. There is a management plan and performance reviews, in references received we were assured these happen.</p> <p>It was noted that Trustee need to be assured that the schools are receiving the service as expected.</p> <p>Q. Are you confident they can deliver safely, and with a good range, for pupils and staff with special diets? A. Yes, they demonstrated they would be able to manage individual special diets, including allergies and for cultural reasons.</p> <p>Q. Do they have the ability to scale up and down dependent on pupil numbers? A. Yes</p> <p>It was further note that Trustees recognised the solid procurement process that was followed and expressed the importance of the awarding catering supplier to be in partnership with the Trust and schools.</p> <p>RESOLVED: Catering provider to form part of the CFO update ongoing.</p> <p>RESOLVED: Trustees approve the catering contract to be awarded to Academy Catering.</p> <p>It was noted that 10 working day 'standstill' process will now commence. The award notification remains confidential until this stage.</p> <p>Mr Field would like to note thanks to the Trust Operations Officer for all of her hard work in regards to the catering procurement.</p>
65 Trust Strategy and improvement plan	<p>It was noted working group meetings are progressing in the following areas:</p> <ul style="list-style-type: none"> • Business strategy with specific focus on school improvement arm. • Business strategy for growth • Due diligence for growth <p>Trustees were thanked by the Chair and CEO for volunteering for these groups.</p> <p>It was noted that the outcomes of these groups will be shared with all Trustees in advance of the meeting on Wednesday 14th July 2021.</p>

Item	Minutes
66 Risk Register	<p>The 'Mast_RiskRegister_SummerT3_academic year 20_21' was shared with Trustees prior to the meeting for review and discussion.</p> <p>The clerk gave a explanation overview regarding the recommended adjustments that have been made to the risk register.</p> <p>RESOLVED: Adjustments to be considered in full at the committee meetings w/c 14th June 2021.</p>
67 Trustee activity	<p>The Chair thanked Trustees for their time on the individual catch-ups recently.</p> <p>The Chair gave a brief explanation on his visits to all the schools within the Mast Trust.</p> <p>Mrs Godman gave a brief explanation around her SEND visits to Birdsedge First School, Scissett Middle School and Kirkburton Middle School.</p> <p>It was noted that Trustees' school visits are coming up shortly.</p> <p>The clerk gave an update on the 'Improvement capacity for governance framework' activity. Responses will be compiled and then shared with Trustees to agree an action plan.</p> <p>RESOLVED: A number of Trustees have attended training, which has been noted in the training register.</p>
68 Polices	<p>The following policies were noted for approval and ratification by the Trust Board:</p> <ul style="list-style-type: none"> • The Mast Academy Trust Expenses policy • The Mast Academy Trust Statement of allegations of abuse against staff • The Mast Academy Trust Hate crime appendix • The Mast Academy Trust Data protection policy • The Mast Academy Trust Medical referrals policy May 2021 <p>RESOLVED: All Trustees approve and ratify all the above policies.</p> <p>The following policy noted as ratified as part of the managing staff reduction at the meeting on the 4th May 2021.</p> <ul style="list-style-type: none"> • The Mast Academy Managing staff reduction policy May 2021 v1.0

Item	Minutes
69 Important documents to note	<p>The following documents had been provided to Trustees prior to the meeting for information:</p> <ul style="list-style-type: none"> • Statutory framework for early years foundation stage • Induction and the early career framework <p>RESOLVED: Trust Board noted receipt of these documents</p>
70 Any other business	<p>Mr Field shared the 'Access Centralisation module procurement approval' documents on Teams prior to the meeting, and gave an explanation regarding this document and the approval request.</p> <p>Trustees were requested to approve the adoption of the centralisation module for Access Finance outside of the normal procurement process by exception.</p> <p>Q: If we are looking to grow within the Mast, is this system going to be suitable? A: The limitation currently is using multiple databases. With the new system, we are able to have numerous schools using one database.</p> <p>Q. Will this improve process efficiencies? A. Yes, we can improve the current working efficiencies and grow without the need for more staff.</p> <p>Q: Do we have a documented Single Tender Waiver policy / procedure, which applies in circumstances such as these? A: There is no specific provision for a single tender waiver. Trust Board approval is sought in these circumstances so that an audit trail can be demonstrated. We are reviewing this as part of the scheme of delegation review and may propose limits for 'out of process' procurements.</p> <p>RESOLVED: Trustees approved the adoption of the centralisation module for Access Finance outside of the normal procurement process by exception.</p> <p><u>Proposed donation from a developer</u></p> <p>The following was noted:</p> <ul style="list-style-type: none"> • A public relations (PR) company has offered money for Scissett Middle School from a local housing development. • Yorkshire Redrow homes wants to donate money to the school and in return, they would want PR from the school. • A query to the Department for Education (DFE) whether there will be an issue in regards to this has been made and clarification is being sought with the Education Skills Funding Agency (ESFA) • The Trust needs to be mindful of relationships with the local authority and planning matters.

Item	Minutes
	<p>RESOLVED: Trustees want a greater understanding of the nature of this offer and it will not be considered until this is received, together with responses from the DFE / ESFA.</p> <p>ACTION: Mr Field to clarify information regarding tan offered donation from Redrow homes, and report back to Trustees in due course, prior to the next Trust Board meeting in July.</p>
<p>71 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"> • Wednesday 14th July 2021 at 6.30pm • Trustee annual conference Thursday 22nd July 2021 <p>Proposed meeting dates for 2021/2022 were shared with Trustees prior to the meeting for their consideration.</p> <p>RESOLVED: Meeting dates for 2021/2022 were approved by Trustees. The location/method of meetings will be determined.</p> <p>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. Consideration will also be given to 'hybrid' meetings, i.e. where meetings are held in school but can be attended remotely by Trustees who are unable to attend 'in person' and to continuing holding committee meetings remotely.</p>
<p>72 Agenda, minutes and related papers to be excluded from published version</p>	<p>RESOLVED: Areas in items 63 and 67 have been excluded from the minutes for confidential reasons as processes are still taking place. Supporting documents relating to these items are also noted as confidential.</p>

Summary of Actions

Minute Reference	Action
26052021_M70	Mr Field to clarify information regarding an offered donation from Redrow homes and report back to the Trustees in due course, prior to the next Trust Board meeting in July.